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## **General Information**

The most meaningful and rewarding advantage of belonging to a campus organization is the opportunity it provides to become more involved in campus life. Through membership in a campus group, an individual has the opportunity to meet others and participate in co-curricular activities, which complement the intellectual challenges of college life. This guidebook is designed to outline important information concerning club procedures and policies.

### **Club and Organization Registration**

At the beginning of each semester, all clubs and organizations must meet the requirements of the Office of Campus Life by filing the following forms:

1. Online Club Registration
2. Constitution for new club or updated constitution if amendments have been made.

**New Campus Club/Organizations:** Students who are interested in organizing a new campus group must submit a valid and acceptable club constitution, a list of the names of at least ten enrolled Lehman students who will be members of the club to the Office of Campus Life using the online organization registration campaign at LEHMAN.COLLEGIATELINK.NET.

***The filing deadline for club registration is approximately 2 to 3 weeks after the first day of classes. Specific dates will be posted by the Office of Campus Life.***

### **Good Standing**

Clubs that comply with regulations, maintain accurate records, and exhibit appropriate group conduct are considered to be in good standing. Noncompliance will place the standing of the club/organization in jeopardy and privileges may be restricted or revoked.

### **Office of Campus Life**

The Office of Campus Life coordinates and facilitates the activities of all student organizations. In conjunction with the Student Government Association, it provides the college community with social, cultural, educational and recreational programs. Students are encouraged to inform the office of their ideas, interests and concerns, including forming a new club. The office is located in the Student Life Building, Room 219. The telephone number to the office is (718) 960-8535. Fax (718) 960-7848. The email address is CAMPUS.LIFE@LEHMAN.CUNY.EDU

### **Faculty Advisors**

All clubs are required to have a faculty advisor. Clubs must consult with their advisor regarding their plans for activities and programs. A faculty advisor may work with no more than two clubs. Faculty advisors should be invited to all events sponsored by their respective club. Faculty advisors must confirm their status with the club every semester by emailing the Assistant Director of Campus Life and Student Activities.

### **Student Government Association**

The Student Government Association (SGA) is an elected student body which represents the needs and interests of the Lehman student community. A copy of the SGA constitution is available online, as well as in rooms 219 and 202 of the Student Life Building

**The following are elected annually by the students:** President, Vice-President of Internal Affairs, Vice-President of External Affairs, Vice-President of Legislative Affairs, Chief Financial Officer, Student Services Officer, Research & Development Officer, Events Coordinating Officer, Public Relations Officer, Technology & Design Officer, Campus Facilities & Planning Officer, Community Activities Officer, and Student Outreach Officer.

**The SGA Offices are located in the Student Life Building, suite 201.**

SGA General Office Telephone (718) 960-4960

SGA Fax Number (718) 960-1178

### **Student Legislative Assembly**

It is composed of 34 students who are elected members of the Lehman College Senate. **The Steering Committee of the Student Conference** is made up of: Vice-President of Academic Affairs, who is the Chair of the Student Legislative Assembly, the Vice-Chair and the Legislative Coordinator. **The Student Conference offices are located in the Student Life Building room 208.**

Student Conference General Office Telephone (718) 960-4970

## **Student Life Building**

The Student Life Building, built in 1980 and renovated in 2012, is located at the south end of the campus, facing the athletic field. It is a two story complex consisting of offices, lounges and conference rooms. This building houses many of the college clubs and organizations. During the academic semesters the building is open Monday to Thursday from 9 a.m. to 9 p.m., while classes are in session and Friday from 9 a.m. to 5 p.m. A valid Lehman I.D. is required to use the facilities.

## **Privileges of Campus Clubs**

### **I. Facilities**

Registered campus groups may apply for the use of a variety of campus facilities including bulletin boards, meeting rooms, lecture halls, campus lounges, common area booths and tables, club offices and audiovisual equipment. Most clubs schedule the use of a campus classroom during the free hours (Mondays 3:30 to 5:00 p.m., Wednesdays 3:30 to 5:00 p.m.) for regular club meetings. To do this, the organization files a Student Event Form with the Office of Campus Life. Each organization must submit to the Office of Campus Life a schedule of meeting times and location, which will be provided to students interested in joining clubs. Clubs may sometimes wish to hold an activity on campus during the evening or on the weekend. These special events require specific and detailed arrangements found under the Special Events section of this document.

### **II. Audiovisual Center**

The center, located in Carman Hall, room B-18H, provides services to campus groups. Requests for audiovisual services must be made at least 2 weeks in advance through the Office of Campus Life. Adequate notice must be given to the Audiovisual Center to insure the availability of equipment, which includes projectors, VCRs and monitors.

### **III. Common Areas, Booths and Tables**

Registered organizations may apply to use lecture halls, etc., a booth or set up a table on campus for publicity, to provide information, to sell tickets to a club event, or to hold a fundraising activity. Students must file a Student Event/Space reservation form in the Office of Campus Life. Use of campus space may require additional services such as Public Safety, and Buildings and Grounds.

### **IV. Club Offices**

Offices are assigned to campus groups on a space availability basis. Clubs file an Application for Office Space with the Committee for Co-Curricular Development. The committee reviews office assignments each semester and recommends space allocations to the Director of Campus Life. Organizations that have received office space in the Student Life Building are directly responsible for the upkeep of the space they occupy. Damage to the structure and to lights, light fixtures, floors, ceilings, doors, etc., will result in the loss of the space occupied. Nailing on walls or other structures is also prohibited. Bulletin boards are provided throughout the building for authorized posting. Students are reminded to keep the building clean and to respect the privacy of others during daily operations of the building. Clubs are responsible for the behavior of their members. Students are also reminded of the College no alcoholic beverage policy, as well as the no smoking policy. Clubs must keep noise levels to an appropriate degree. Clubs may not interfere with the activities of other clubs, other events, or the operations of the Office of Campus Life. Radios or other amplifiers will be allowed in the club offices if they do not interfere with normal operations of another club or event. Club officers are responsible for the behavior of clubs.

### **V. Mail**

All club and organizations that have received mail will be notified via email and/or Campus Link. Clubs are also responsible for checking with the Office of Campus Life for any undelivered mail.

### **VI. Members / Keys**

For gaining entry to club offices, club members must sign in at the CIS Counter of the Office of Campus Life. Only club members whose names are on the club roster will be allowed entry. Club rosters may be updated using the Lehman CampusLink online social network.

## **VII. Public Address System / Bull Horn**

Organizations that require a public address system for an event are to request the system in advance from the Office of Campus Life. Amplified sound may not be used in open areas when classes are in session, Bull horns are not allowed on campus.

## **VIII. Meetings**

All clubs are required to hold a minimum of one (1) meeting a month. All meetings must be scheduled and locations reserved with the Office of Campus Life by using a Student Event Form. The agenda of all scheduled meetings must be submitted to the Office of Campus Life no later than 2 days prior to the date of the meeting. Minutes of scheduled meetings must be submitted via Lehman CampusLink to the Office of Campus Life no later than 1 week following the meeting date, as well as before the next scheduled Committee for Co-Curricular Development meeting to ensure that all proposals have been discussed among the majority of your club members before being brought to CCD. Minutes from club meetings will be used to verify that a proposed event has been discussed and approved by a majority of the organization members. Event paperwork for an event that has not been discussed, approved and added to the minutes will not be processed by the Office of Campus Life and Committee for Co-Curricular Development. Refer to the sample minutes and agenda included in the Club Guide for assistance in writing minutes and agenda.

## **IX. Speakers**

Lehman College grants student groups the right to invite speakers of their choice under rules established by the college; such speakers do not represent views of Lehman College or its faculty. The concepts of freedom of speech and open dialogue are an integral part of the college community and are to be respected.

A Special Event Form must be filed with the Office of Campus Life two weeks before the speaker is scheduled to appear. If an organization wishes to invite a speaker or performer from outside the college, a request must be submitted to the Director of Campus Life, at least two weeks in advance of the date of the event. The speaker request requires the following information: name of speaker, affiliation of speaker, topic of address, date and place of meeting, and the signature of the faculty advisor. When extending an invitation to a speaker, the student group should keep in mind the following general principles: the University's commitment to the independent search for truth; the preservation of an atmosphere of free inquiry; the preservation of the University's intellectual integrity; and the necessity of all members of the University to obey the laws of the state and nation. The entire program of each meeting must fall within the scope and purposes stated in the organization's constitution. For additional information, please see Section 15.2 of the Trustees Regulations on Student Organizations.

## **X. Publicity**

Clubs may receive assistance with publicity from SGA's Public Relations Officer. Publicity, such as flyers, posters and newsletters, can be arranged through the Public Relations Officer. Clubs will be charged for duplicating services. Clubs wishing to place an ad in the Meridian should submit their request to the publication. Lehman College Underground Radio will provide public service announcements for clubs. Clubs can also publicize their events on TargetVision by contacting the TargetVision coordinator and on CampusLink.

The following procedures apply when a club is planning an event and wants to publicize it through posters and flyers, TargetVision (television), Lehman College Underground Radio, Campus-Link and other Social Networks:

1. All publicity must include the name of the sponsoring campus groups.
2. All publicity must include the Lehman College admission policy for the event and the admission price which must be confirmed with the Office of Campus Life
3. All publicity must include the time and location of the event.
4. Before events are publicized, approval of the event must be secured from the Office of Campus Life and the location or facility requested must be confirmed as well as funds from CCD Board, if necessary.
5. The Director of Campus Life must approve all publicity before they can be posted and published. Original copies of flyers, PowerPoint presentations, social network content, must be brought to the Office of Campus Life for an approval stamp and signature before duplication and before content is published. Flyers and posters may not be placed on glass doors and windows, walls, light poles or trees. Flyers on places other than bulletin boards will be removed. Please refer to the list of Approved Posting Locations included in the Club Guide (page 18). Allow twenty four (24) hours for all event flyers and publicity to be reviewed and approved.
6. To post notices on departmental bulletin boards permission must be requested from the department.

7. Flyers and posters and all publicity not authorized by the Office of Campus Life will be removed.
8. Clubs are responsible for the removal of all publicity within 24 hours after the event.
9. Pending their availability, clubs will be allowed to use an A-Frame to promote their event on campus.
10. Clubs may not promote their planned events using social networking websites prior to all paperwork and details regarding the event being approved by the Office of Campus Life to ensure that all promotion is accurate and consistent.

## **XI. Funding**

The Lehman College Association for Campus Activities determines the annual budget for SGA, which includes funds for clubs. The Committee for Co-Curricular Development establishes guidelines each semester for funding activities. The committee includes three representatives from the Student Government Association and is advised by the Director of Campus Life. Generally, the committee funds activities, which clubs sponsor on campus for the entire college community. The Committee for Co-Curricular Development notifies clubs about the guidelines and gives deadline dates for submitting detailed budget requests at the beginning of each semester. Clubs have an opportunity to discuss their requests with the CCD and are notified at the scheduled club board meeting of their specific allocation. Clubs that have submitted a proposal to Committee for Co-Curricular Development must send a representative to the meeting. Failure to do so will result in the tabling of the clubs proposal. All CCD proposals are to be submitted no later than the deadline set by the Committee for Co-Curricular Development. Proposals will be date and time stamped as they are received by the Office of Campus Life. All proposal forms are to be submitted solely to the Office of Campus Life along with a draft of all publicity (PowerPoint, flyer, TargetVision, etc) for the proposed event. The following section of this handbook outlines procedures concerning the use of funds. Monies collected at events funded by the Committee for Co-Curricular Development must be deposited back into the committee account. Any profits must be deposited into the club account in the Campus Activities Office in Shuster Hall room 080. This will be conducted by the Assistant Director of Campus Life Operations located in the Student Life Building Room 219.

## **XII. Money**

During the year, clubs may become involved with the handling of funds. In this case, certain procedures must be followed. All registered clubs have an account with the Office of Campus Life and the College Business Office, Shuster Hall, room 080. Clubs may deposit and withdraw funds to meet expenses. All club dues, monies raised at a fundraising event (food sale, cake sale, etc.) and money collected as an admission price or a donation must be deposited in this account. All monies raised must be turned over to a representative of the Office of Campus Life immediately after the event has ended. The organization will be given a deposit receipt and the funds will be credited to your account. All funds in club accounts that are left unspent will be returned to the Lehman College Association for Campus Activities account at the conclusion of the fiscal year. Clubs have until the last day of the semester to file paperwork with the Office of Campus Life to withdraw and utilize their remaining funds. Clubs and Organizations may not open or maintain funds in any off campus bank, credit union, or savings association.

Clubs that receive allocations of funds from the Committee of Co-Curricular Development/SGA have to obtain from the Office of Campus Life the appropriate Advance or Withdrawal Forms. The designated SGA Officers and the Director of Campus Life must sign these forms before the Office of Campus Life can submit them to the Business Office.

### **A. Advance Forms:**

All requests for funds prior to an event should be made only when absolutely necessary. The Advance Request Form includes a detailed budget and a signed affidavit stating that the individual will submit receipts for the money advanced, or return the money within 7 days after the event. Use of the Advance Form is left to the discretion of the Director of Campus Life. Advance forms will not be used for the withdrawal of funds exceeding fifty (50) dollars.

### **B. Withdrawal Form:**

Requests for payment, which are accompanied by a bill, receipt, or a signed contract showing proof of expenses, must be submitted to the Office of Campus Life. Performance Contract forms are available from the Office of Campus Life.

### **XIII. Purchase Requisitions:**

**All financial transactions by clubs are governed by the Fiscal Handbook for the Control and Accountability of Student Activities Fees as adopted by the CUNY University Board of Trustees in 1992 and updated on a continuing basis. A copy of the Fiscal Handbook is available in the Office of Campus Life as well as on the CUNY Board of Trustees website.**

Items such as office supplies need to be obtained through a purchase requisition. Purchases over \$500 must be on a purchase requisition and require three written bids. Payment will be made when the club follows the procedures and obtains the proper forms and signatures. All disbursements will be made by check, generally made out in the name of the company from which the purchase is to be made. For any event for which a DJ, band, or speaker is to be paid, the check will be issued to the person(s) at the event by a representative from the Office of Campus Life. Checks will be made out only to the performer(s) or speaker(s), not in anyone else's name. There is absolutely no paying in cash from proceeds of the event or any other source. Assistance with financial matters is available from SGA Chief Financial Officer and the Campus Life staff.

To avoid delays and problems when arranging for the payment of bills, the following procedures should be followed:

1. Requests for payment must be typed or printed clearly and completely, giving specific information concerning the expenses such as date and nature of the event, number of items purchased, etc.
2. Receipts for expenses must always be provided. Receipts must be presented to the Business Office as soon as possible, but no later than seven days after the event has taken place. Failure to comply could result in actions by the college routinely taken against delinquent students.
3. Money requested for a specific purpose may be used only for that purpose.
4. All monies must be deposited in the Business Office. For events held during non-business hours (i.e. weekend, evening), money is deposited with Public Safety. The club receives a receipt and the money is deposited to the club account within three (3) business days. Clubs can withdraw money with Advance Request Forms or Withdrawal Forms as they would with money allocated to them by SGA.
5. All Withdrawal and Advance Request Forms must be submitted three weeks prior to the date when funds are needed. All club funds must be used by the last day of class for the spring semester.

### **XIV. Tickets**

When there is an admission charge or tickets are utilized for on campus events, the following controls shall be instituted: *(CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fee, page 23 A-E)*

1. The college should control and issue all tickets requested by a sponsoring organization or outside organization. The college should record the beginning and ending numbers in a ticket log for all tickets issued. The number of tickets must not exceed the college's maximum legal capacity for the facilities being utilized.
2. The tickets should be ordered by the college and the cost of printing charged to the sponsoring organization.
3. The sponsoring organization should request the tickets from the college well in advance of the event. This period of time should be established by the college in order to allow for the printing of tickets and the appropriate notification of various college offices (i.e. Security, Building and Grounds, etc.) In addition, this will provide sufficient time to sell, in advance, as many tickets as possible.
4. Pre-numbered printed tickets must be used for each event.
5. Only a person/unit authorized by both the organization and the college should sell or distribute tickets.

**All tickets are due with funds or unsold tickets, two days prior to the event.** Students may receive up to ten tickets for advance sales. The Office of Campus Life shall maintain a Master Ticket Log.

## **XV. Kitchen**

Procedures Governing Use of Student Life Building Kitchen:

1. All organizations must fill out a Student Event Form and indicate that they would like to reserve the Student Life Building Kitchen and submit the form two weeks prior to the day of the event.
2. One member of the organization must be designated to supervise the kitchen, and will be required to leave his/her ID in the Office of Campus Life.
3. The removal of all food and the cleaning of the kitchen are solely the responsibility of the organization.
4. The kitchen will be inspected at the end of the event to confirm that it was left in a satisfactory condition. If it is found that the kitchen was left dirty, the organization responsible may lose access to the kitchen for the remainder of the academic year.
4. It is expected that the stove, the refrigerator, the cabinets and countertops as well as the sink will be left clean. The oven and lights must be turned off and the door and sliding gate locked at the end of all events. No food should be left in the kitchen after any event.

## **XVI. Selling On Campus**

An organization may not sell anything on campus, which provides profit to an individual or outside organization. An organization wishing to sell something (food, arts and crafts, etc.) must consult with the Office of Campus Life regarding the arrangements. All monies collected must be deposited according to procedures and may then be used by the club for its activities or charitable donations. All monies are to be submitted to the Office of Campus Life at the conclusion of the event. An Event Form must be submitted by all organizations requesting to conduct a bake sale or food sale no later than 2 weeks prior to the requested date.

### **A. Bake Sales / Food Sales**

No more than one bake sale will be scheduled for a single day to avoid competition and to make sure that your fund-raiser is successful. All requests will be accepted on a first come, first serve basis. A STUDENT ORGANIZATION EVENT / ROOM RESERVATION FORM must be submitted by all organizations requesting to conduct a bake sale or food sale no later than 2 weeks prior to the requested date. All items sold at bake sales and food sales must be prepared by a licensed vendor. The sale of home cooked items is prohibited.

### **B. Copyrights and Your Rights (Movie Screenings)**

#### **“PUBLIC PERFORMANCE”** (from [www.mpaa.org](http://www.mpaa.org))

Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

*“The Congress shall have power... To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...”*

Article I, Section 8, The United States Constitution

#### **“FAIR USE”**

In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs.

This “face-to-face teaching exemption” applies only IF: A teacher is in attendance, the attendance is limited to students enrolled in the class, the showing takes place in the classroom setting and the movie is used as an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are: public libraries, day-care facilities, and non-classroom entertainment movies being used at school for after school activities.

This legal requirement applies: Regardless of whether an admission fee is charged; whether the institution or organization is commercial or non-profit; whether a federal or state agency is involved.

#### **WHAT THE LAW SAYS** (from [www.copyright.org](http://www.copyright.org))

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and **non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.**

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### **What Are “Public Performances?”**

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same videocassette, and showed it at a club or bar that you happen to manage. In this case you have infringed the copyright of the movie. Simply put, videocassettes, obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

### **Penalties for Copyright Infringement**

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

### **How to Obtain a Public Performance License**

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

By law, as well as by intent, the pre-recorded videocassettes and DVDs (“Videos”) which are available in stores throughout the United States are for home use only – unless you have a license to show them elsewhere. Rentals or purchase of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use. These simple, straightforward rules are embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act’s provisions governing the showing of Videos, which are highlighted below.

- The Copyright Act grants to the copyright owner the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
- Videos may be shown without a license in the home to “a normal circle of family and it’s social acquaintances” (section 101) because such showings are not “public.”
- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 101.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))

Other showings of Videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)

Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so – regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Showings of Videos without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime and subject to a \$150,000 penalty per exhibition (Section 506)



In addition, even innocent or inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505)

## **XVII. EMAIL CONTACT**

All club presidents and vice presidents are required to submit an email address to the Office of Campus Life that will be added to an email listserv. The listserv will be used by the Office of Campus Life to notify the club presidents and vice presidents of all important information that pertain to the clubs. Club presidents and vice presidents are expected to relay all information discussed on the listserv to their clubs. Clubs are encouraged to use the listserv to converse with each other and share ideas. Clubs and organizations will also be contacted via the Lehman CampusLink online social network. Specific instructions on how to join the listserv and how to utilize CAMPUS-LINK will be supplied at the beginning of every semester by the Office of Campus Life

## **Special Events**

### **I. Weekends & Evenings**

When an organization plans to sponsor an event other than during free hours (e.g. evening, weekend), the organization must submit a Special Event Reservation Request Form to the Office of Campus Life. Events open to the Lehman Community only can be held Monday through Thursday until 8:45 PM. All other club sponsored events occurring on Thursday evenings after 9:00 PM as well as weekend events, Friday through Saturday, will be approved on a case by case basis by the Director of Campus Life. Events held on Thursday may go to 1:00 am the following morning based on the availability of the Office of Campus Life and Public Safety. The approval of the Director of Campus Life is needed on the form before reservations for facilities can be confirmed. Approval of parties is subject to the availability of Campus Life staff to cover the event. Clubs should allow a minimum of three weeks to make these arrangements. Clubs are urged to co – sponsor activities with organizations of similar purpose so that the strain on facilities may be alleviated. Admission to all Lehman College student organization sponsored events is reserved for Lehman College students only. Guidelines Governing Special Events are found in section 111 of this document. A special guest policy may be considered by the Director of Campus Life for Special Events beginning after 9:00 pm. Regular events held in the Student Life building must end at 8:30 pm.

### **II. Planning An Event**

Any and all room reservations requests must be submitted to the Office of Campus Life.

Planning an event includes the following steps:

1. Requesting a specific location (room, lounge, etc.) from the Office of Campus Life; confirmation is needed from the Vice President of Administration.
2. Allow twenty four (24) hours for all event Student Event Forms, as well as flyers and other publicity to be reviewed and approved by the Director of Campus life. All paperwork will be time stamped when it is submitted to the Office of Campus Life.
3. Specifying on the Special Event Request Forms any special furniture or equipment needed and attaching a diagram of the physical arrangement of the room.
4. The organization's faculty advisor MUST sign the student event form.
5. Clubs are required to meet with the Office of Campus Life at least three ONE (1) WEEK prior to an approved event to go over the status of the event. The Office of Campus Life is not required to facilitate any requests made after this deadline has passed.

### **III. Guidelines for Governing Special Events**

Activities for which donations or admissions fees are collected cannot be financed through SGA club grants. The sponsoring organization is responsible for the expenses, which the organization might incur for that particular event. The following guidelines must be strictly applied when such an activity is planned:

1. Requests for permission to hold an event for which donations or admissions fees are requested must be submitted to the Office of Campus Life at least two weeks before the event. A Student Organization Event Request Form must be attached.

2. All funds collected at the event (donations, admissions fees, food, drinks, etc.) must be deposited the same day of the event either in the Office of Campus Life, to be credited to the organization's account in the Business Office, or, if the Business Office is closed, in the Public Safety Office, according to prior arrangements made for this purpose. Funds deposited at the Office of Public Safety will be retrieved by the Office of Campus Life within three (3) business days and will be re-deposited in the organization's account in the Business Office. When an event is held on weekends or in the evening, all funds collected are counted by the representatives from the sponsoring club or organization, the Office of Campus Life, and the Office of Public Safety. The procedures for making deposits cited above will be followed. Tickets collected at the gate must also be deposited with funds collected.
3. Contracts with D.J., band, performers, speakers, etc., must be submitted to the Office of Campus Life two weeks before the event and must be approved by the Director of Campus Life.
4. A valid Lehman College I.D. card is required for admission to campus on evenings. Each Lehman student may bring one non-CUNY guest if agreed upon by the Director of Campus Life and the sponsoring club.
5. At the conclusion of the event the performer(s) or speaker(s) shall sign an affidavit stating that payment has been received in accordance with the terms of the contract.
6. The authorized college individual supervising the event will submit a statement at the conclusion of the event indicating the event took place.

#### **IV. CUNY Guest Policy**

The College is willing to consider students from specific CUNY sister colleges who can produce current valid identification as acceptable guests if arrangements are made with the Office of Campus Life and the Office of Public Safety. Events that are advertised at other CUNY campuses must include a statement about restricted admission.

1. Public Safety Officer, faculty advisors and other College officers in charge of evening activities have the right and duty to deny admission to anyone who is in a state of intoxication, or who does not meet college requirements for admission on campus grounds.
2. An officer of the club or student organization holding an event is required to be at the entrance gate to help screen visitors attending the events.
3. It is prohibited to bring alcoholic beverages of any sort onto the campus. Public Safety Officer at the gate will enforce this rule by asking that beverages be left with them or by denying admission onto campus grounds. People found on the premises with alcoholic beverages will be charged as being in violation of Campus Policies
4. All bags and packages must be checked by the Office of Public Safety before admission to the event area. The use of metal detectors, hand scanners, etc. is solely up to the discretion of the Office of Public Safety. The Office of Campus Life will assist groups in securing these arrangements and completing the necessary forms.
5. Advertisements for special events must include a statement concerning the admission policy and procedures, including use of metal detectors and coat check.
6. The Office of Public Safety, the faculty advisor of the group sponsoring the special event, and the Office of Campus Life are required to monitor and enforce the admission policies and procedures.
7. A list of club officers responsible for the special event must be indicated on the Student Event form.
8. Officials of the sponsoring organization should report at least one hour before the scheduled time of the event.
9. Performers should coordinate with the Office of Campus Life any special arrangements needed to set up equipment, etc., before the event begins.
10. All special events must provide facilities for supervised checking and securing coats, jackets, etc. This is the sole responsibility of the sponsoring organization.
11. Students wishing to use the Performing Arts facilities must see the Director of Campus Life.

# Travel Guidelines

## Rationale for a Travel Policy

Recognized student clubs may apply for travel funds through the Committee for Co-Curricular Development (CCD). The CCD will consider each request based on the following criteria:

1. The request travel is within the club's stated purpose. The requested trip is open to matriculated Lehman students only. The faculty advisor's presences and participation is an integral part of the trip.
2. The club is in good standing and is duly registered with the Office of Campus Life.
3. The proposed travel is demonstrated to have substantial benefit to the College community. The benefits gained by the group will be in the form of new skills, research, or additional resources for the college community.
4. First preference will be given to conferences and seminars the involve Student Government Association (SGA) in leadership training, program development and/or the operations of a student center. Second preference will be given to club co-curricular events, such as: museum trips, seminars, or conferences that feature exhibits or speakers recognized as outstanding in their fields. Third preference will be given to community service programs that provide an opportunity for clubs to devote time or supplies to the less fortunate. Fourth preference will be given to cultural events or recreational competitions to which a registered club is an invited participant, presenter, or competitor.
5. The Committee for Co-Curricular Development will not fund travel to conferences, seminars, and programs where the chief benefits of attendance accrue to individuals. Example of such travel is conferences, seminars, and programs that focus on individual spiritual development.
6. The Committee for Co-Curricular Development may at its discretion, place limits on the amount of funds available for travel.

An **Event Form** must be submitted with a "Travel Proposal Form". The Vice President of Student Affairs or Designee must approve all travel using student activity funds.

### I. Travel Regulations

1. Student activity fee income may only be used for travel by matriculating Lehman College students in good academic standing, free from disciplinary sanctions.
2. Student trips require a faculty advisor to travel with the group for insurance purposes.
3. The Event and Travel Proposal Forms must be submitted 2 WEEKS prior to the date of departure.
4. Travel expenses are subject to the same bidding requirements as all purchases using student activity fee income.
5. A preliminary list of travelers must be submitted with the Travel Proposal Form.
6. Travel advance forms, if any, must accompany the Travel Proposal Form.
7. The Business Office requires five (5) days to prepare travel advances.
8. Travel advances are determined by the New York State rules for travel and will not exceed the per diem allowances of New York State.
9. Travel advances may not include pre paid items. If meals are pre paid, advances for meals will not be allowed.
10. The individual receiving the advance must sign for travel advances.

***Travel advances which are not reconciled immediately after the completion of the trip, will result in:***

--A hold being placed on the traveler's academic records

--The traveler being barred from registration until the travel advance is reconciled

No travel advance may be issued for any individual who has prior advances that are outstanding.

Minutes of the meeting in which the trip was voted on and approved must be submitted with the event and Travel Proposal Forms.

## **Lehman College Beverage Sales Policy**

The privilege of selling soda and fruit drinks at student-sponsored social events on campus is reserved for Student Government Association (SGA). The rules, regulations, and procedures herein described are to be adhered to completely. The privilege of sale will be suspended or withdrawn for failure to comply completely with this set of statements. Recognizing the legal requirements of New York City and State and the final responsibility of Lehman College, CUNY, these statements are intended to assure a setting and atmosphere for social events in which students may find pleasure and reward without stress. Both SGA and the College also recognize their obligation to eliminate substance abuse and to engage in educational programs seeking to support responsible judgments and actions by all members of the college community in all aspects of their lives.

1. No one at student sponsored events may possess or drink alcoholic beverages. Persons violating this basic rule must leave the event and will be escorted off campus.
2. A member of the staff of the Office of Campus Life will be designated in sole charge of the event sale distribution of beverages. The name(s) shall be made known in advance of the events to SGA and to Public Safety. Representatives of SGA, the sponsoring group and the Office of Campus Life will monitor the progress of each event and after the event; someone from each of these groups shall submit a report of the observations to the Director of Campus Life.
3. Those designated are to be available one-half hour prior to the scheduled beginning of an event. If the beginning of an event is delayed by one hour or more past the announced schedule, the event may be cancelled by the monitors, after consultation. Sales of beverages shall be discontinued one-half hour before the announced close of an event. The sponsoring organization must carry scheduled event times on all advertisements, flyers, posters, etc.
4. All monies raised must be turned over to a representative of the Office of Campus Life immediately after the event has ended. The organization will be given a deposit receipt and the funds will be credited to your account.
5. No person attending an event may bring onto the Campus any alcoholic beverage or illegal substance. No weapons, including knives, guns, or bludgeons, may be brought on Campus. Persons suspected of carrying such material may be asked to allow inspection. Refusal of such inspection will bring denial of admission to the campus and to the event.
6. The Office of Campus Life and SGA shall be responsible jointly for inventory and storage of beverages at all times.

Nothing in these procedures and regulations is intended to infringe upon the freedom of individuals to be fully responsible for their actions. When student events take place in off-campus facilities, they are responsible for policing such events so as to assure compliance with the laws of the City and the State. Within the campus, students and the guests are responsible for satisfying both SGA and College authorities that they are similarly in compliance with all laws.

## **Hazing**

Any action or situation, which recklessly or intentionally endangers mental or physical health for the purpose of initiation with any organization, is prohibited. Any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, drugs, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the campus; wearing of public apparel which is conspicuous and not normally in good taste, students engaging in public, and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy or the regulations and policies of the University of New York or applicable city or state law.

Any organization, which authorizes such conduct, shall be penalized by being denied permission to operate on campus property in addition to any penalty pursuant to the penal law. Individuals involved may be subject to disciplinary charges according to CUNY Bylaw Article XV.1

## **Sexual Harassment**

**Definition:** For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating hostile or abusive work or academic environment.

Any student organization or its members that engages in, encourages or allows sexual harassment, in any physical, written or oral way on campus, members will be subject to academic penalties.

### **Donations / Raffles**

Donations may be made to registered charities as long as the club has received permission from the charity to raise funds in the charities name. Proof must be provided to the college. Funds allocated to organizations by the Lehman College Committee for Co-Curricular Development (CCD) may not be transferred to another not for profit corporation. Lotteries and raffles are not permitted.

### **General Policies and Procedures for Clubs**

1. Allocation of all student budgets is under the jurisdiction of the Committee of Co-Curricular Development. (Recommendations for space allocation will be determined by the Campus Facilities Officer and submitted to the Director of Campus Life for final approval).
2. There must be a minimum of ten (10) members for a club to be registered.
3. All clubs must have their constitutions updated and approved no later than the deadline set by the Office of Campus Life.
4. Events must be open to all Lehman students.
5. Clubs must publicize their events at least two (2) weeks prior to the events.
6. Copies for flyers can be made at the Campus Information Services (CIS) window in the Student Life Building room 218. There is a fee of FIVE (5) CENTS per copy. Campus Information Services will track the amount of copies made by an individual club and club accounts will be charged accordingly.
7. Clubs must give the Office of Campus Life and Club Board at least one (1) week notice of the cancellation of their events.
8. Funds may be spent only on the purpose for which they were granted. Clubs must submit proper receipts to the Purchasing Dept. Letterhead receipts are required for all purchases.
9. Clubs must hold elections at least once a year in the Spring semester. Officers will serve until the following Spring elections. Clubs that fail to hold elections in the Spring semester will be considered not in good standing. The election process must be in accordance to the club constitution.
10. Every recognized club/org is required to hold a minimum of three (3) events each semester (bake sales, Club Fair and/or any mandatory attendance event do not count)
11. An individual cannot serve as an executive member on more than one (1) club. CCD officers may not be executive members of any clubs.
12. Clubs should consult with the Office of Campus Life regarding purchases of stationary and office supplies.
13. Club offices, when empty, must have the lights turned off and lock the door.
14. Clubs are responsible for their belongings.

15. Clubs are responsible to maintain a clean and tidy office.
16. Failure to comply with these rules may result in the loss of club privileges.
16. It is up to the discretion of the Committee of Co-Curricular Development to allocate a starting budget and the details of the use of the budget for all registered clubs at the first Committee of Co-Curricular Development meeting of the semester.

### **Student Life Building Rules and Regulations**

Please be advised that in order for our fellow students to better utilize the facilities in the Student Life Building, the following rules and regulations have been drafted.

1. All posted material should be brought to the Office of Campus Life for approval and stamping. Any unstamped flyers placed on bulletin boards will be removed. Flyers should not be posted on walls, poles, doors, or windows and will be removed without prior notification to the Club.
2. Candles and incense are a fire hazard and may not be burned in the Student Life Building.
3. The kitchen, as well as all facilities, must be left clean after every use.
4. All garbage must be disposed of in waste paper baskets and bins provided.
5. Club rooms must be maintained in a clean and tidy fashion.
6. No live cut trees, wreaths, branches, etc. are permitted in the Student Life Building.
7. Consumption of alcoholic beverages and smoking are not allowed in the Student Life Building.
8. Alcohol may not be advertised, mentioned, or drawn on any flyer.
9. All persons must evacuate the SLB immediately when the fire alarm rings (Evacuation).
10. A validated ID card should be carried at all times. Access to the SLB is limited to enrolled Lehman Students with a valid ID.
11. The Office of Campus Life shall not be responsible for any personal articles left in club rooms.
12. Bumper stickers may not be placed on walls, windows, doors, or bulletin boards.
13. Please report all damages and needed repairs to the Office of Campus Life, Room 219, ext. 8535.
14. No appliances are allowed in club offices.
15. Club office doors must be left open when club members are present in the room.

# *(Insert Club Name Here)* **CONSTITUTION**

## **ARTICLE I NAME OF CLUB**

The name of this club shall be *(Insert Club Name Here)*, a recognized club/organization at Lehman College.

## **ARTICLE II PURPOSE OF CLUB**

The purpose of *(Insert name here and include a brief sentence or two giving a general overview of what your club's about)*.

## **ARTICLE III MEMBERSHIP**

Membership in *(Insert Club Name Here)* is open to all currently enrolled Lehman College students who are in good overall standing (academic and social) with the College, and does not discriminate based on race, gender religion, sexual orientation, etc.

*If you are a club/organization that is allowed to charge dues for membership, this is where you would mention it as well as when dues are expected to be paid and what the consequences are for their membership if they do not pay. DO NOT PUT DUES AMOUNT IN THIS SECTION!*

*This is also where you would put information regarding other membership responsibilities that would keep them in good standing (EXAMPLE: "must attend at least three (3) general meetings to be considered active.").*

## **ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS**

Section 1. *This is where you would list the qualifications for being an officer in the club/organization (EXAMPLE: "must be in good overall standing (academic and social) with the College.")*

Section 2. *This is where you would list the officers of the club/organization (EXAMPLE: "President, Vice-President, Secretary and Treasurer")*

Section 3. *This is where you list the basic process for electing an officer as well as a general timeframe as to when elections should take place (EXAMPLE: "Officer elections will be held no later than the last meeting of the spring semester. One week prior to the election, members will be able to nominate individuals for open positions. Once a nomination is seconded and approved, nominees will be able to speak to the membership at the following meeting just prior to the vote. The election will be done by secret ballot by club members who are in good standing with the club.")*

## **ARTICLE V DUTIES OF THE OFFICERS**

*This is where you would list the officers of your club individually and list their specific responsibilities. The officers listed here should be identical to the officer you listed in*

*ARTICLE IV, SECTION 2. The following EXAMPLE will show you the proper format:*

*Section 1. President*

- A. Presides over all meetings.*
- B. Calls special meetings.*
- C. Carries out the provisions of the constitution.*
- D. Appoints committees and chairpersons.*
- E. Oversees all committee activities.*
- F. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

*Section 2. Vice-President*

- A. Assumes the duties of the President in his/her absence.*
- B. Performs any duties delegated by the President.*
- C. Attends all governing council meetings.*
- D. Reports the results of the governing council meetings at club meetings.*
- E. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

*Section 3. Secretary*

- A. Records and keep accurate minutes of all meetings.*
- B. Acts as correspondence clerk.*
- C. Prints and distribute agenda for all meetings.*
- D. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

*Section 4. Treasurer*

- A. Handles funds and finances for club.*
- B. Keeps financial records and collect dues.*
- C. Pays bills and complete necessary financial paperwork.*
- D. Makes financial reports at least once a month at meetings.*
- E. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

**ARTICLE VI EXECUTIVE COUNCIL**

*If your officers meet prior to the general club meetings, then you would need to define them and their responsibilities as an “Executive Council.” The following EXAMPLE will show you the proper format:*

*Section 1. The Executive Council will consist of the President, Vice-President, Secretary and Treasurer, and shall meet as often as necessary.*

*Section 2. Duties of the Executive Council*

- A. To formulate policy between regular meetings for the general membership.*
- B. To execute policies determined by general membership.*
- C. To govern activities of the club.*
- D. To compile agenda for general meetings*
- E. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*



## **ARTICLE VII IMPEACHMENT/REMOVAL/REPLACEMENT OF OFFICER AND MEMBERS**

*This is where you list the process in which an officer and/or members can be removed from their position and how a replacement is selected. This type of action should only happen in extreme circumstances, so make sure to be clear on what the grounds for impeachment are, what the vote is that's needed and how vacant positions can be filled. The following EXAMPLE will show you the proper format:*

*Section 1. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.*

*Section 2. Grounds for impeachment/removal are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal the accused will be given an opportunity to address the membership.*

*Section 3. Any officer vacancies shall be filled by an election held within two weeks.*

## **ARTICLE VIII MEETINGS**

*This is where you want to list the specifics that must take place regarding your meetings...BUT DON'T WORRY ABOUT A DAY AND TIME! The following EXAMPLE will show you the proper format:*

*Section 1. There must be at least one (1) meeting per month.*

*Section 2. An agenda must be submitted to the membership prior to the start of the meeting.*

*Section 3. There must be a quorum (a "quorum" is 50% plus 1 of the active or dues paying membership) present to vote on motions or other issues.*

*Section 4. Minutes of the meetings will be kept by the Secretary and distributed to the membership prior to the next meeting.*

*Section 5. The Treasurer will make a written and oral report at least once a month at the meeting.*

*Section 6. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

## **ARTICLE IX COMMITTEES**

*This is where you would list any standing committees, with a brief description of each. Your other option is to put the following, and saving the naming and description of the committees for your bylaws:*

*Section 1. The standing committees of this club shall be appointed as necessary.*

## **ARTICLE X ADVISOR**

*This is the area where you want to give a general overview of what the role and responsibilities are of your club advisor. The following EXAMPLE will show you the proper format:*

*Section 1.*

- A. *Work closely with the club to ensure a cooperative relationship between the Advisor, and the club membership.*
- B. *Assist each officer of the club in understanding their duties.*
- C. *Assist students to understand and apply democratic principles within their own Organizations, and in working with others*
- D. *Be present when possible for official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.*

## **ARTICLE XI      AMENDMENTS TO THE CONSTITUTION**

*This is the area where you would explain the vote necessary to make changes to your constitution. The following EXAMPLE will show you the proper format:*

*Section 1. Any amendment change requires a two-thirds vote at a general club meeting. There must be a quorum present at the meeting where the changes would be voted upon.*

## C.I.S. Posting Boards on Campus

Location	Floor	# of Boards
Student Life Building	Basement	4
	Main Floor	10
Carman Hall	Basement	1
	Cafeteria	1
	Third Floor	1
Bookstore	Main Floor	4
Shuster Hall	Basement	4
	Main Floor	6
	Second Floor	4
Old Gym Building	Basement	1
	Main Floor	2
Library	Main Floor	1
Music Building	Basement	9
	Second Floor	8
	Third Floor	1
Gillet Hall	Basement	2
	Main Floor	5
	Second Floor	4
	<b>Total # of Boards on Campus:</b>	<b>69</b>