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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. Submitting a Club Constitution: 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.

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 directs, coordinates and facilitates the activities of all student organizations. In conjunction with the Campus Association for Student Activities, 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. The office is located in the Student Life Building, room 222. 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 must be present for weekend events sponsored by clubs. Faculty advisors must confirm their status with the club every semester using the online confirmation form. All Student Event forms must be signed by the faculty advisor of the club requesting to hold the event.

Campus Association for Student Activities

The Campus Association for Student Activities (CASA) is an elected student body that concerns itself with the needs and interests of the Lehman student community. A copy of the CASA constitution is available in room 222 and 202 of the Student Life Building

The following are elected annually by the students: - President - Executive Vice President - Club Board Vice President - Community Affairs Programmer - Campus Facilities Officer - Mass Communication Officer. - Entertainment Programmer - Financial Planner - Research Planner - SGS Coordinator (Evening Students) - Student Services Programmer

The CASA Offices are located in the Student Life Building, suite 201-202.

CASA General Office Telephone ----- 960-4960

CASA Fax Number ----- 960-1178

Student Conference

It is composed of 32 students who are elected members of the college senate. The Steering Committee of the Student Conference is made up of:

- Chairman - Vice Chairman - Treasurer - Business Manager - Secretary

The Student Conference offices are located in the Student Life Building room 208.

Student Conference General Office Telephone ----- 960-4970

Student Life Building

The Student Life Building, built in 1980 and renovated in 2009, 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 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.

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 phonographs, projectors, VCRs and monitors.

III. Common Areas, Booths and Tables

Registered organizations may apply to use 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.

IV. Club Offices

Offices are assigned to campus groups on a space availability basis. Clubs file an Application for Office Space with the Office of Campus Life. The Campus Facilities Officer of CASA 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 and visitors as well. 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. Mailboxes

All campus clubs receive a mailbox in the Office of Campus Life, located in the Student Life Building, as soon as their registration forms are approved. Regular mail, college notices, CASA information and student notes are placed in these mailboxes. Clubs are responsible for picking up their mail at least twice weekly throughout the semester.

VI. Members / Keys

For gaining entry to club offices, club members must sign in at the front desk of the Office of Campus Life. Only club members whose names are on the club registration forms will be allowed entry. Clubs can update their roster by having new members send an email to CAMPUS.LIFE@LEHMAN.CUNY.EDU using their Lehman College email only with their name and the name of the club they are joining. This must be confirmed by the club president.

VII. Public Address System / Bull Horn

Organizations needing the public address system for an event are to request the system in advance from the Office of Campus Life. The system 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 and minutes of all scheduled meetings must be submitted to the office of campus life within one (1) week after the date of the meeting. Minutes and Agendas must be submitted via email to CAMPUS.LIFE@LEHMAN.CUNY.EDU. 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.

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.

X. Publicity

Clubs may receive assistance with publicity from CASA Mass Communications Officer. Publicity, such as flyers, posters and newsletters, can be arranged through the Mass Communications Officer. Clubs will be charged for duplicating services. Clubs wishing to place an ad in the Meridian should submit their request to the publication. WHLC will provide public service announcements for clubs.

The following procedures apply when a club is planning an event and wants to publicize it through posters and flyers:

1. All flyers and posters must include the name of the sponsoring campus groups.
2. All flyers and posters must include the admission policy for the event and the admission price which must be confirmed with the Office of Campus Life
3. All flyers and posters must include the time and location of the event.
4. Before signs are made, approval of the event must be secured from the Office of Campus Life and the place or facility requested must be confirmed as well as funds from club board, if necessary.
5. The Director of Campus Life must approve all flyers and posters before they can be posted. The original must be brought to the Campus Life Office for an approval stamp and signature before duplication. Flyers or 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. Allow twenty four (24) hours for all event flyers to be reviewed and approved.
6. To post notices on departmental bulletin boards permission must be requested from the department.
7. Flyers and posters not authorized by the Office of Campus Life will be removed.
8. All registered clubs are allocated 300 free copies of flyers and 1 poster per semester. These copies can be obtained at the Campus Information Services office in the Student Life Building.
9. Clubs are responsible for the removal of all publicity within 24 hours after the event.

10. Pending their availability, clubs will be allowed to use an A-Frame to promote their event on campus.

11. 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 CASA, which includes funds for clubs. The CASA Club Board establishes guidelines each semester for funding activities. The Board includes five representatives from CASA and is advised by the Director of Campus Life. Generally, the Club Board only funds special activities, which clubs sponsor on campus for the entire college community. The Club Board 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 Club Board and are notified at the scheduled club board meeting of their specific allocation. Clubs that have submitted a proposal to club board must send a representative to the meeting. Failure to do so will result in the tabling of the clubs proposal. All Club Board proposals are to be submitted no later than 5:00 pm on the Friday prior to the scheduled meeting. 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 flyer for the proposed event. All club sponsored "SPECIAL EVENTS" that require a security fee to be paid by Club Board are expected to charge an admission fee for the event. The following section of this handbook outlines procedures concerning the use of funds. Monies collected at events funded by Club Board must be deposited back into the Club Board account. Any profits must be deposited into the club account in the Campus Activities office in Shuster Hall room 080. It is not mandatory for a club to charge an admission fee at a Club Board sponsored event unless it is an event that requires a security fee.

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 purchase items with their remaining funds.

Clubs that receive allocations of funds from Club Board / CASA have to obtain from the Office of Campus Life the appropriate Advance or Withdrawal Forms. The designated CASA 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 (Blue Form):

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.

B. Withdrawal Form (White 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 at the Office of Campus Life.

XIII. Purchase Requisitions:

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 CASA Financial Planner 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 CASA.
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: *(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 ticket.

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 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.
5. 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 / Bake Sales

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. 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.

A. Bake Sales / Food Sales

The maximum number of bake sales sponsored by a club is not to exceed four in a semester. Bake sales by the same organization must be held at least three weeks apart and may be scheduled only after the preceding one has taken place. 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 licensed vendors. The sale of home cooked items is prohibited.

XVII. Leadership Day

The goal of the Leadership Day series is to supply student organizations with the tools and tips needed to have a successful semester as well as bring them together to converse and share ideas. All organizations are required to send one (1) representative to each Leadership Day. Failure to do so will result in an organization being deemed inactive by the Office of Campus Life until the attendance requirement is fulfilled at the following Leadership Day. Clubs that are deemed inactive will not be allowed to hold any events other than scheduled club meetings. The Leadership Day schedule will be made available at the beginning of every semester. All representatives are expected to relay all information discussed to their clubs. A student is only allowed to represent one club at Leadership Day

XVIII. 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. Specific instructions on how to join the listserv will be supplied at the beginning of every semester 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 Events Reservation Request to the Office of Campus Life. Events can be held Monday through Thursday. 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 are 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 are reserved for Lehman College students only. 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, to be reviewed and approved by the Director of Campus life. All paperwork must be submitted no later than two (2) weeks prior to the requested date. 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.
3. The organization's faculty advisor must sign the student event form as well as all other required forms and must be in attendance at all weekend events and off campus trips.
4. Clubs are required to meet with the Office of Campus Life at least three (3) days 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 CASA 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 this is arranged 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

An "Event Proposal 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 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 to CASA. 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 CASA 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 CASA and to Public Safety. Representatives of CASA, 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 CASA 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 CASA 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, or involves the forced consumption of liquor or drugs for the purpose of initiation with any organization, is prohibited. 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.

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 Association for Campus Activities 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 Club Board. (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 by the beginning of the third week of each semester.
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. Clubs are allowed 300 free flyers per semester along with 1 poster. There will be a charge of five (5) cents per additional copies. The free copies will be allowed after club has been approved.
7. Clubs must inform the Club Board at least one (1) week before 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.
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. CASA 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 turn lights off and lock the door.
14. Clubs must check their mailboxes at least twice a week, in Student Life Building rm. 222.
15. Clubs are responsible for their belongings.
16. Clubs are responsible to maintain a clean and tidy office.
17. Failure to comply with these rules may result in the loss of club privileges.
18. It is up to the discretion of the Club Board to allocate a starting budget for all registered clubs at the beginning of each semester.
19. The Club Board at its discretion shall consider any situation that conflict with the above mentioned rules and regulations.

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 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 222, 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.

**CAMPUS ASSOCIATION FOR STUDENT ACTIVITIES (CASA)
CONSTITUTION**

(As adopted on March 25, 1970)

Name Article I. Name [

The name of this organization shall be the Campus Association for Student Activities (CASA).

Purpose Article II. Purposes [

Section 1. It shall be the responsibility of this organization to initiate, fund and administer programs and activities of benefit to the students and faculty of Lehman College and the community at large.

Section 2. It shall be the responsibility of this organization to implement, where feasible, the policy directives of that legislative body legally mandated by the student body to establish policy.

Section 3. It shall be the responsibility of this organization to cooperate fully with any and all organization in the advancement of the legitimate interests of Lehman College community.

Section 4. It shall be the responsibility of this Organization to insure that the interests of the Students are protected in the development and Operation of the physical plant and the supporting facilities of Lehman College.

Powers Article III. Powers

Section 1. This organization shall have the power to initiate, fund and administer programs and activities and to allocate the funds formerly held by the Student Government Association.

Section 2. This organization shall have the power to make recommendations on matters concerning the physical plant and supporting facilities and shall have the power to utilize and distribute facilities under student control.

Proscribed Article IV. Proscribed Powers Powers

Section 1. This organization shall not have the power to establish policy on matters of academic policy, that power being reserved for mandated legislative body. Section 2. This organization shall not have the power to establish policy on matters of non-academic power, except in areas concerning the physical plant and supporting facilities, that power being reserved for the mandated legislative body. Section 3. This organization shall not fund or administer any programs or activity in conflict with policy directives issued by the mandated legislative organization.

Organization Article V. Organization

The powers of the organization shall be vested in the Executive Committee.

Executive Committee Membership

Article VI. Executive Committee Membership

Section 1. The members of the Executive Committee shall be President, two Vice-presidents, and the Campus Facilities Officer, the Communications Officer, the Community Activities Programmer, the Entertainment Programmer, the Financial Planner, the Research Planner, the SGS Student Activities Coordinator, the Student Services Programmer. In addition to these elected officers, there shall be four

representatives chosen by and from the mandated legislative body, as well as the chairman of the Athletic Board.

Section 2. The elected officers shall be chosen in general elections held in the spring each year. All students shall be eligible to vote and to hold office, except that SGS Student Activities Coordinator must be an SGS student.

Term of Office Term of Office

Section 3. The term of office of these elected officers shall be from 1 June of the year of their election until the following 31 May.

Recall Recall

Section 4. Recall. Upon petition of at least 15% of the student body, any executive officer, elected or appointed, shall be recalled. In such case, an election shall be held within three weeks of the recall petition presentation. The officer in question may seek re-election. If re-elected, the officer shall not be subject to recall for remainder of his term.

Impeachment Impeachment

Section 5. Impeachment. By written request of at least 12 members of the Executive Committee, any Executive Officer may be impeached. The Judicial Board of this organization shall make the Final decision on removal. If the Judicial Board orders the officer's removal, an election shall be held within three weeks of that order. The officer in question may seek re-election. If re-elected, the officer shall not be subject to impeachment on the same violation. The grounds for impeachment and removal shall be: improper handling of funds, culpable violation of this Constitution, gross incompetence or infringement of the rights of any member of the Lehman College community.

Vacancies Vacancies

Section 6. If a vacancy is created within the first six months of the term of office of any executive officer, an election shall be held within three weeks. If a vacancy is created after the first six months, the Executive Committee shall elect a suitable successor.

Section 7. The method of selection, term of office and procedures for filling vacancies among the four legislative bodies shall be made by that body. However, the representatives chosen shall be subject to the recall and impeachment procedures enumerated in Section 4 and 5 of this article.

Section 8. In the event that no one is elected to a given the Executive position, the Executive Committee shall Elect an individual to the Position.

Executive Committee

Meetings Article VII. Executive Committee Meetings

Meeting Notice Section 1. The Executive Committee shall hold monthly meetings. At least one week's notice must be given all members of these meetings.

Open Meetings Section 2. All meetings of the Executive Committee shall be open to the entire community. Subject to the normal restrictions that can be placed on debate, each member of this community has the right to speak at meetings of the Executive Committee.

Special Meeting Section 3. The President may call special meetings provided 24 hours' notice is given all members. Upon the request of at least five members of the Executive Committee, the President shall call a special meeting.

Presiding Officer Section 4. The President shall preside over all meetings. In his absence, the first vice-president shall preside. In his absence, the second vice-president shall preside. In the event that none is present, the committee shall select a temporary chairman.

Quorum Section 5. A simple majority of the membership shall constitute a quorum to transact business.

Parliamentary Procedures Section 6. All meetings of the Executive Committee shall be held in accordance with the rules and in regulations of parliamentary procedure as set down in the latest Edition of Robert's Rules of Order, except as otherwise provided in this constitution.

Secretary & The President shall appoint a Secretary and a Parliamentarian who shall be **Parliamentarian** non-voting members.

Referendum Article VIII. Referendum

Upon the presentation of a petition within 5 school days of an Executive Committee action, signed by not less than 10% of the student body, any action by the Executive Committee shall be put to the students in referendum. Such referendum shall be held within 3 weeks of presentation. The presentation of the petition shall suspend action until a referendum is held.

Budget Article IX. Budget

Section 1. It shall be the responsibility of the President and the Financial Planner to proposed budget to the Executive Committee at its first meeting. Section 2. It shall be the responsibility of the President to give notice of the proposed budget to the members at least two weeks in advance of the meeting. He shall also be responsible to give notice of the proposed budget to the student body At large at least one week in advance of the meeting. Section 3. A simple majority shall be sufficient to adopt the budget and make amendments to it.

Executive Officers Article X. Executive Officers President

President Section 1. The President shall be the chief executive and administrative officer of this organization.

He shall:

- a. preside at meetings of the Executive Committee.
- b. have the power to call the Executive Committee into special session.
- c. be the official representative of this organization to all organizations and individuals with whom the organization may have contact, save as otherwise stipulated in the constitution.
- d. be finally responsible for the administration of this organization.
- e. have the power of the Executive Committee when it is unable to meet. All decisions made under this clause must be ratified at the first meeting of the Executive Committee after the action is taken, which, when school is in session, shall be within one week of such action

f. appoint, with the advice and consent of the Executive committee, all representatives to student/faculty committees within the Jurisdiction of this organization.

g. appoint a secretary and a parliamentarian.

Vice-Presidents Section 2. Vice-Presidents

Clause 1. Individuals shall seek election to the position of either Executive Vice-President or Board Vice-President.

Clause 2. Executive Vice-President

The Executive Vice-President shall;

a. assist the President in performance of his duties.

b. perform all duties of the President when the President is not able to.

c. succeed to the presidency in the event that the President resigns.

d. become Acting President in the event that the President is removed from office or recalled.

e. manager of the office of this organization.

f. be responsible for the management and supervision of the organization's duplicating service.

Clause 3. Board Vice-President

The Board Vice-President shall:

a. assist the President in the performance of his duties.

b. perform the duties of the Executive Vice-President when he is not able to.

c. be responsible for continuing evaluation of all programs and activities sponsored by this organization.

d. be the official liaison of this organization to the independent boards.

e. be the chairman of the Club board.

Campus Facilities Section 3. Campus Facilities Officer **Officer**

The Campus Facilities Officer shall:

a. be member ex officio of the Campus Center Planning board and ultimately to the body responsible for the supervision and maintenance of the Campus Center;

b. be responsible for insuring that student interests are met in the operation of the bookstore cafeteria, and library and shall be the official representative in the management of those services. He shall be ex officio a member of all regulatory committees for such campus services;

c. be responsible for the allocation of space in student facilities;

d. be responsible for student participation in the administration of Student Hall;

- e. be member ex officio of all committees dealing with the physical Master Plan of the college;
- f. be responsible for insuring that student interests are adequately met in the development and maintenance of the physical plant of Lehman College;
- g. be responsible for student representation in matters concerning campus security.

**Communications Section 4. Communications Officer
Officer**

The Communications Officer shall:

- a. be responsible for all publicity of the activities and programs of this organization;
- b. be responsible for the administration of the information Service of the organization;
- c. be the official representative of the organization to the Public Relations division of the college;
- d. insure that the student body is adequately informed of the activities and programs of the organization;
- e. be chairman of the Publications Board;
- f. be advisor to all campus organizations concerning publicity regulations.

**Community Section 5. Community Activities Programmer
Activities Programmer**

The Community Activities Programmer shall:

- a. advise student groups with respect to involvement in the community;
- b. initiate and administer programs of benefit to the members of the community and the student of Lehman College;
- c. be responsible for the administration of such programs as community tutorials, campus tours, benefit performances, workshops and lecture series, etc.;
- d. be the official representative to all campus committees or organizations dealing with community work.

**Entertainment Section 6. Entertainment Programmer
Programmer**

The Entertainment Programmer shall:

- a. be responsible for the administration of all cultural and social activities sponsored by the organization;
- b. be responsible for the administration of the Cinema Society;
- c. be responsible for the administration of the travel Coordinating Board; d. prepare, in conjunction with the Communications Officer, a social calendar for the campus; e. coordinate student groups with respect to their social programs.

Financial Planner Section 7. Financial Planner

The Financial Planner shall:

- a. draw up the budget of the organization in conjunction with the President;
- b. provide periodic reports on the financial status of the organization;
- c. be responsible for insuring that money is spent in accordance with the regulations established by the Executive Committee;
- d. investigate ways and means of increasing the funds of the organization.

Research Planner Section 8. Research Planner

The Research Planner shall:

- a. be responsible for preparing quarterly reports of the activities of the organization in conjunction with the communications officer;
- b. investigate new ways and means of operating existing programs;
- c. assist all other executive officers in the planning of new programs and activities;
- d. keep records of value to the organization such as rules and regulations of the Board of Higher Education, relevant bills and proposals before the City Council, State Legislature, and the Congress;
- e. be the NSA coordinator for Lehman College;
- f. assist the members of the legislative body in research matter of importance to them;
- g. be responsible for devising ways and means of ascertaining the opinions and desires of students and faculty in matters of relevance to this organization or the legislative body.

SGS Student Section 9. SGS Activity Coordinator **Activity Coordinator**

The SGS Activity Coordinator Shall:

- a. insure that, where feasible, programs and activities sponsored by this organization are extended to students in SGS;
- b. initiate and administer programs of interest and value to SGS students;
- c. explore the possibility of establishing a separate activity association for evening session students;
- d. be the official representative to the Administration and Faculty of SGS.

Student Services Section 10. Student Services Programmer
Programmer

The Student Services Programmer shall:

- a. be responsible for the administration of the Freshman Orientation Program, Tutorial Program, Leadership Training, Athletic Affairs, Draft Counseling;
- b. be responsible for initiating and administering other programs of services to the students.

Internal Organization Section 11. Internal Organization

It shall be the responsibility of each of the officers to establish at the beginning of each year a committee system or other appropriate internal organization and submit such for the advice and consent of the Executive Committee. He shall submit names for various appointments subject to the advice and consent of the Executive Committee. In all matters in the jurisdiction of the Executive Officers, they shall have full authority unless otherwise restricted by the Executive Committee.

SGS Student Activities Article XI. SGS Student Activities

The students of the School of General Studies reserve the right to establish an independent student activities association. A constitution of such an association must be approved by 2/3 of those SGS students voting on the referendum.

Independent Boards Article XII.

Section 1. Independent Boards

The Boards and Organizations specified in this article shall be independent of the organization and of the legislative body as to organization and operation. They shall have the power to adopt their own constitution and bylaws except that these shall not conflict with the Constitution of this organization or the legislative body. The Chairmen of these Boards shall have the right to place items before the Executive Committee and, when those items are being discussed, shall have all floor rights except the vote, except when he is an Executive Committee member he is entitled to vote.

Judicial Board Section 2. Judicial Board

Clause 1. As early in the first term after the adoption of this Constitution as possible, the Executive Committee shall work with the legislative body to establish the jurisdiction, selection of members, qualification for members and their term of office for the Judicial Board.

Clause 2. Until such is accomplished to the mutual agreement of both, the Judicial Board as established in Article VII, Section 2 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

Board of Elections Section 3. Board of Elections

Clause 1. As early in the first term after the adoption of this Constitution is possible, the Executive Committee shall work with the legislative body to establish the powers, selection and qualification of members, terms of office for a Board of Elections.

Clause 2. Until such is accomplished to the mutual agreement of both groups, the Board of Elections as established in Article VII, Section 3 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

Internship Union Section 4. Internship Union

Clause 1. The internship Union shall be an organization open to all students except the members of the Executive Committee and shall provide services that are meaningful to the organization of the Union.

Clause 2. They shall have the power to establish their own internal organization, election, and termination of officers, and shall supervise their own operation.

Club Board/ Section 5. Club Board/ Committee on Clubs Committee on Clubs

- a. The Standing Committee on Clubs, also know as the Club Board, shall be responsible for the disbursement of funds to the duly registered clubs on campus, and shall establish the criteria and regulations it deems necessary to achieve that end;
- b. Its membership shall consist of the Board Vice-President, who shall preside, the Financial Planner, Campus facilities officer, Student Services Programmer, and Research Planner. A quorum shall be simple majority of the membership;
- c. The President of CASA may appoint members to fill vacancies on the Club Board, and may with the consent of the Club Board, appoint one or more Club Board's membership to six;
- d. Decisions of the Club Board may be reversed by a $\frac{3}{4}$ vote of the Executive Committee;
- e. The Board Vice-President may request Club Board matters to be voted upon by the Executive Committee when it is not otherwise possible for the Club Board to meet.

Transition Article XIII. Transition

Section 1. This Constitution shall become operative upon the termination of the terms of those Student Government Executive Officers in office at the time of the adoption of this constitution.

Section 2. This Constitution must be ratified by $\frac{2}{3}$ of those voting in referendum.

Section 3. Once adopted and in operation, this Constitution shall replace the Constitution of the student Government Association. The S.G.A. shall be dissolved at that point.

Legislative Body Article XIV Legislative Body

Section 1. Any proposal for a legislative body must receive $\frac{2}{3}$ approvals by the students.

Section 2. In the event that this Constitution becomes operative before the students in referendum have adopted a proposal for a student legislature, 15 students elected at large by the student body shall constitute an interim legislature. The Executive Committee of this organization shall be members of that legislature ex officio.

Amendments Article XV. Amendments

Section 1. any amendment to this Constitution except amendments to Article VII, X, XII, must be ratified by $\frac{2}{3}$ of those students voting in referendum.

Section 2. any amendment to Article VII, X, XII, must be ratified by $\frac{3}{4}$ vote of the Executive Committee at two consecutive meetings or by $\frac{2}{3}$ vote of the student body.

Section 3. by petition of 500 students, the Executive Committee shall place the amendment called for in that petition before the students for their approval.

[Last revision: 5/25/88]



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

SET-UP FOR EVENT WORK ORDER

NAME OF EVENT: _____

SPONSORING ORGANIZATION: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

LOCATION: _____

ADDITIONAL INFORMATION: _____

USE BOX BELOW TO OUTLINE THE SET-UP FOR YOUR EVENT.

A large rectangular area enclosed by a thick dashed border, intended for outlining the set-up for the event.



Complete this form and mail to Lois Myers – 357 Shuster Hall/Campus Reservations – OR – Fax to x7135

SPECIAL EVENT RESERVATION REQUEST

Name of Event: _____

Sponsoring Group/Department: _____ Size of Group: _____

Person Responsible for Event: _____ Extension: _____

Requested Space(s): _____

If space cleared with Registrar, Campus Reservations of other departments, please indicate with whom arrangements were made: Name _____ Dept. _____

Handicap Arrangements/Special Needs, please specify: _____

<u>DAY</u>	<u>DATE</u>	<u>HOURS</u>
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

<u>TYPE OF ARRANGEMENT</u>	<u>TO BE SUPPLIED BY</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE NOTE:

NO SIGNS, directional or otherwise, may be posted on campus gates, walls, doors, grounds, fences, light poles, etc. ANY POSTED SIGNS WILL BE REMOVED immediately and your department will be held responsible for payment of any costs associated with repair and/or replacement of any damage.

Date of Request: _____

Signature: _____

Dept. Chair or Scheduling Officer



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

CLUB BOARD Proposal for Funding Date _____

CLUB BOARD PROPOSAL FORMS WILL NOT BE ACCEPTED OR REVIEWED WITHOUT AN ATTACHED DRAFT FLYER FOR THE EVENT. NO EXCEPTIONS. THE LOCATION, TIME AND DATE OF THE EVENT SHOULD BE LISTED AS "TBA" ON THE DRAFT FLYER IF THE RESERVATIONS ARE ON HOLD PENDING AN A CLUB BOARD DECISION. A SAMPLE FLYER WITH ALL INFORMATION REQUIRED FOR APPROVAL CAN BE VIEWED ON THE REVERSE SIDE OF THIS FORM.

Name of Club: _____

Contact Person: _____ Phone Number: _____

Title of Event: _____

Date of Event: (circle one) - M T W TH F S SU - _____

Time : From _____ to _____

Event Description / Purpose: _____

Type of Event (Check All that apply)

Concert___ Panel Discussion___ Party___ Conference___ Stage Production___ Lecture___
Reception___ Workshop___ Dance___ Luncheon/Dinner___ Other___

Area Requested

___ Student Lounge (258 Capacity) ___ Student Cafeteria (750 Capacity) ___ Lecture Hall
___ Concert Hall ___ Faculty Dining Room ___ Gym ___ Dance Studio
___ Class Room ___ Plaza ___ Athletic Field ___ Lovinger Theater
___ Other _____

Expected Audience

Number___ Lehman College Community Only___
CUNY I.D. ___

Amount Requested

DJ / Speaker: \$ _____ Food Service / Catering: \$ _____
Public Safety: \$ _____ Building and Grounds: \$ _____
Other: _____ \$ _____ Other: _____ \$ _____

Any additional information _____

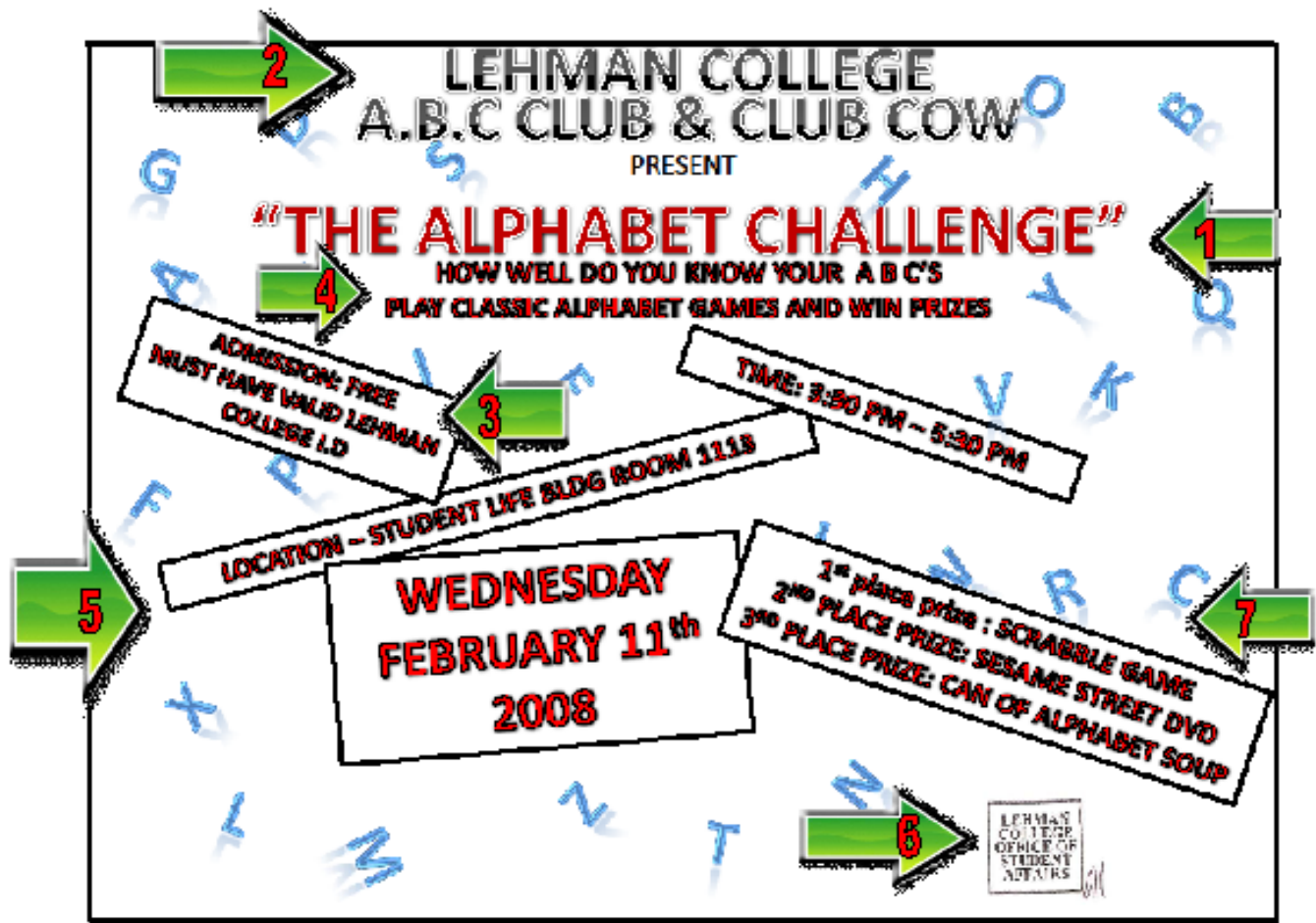
C.A.S.A CLUB BOARD use only

Date of Meeting: _____

Approved:___ **Denied:**___

Club Board V.P

CASA Financial Planner



No flyers can be approved, posted, or reproduced and distributed until the club event has been approved by the Office of Campus Life or C.A.S.A Club Board (if funding has been requested) and locations have been confirmed. All club flyers (posted or handouts) must be stamped and signed by the Office of Campus Life

- | | |
|---|--|
| <p>1 Exact name of event. Event names cannot be offensive</p> <p>2 All Sponsoring organizations should be listed on flyer</p> <p>3 Admission guidelines. Admission to a Lehman College event is reserved for all registered Lehman College students. The implementation of a special guest policy is left to the discretion of the Office of Campus Life</p> | <p>4 Purpose / brief description of event</p> <p>5 Exact time, date and location of event</p> <p>6 Office of Campus Life Stamp and Signature</p> <p>7 List all prizes that will be distributed</p> |
|---|--|



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

TRAVEL POLICY

All travelers must be registered matriculated students of Lehman College, in good academic standing and without disciplinary sanctions.

All trips must include a faculty advisor who is a full-time tax levy employee of the College.

A list of travelers must be submitted in advance to be verified, by the Office of Campus Life.

All students traveling must agree to the following:

1. They must sign below indicating they have read this information and understand it.
2. All students who receive travel advances must pick up the advances in person and sign for the advance individually.
3. Travelers receiving advances must return receipts and cash equal to the amount of the advance no later than one-week after completion of the trip.
4. Travelers must use the mode of transportation provided by the Business Office.
(If provided)
5. Any financial liability incurred by the Campus Association for Student Activities or unreconciled advances by the traveler will result in an immediate hold placed on the traveler's records and a stop on future registrations until the matter is reconciled.

 Print name of student traveler

 Address

State

Zip Code

City

I acknowledge that I have read the above information and that I understand fully.

 Signature

Date

**WAIVER OF LIABILITY
AND HOLD HARMLESS AGREEMENT (“Release”)**

ACTIVITY:

LOCATION:

DATE(s):

1. In consideration for receiving permission to participate in the above-referenced Activity, I hereby promise not to sue, and release and discharge _____ College, The City University of New York, The Board of Trustees of The City University of New York, the State of New York, the City of New York and all of their respective officers, directors, employees, representatives, agents and affiliates (the “Released Parties”) from any and all liabilities, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, to me or others, or to any property belonging to me or others, whether caused by the negligence of the Releasees, or otherwise, while traveling to or from or participating in the Activity, or while in, on, or near the premises where the Activity is being conducted.

2. I further hereby agree to indemnify and hold harmless the Released Parties from any loss, liability, damage or costs, including court costs and attorneys’ fees, that they may incur due to my participation in the Activity, whether caused by negligence of the Released Parties or otherwise.

3. I hereby voluntarily elect to participate in the Activity. I am fully aware of - and voluntarily assume - the risks and hazards connected with the Activity.

4. It is my express intent that this Release bind my heirs, assigns and personal representatives.

5. I hereby agree that this Release be construed in accordance with the laws of the State of New York..

6. Check one: _____ I am 18 years old or older.

_____ I am less than 18 years old. **(Page two must be completed, signed and notarized by a parent or guardian.)**

In signing this Release, I acknowledge and represent that I have read it in its entirety, understand it and voluntarily sign it as my own free act and deed; that no oral representations, statements, or inducements not contained in the Release have been made to me by any of the Released Parties; and that I execute this Release fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Release on _____, 20__.

Print Name

Sign Name

[Complete this page if Applicant is under the age of 18.]

I, _____:

Print Full Name of Parent or Guardian

- (a) am the parent or legal guardian of the Applicant;
- (b) have read the foregoing Waiver of Liability and Hold Harmless Agreement (including such parts as may subject me to personal financial responsibility)
- (c) am and will be legally responsible for the obligations and acts of the Applicant as described in this Release; and
- (d) agree, for myself and for the Applicant, to be bound by its terms.

Emergency Phone Number

Signature of Parent or Guardian

RATIONALE FOR A TRAVEL POLICY

Recognized student clubs may apply for travel funds through the Club Board of C.A.S.A. The Club Board will consider each request based on the following criteria:

- 1- The requested travel is within the club's stated purpose. The requested trip is open to matriculated Lehman students only. The faculty advisor's presence 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 that involve Student Government 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 Club Board 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 Club Board may at its discretion, limit the amount of funds available for travel.



LEHMAN COLLEGE

OFFICE OF CAMPUS LIFE

Kitchen Reservation Request

Name of Organization / Club: _____

Contact Person / Club Representative: _____

Position held in the Organization / Club: _____

Telephone Number: _____ **Email address:** _____

Desired Date: (circle one) M T W TH F - _____

Desired Start Time: _____ **Desired End Time:** _____

Items to be used: (circle all that apply) Stove/Oven Refrigerator Microwave
Ice machine Blender

Reason for Request: _____

1. All organizations must fill out and submit a kitchen reservation form two (2) weeks prior to the date of the event.
2. Cleaning is solely the responsibility of the organization.
3. 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.
4. The kitchen will be inspected at the end of the event to confirm the condition in which it was left.
5. **If it is found that the kitchen was left dirty, the organization responsible may lose access to the kitchen for the remainder of the semester. It is expected that the stove, refrigerator, cabinets, countertops and sink will be left clean. The oven and lights must be turned off and the door and window gate locked at the end of all events. No food should be left in the kitchen after the event.**

I have reviewed the above guidelines and agree to the conditions stated above.

Signature _____

Date _____

You will receive confirmation as soon as possible.

Office of Campus Life

Student Life Building rm 222

718-960-8535

CAMPUS ASSOCIATION FOR STUDENT ACTIVITIES

CONTRACT FOR SERVICES

A).The PARTIES to this CONTRACT FOR SERVICES are the Campus Association for Student Activities of Lehman college, (CASA), and _____(PROVIDER)

B). In consideration of the PAYMENT of _____ (\$ _____), paid pursuant to the terms and conditions of this CONTRACT, to PROVIDER, PROVIDER shall provide the following SERVICES: (DESCRIBE)

C). _____

D). The TIME said Services shall be provided, shall be no later than _____ a.m./p.m., for a period of _____(Duration), on _____ (Date).

It is understood and agreed by both parties, that the PROVIDER is to report one (1) hour prior to performance time. In the event the PROVIDER is late and this lateness results in any delay in the beginning of performance, C.A.S.A., at its discretion, may reduce the contract price by a maximum of 20% or may cancel the event and have no liability to the PROVIDER. It is also understood that in the event of a reduction, a delay in payment may result due to the correction of the payment check. The CONTRACT fee shall be paid, by College or College Association check, upon the completion of the rendering of the services detailed in item C of this CONTRACT.

E). The services contemplated in item C of this CONTRACT shall be provided at the following FACILITY:

SECURITY

No private non-College security personnel, such as bodyguards acting in a security capacity, shall perform any campus security related functions. The use of armed private guards is prohibited. Events may be canceled or payments or deposits may be forfeited for failure to comply with College security policies and procedures. Any person or organization violating such said security policy may be denied future access to the Lehman campus and be subject to other applicable college or legal sanctions. This policy does not apply to federal, state, county or municipal sworn law enforcement officers who are charged with the responsibility of providing security to various heads of state or other dignitaries, or who are involved in a law enforcement capacity (e.g. crowd control), in conjunction with the security officers of the college. This policy, which applies to all facilities and events whether fees are paid to speakers or funded through students fees, is not intended to limit or abridge individual access to or attendance at college events.

INABILITY TO PERFORM

If either party is unable to perform for any reason beyond their control, including, without limitation, illness, accident, incapacity, fire, labor dispute, or Act of God, this Agreement shall terminate and neither party shall be liable to the other.

MODIFICATION/ASSIGNMENT

This Contract may not be modified or assigned except in a writing, which is approved and signed by CASA.

Date _____ By _____
President, CASA
Or authorized agent
(Specify agency-Club, Title)

Date _____ By _____

Date _____ By _____
PROVIDER

PROVIDER Mailing Address _____

Telephone _____ Soc. Sec. Or Tax I.D.# _____

NOTE TO PARTIES

This Contract is not binding unless reviewed and approved by College Contract Review Officer;
REVIEWED AND APPROVED

Contract Review Officer
Room 359, Shuster Hall

REQUEST FOR ADVANCE OF EXPENSES

Date _____

Make Check payable to _____

Organization Budget to be charged _____

Purpose of Advance _____

Date of Event _____ Amount \$ _____

We hereby certify that the above is necessary for the operation of this organization or activity, that the expenses are included in the budget for the current year and does not exceed the budgetary limitations. We agree to provide to the Corporation, receipts covering all expenditures paid from this advance and to promptly return deposit for any unused funds, to the credit of the organization.

Authorized College Official

Activity Officer

Financial Planner

Check to be picked up by _____
Name

AFFIDAVIT FOR ADVANCE PAYMENT OF FUNDS

I promise to bring all receipts for which this advance is drawn within 7 days after the conclusion of the event. All receipts will be brought to the Campus Activities Office (Shuster Hall 080) and all unused funds will be returned.

I further verify that all purchases of \$500.00 or more have met the bidding requirements of the Board of Trustees of CUNY and proof is attached.

I understand my college privileges will be suspended if accounting is not completed on or before this agreement deadline

OFFICE USE ONLY

Date Paid _____
Check # _____
Amount \$ _____

Signature

Street Address

City State Zip

Social Security

Telephone #

*PLEASE FILL OUT DETAIL INFORMATION ON REVERSE SIDE

LEHMAN COLLEGE ASSOCIATION FOR CAMPUS ACTIVITIES, INC.
250 Bedford park Blvd, West
Bronx, New York 10468-1589

REQUEST FOR ADVANCE OF EXPENSES

Date _____

Make Check payable to _____

Budget line to be charged _____

Purpose of Withdrawal _____

Amount \$ _____

Please check one:

____ Check to be picked up

____ Mail Check to

We hereby certify that the above expenditures are legitimate and necessary for the operation of this activity and are made within the budgetary limitations.

We have examined the attached invoice, certify its validity, and authorize it for payment as shown. We further verify that purchases exceeding \$500.00 have met the bidding requirements of the Board of Trustees of CUNY and proof is herewith attached.

The maximum amount for DJ Services cannot exceed \$500.00; for a live band the amount cannot exceed \$2,000.00. However, special permission could be granted by the Dean of Students as long as proper documentation is provided.

OFFICE USE ONLY

DATE PAID _____
CHECK# _____
AMOUNT \$ _____
DATE MAILED _____

Authorize Signature

Faculty Advisor

Financial Planner

Summary of procedures for Student Organization use of Lovinger Theatre

Paperwork including Lehman Stages Space Request Forms must be completed two weeks prior to show. Maximum number of performers may not exceed capacity of backstage dressing rooms for entire show. "PLAYLIST" (Order of Acts) is frozen 72 hours (three days) prior to show.

Office of Campus Life and Lovinger Theatre staff will review list with sponsoring club or organization three days prior to show.

All performers will be given backstage passes; all performers must sign in with the backstage manager prior to proceeding to dressing rooms. No other individuals or groups are permitted backstage. Performers who have not signed Lehman Performance Contracts will not be permitted on stage.

Office of Campus Life will have two representatives in the Theatre, one at the Box Office and another at the backstage area. The Lovinger Theatre administrator and the Office of Campus Life staff member shall adjust the "PLAYLIST" if necessary.

Audience is limited to Lehman College Students and/or Lehman Faculty & Staff with valid Lehman ID. If the sponsoring student club wishes to invite CUNY students Public Safety will be notified and will furnish a minimum of two officers who shall be assigned to the Ticket Booth area and the backstage door. The student organization shall be responsible for including Public Safety costs in their proposed budget.

Rehearsal Time shall be requested when the reservation is submitted. Rehearsal time is limited to four hours. Access to the theatre and its surrounding areas including dressing rooms will be limited to the previously requested rehearsal and performance dates and times, except in the case of initial viewings of the theatre space and production meetings with Lehman Stages personnel.

Events which begin after 9:00 PM will be treated as "Special Events" and will follow the "Special Events" policies found in the Club Guide.

DJ's and other non-Lehman technical personnel must clear their needs with Lehman Stages technical personnel before setting up their personal equipment in the theatre. DJ's and other non-Lehman technical personnel must arrive at least one hour prior to the scheduled performance time in order to be accommodated. If said personnel arrive after the house has opened, one half hour prior to the scheduled performance time, they will not be accommodated.



LEHMAN STAGES SPACE REQUEST FORM
Contract to Use Specialized Space

The Department/Program of _____ has requested the use of:

(Circle One)

THE LOVINGER THEATRE STUDIO THE DANCE LAB LEHMAN S.E.T.

For the following _____ Date/s _____ Time/s _____
(Name/Type of Event) Time and duration of event from set-up

With access to the following equipment: (Check one)

Podium _____ Microphone/s # _____ Projector _____ Band Shell _____ Music Stands # _____
Slide
Video
PowerPoint Set Up Other _____

Number of guests expected for your event: _____
Are there any VIP's that could become a Public Safety issue? _____

Requests are subject to availability. It is understood that the following costs will be borne by the user:

Technical Personnel - House Staff - B&G (when applicable) - Public Safety (when applicable)
Appropriate staffing for your event is determined by the Director of Lehman Stages.

The estimated cost for your event is \$ _____
(This is strictly an estimate. There is an additional cost if an event runs over its planned duration or if more personnel are required)

The total cost for the use of this specialized space will be transferred from the _____ account to the Lehman Stages account (Campus Auxiliary).

The Department using the space agrees to comply with all posted regulations concerning the use of that space and will be responsible for any damage to the space and/or the equipment therein. During the usage period, the Technical Director is responsible for the safe and reasonable utilization of the space and can revoke usage privileges at his discretion at any time.

Signature of Department /Program Chair of requesting Department: _____ Date _____
Signature of Divisional Dean(s): _____ Date _____

Approved by Lehman Stages _____
Dante Albertic - Director

PLEASE FILL OUT THIS FORM AND FAX TO LEHMAN STAGES @ 718.960.8836
WE WILL PROVIDE AN ESTIMATED COST AND RETURN THIS FORM TO YOU FOR SIGNATURE
YOUR DATE WILL NOT BE HELD UNTIL THE FORM IS COMPLETED AND SIGNED

THE LOVINGER THEATRE STUDIO THE DANCE LAB LEHMAN S.E.T.

Arts Humanities LEHMAN COLLEGE

USE THE CALENDAR BELOW TO VIEW THE DEADLINE DATES FOR SUBMITTING STUDENT EVENT FORMS. EVENT PROPOSALS SUBMITTED LATE WILL NOT BE APPROVED.

February 2009

Mon	Tue	Wed	Thu	Fri
9 <i>EVENT FORM DEADLINE JANUARY 26</i>	10 <i>EVENT FORM DEADLINE JANUARY 27</i>	11 <i>EVENT FORM DEADLINE JANUARY 28</i>	12 <i>COLLEGE CLOSED</i>	13 <i>EVENT FORM DEADLINE JANUARY 30</i>
16 <i>COLLEGE CLOSED</i>	17 <i>EVENT FORM DEADLINE FEBRUARY 3</i>	18 <i>EVENT FORM DEADLINE FEBRUARY 4</i>	19 <i>EVENT FORM DEADLINE FEBRUARY 5</i>	20 <i>EVENT FORM DEADLINE FEBRUARY 6</i>
23 <i>EVENT FORM DEADLINE FEBRUARY 9</i>	24 <i>EVENT FORM DEADLINE FEBRUARY 10</i>	25 <i>EVENT FORM DEADLINE FEBRUARY 11</i>	26 <i>EVENT FORM DEADLINE FEBRUARY 11</i>	27 <i>EVENT FORM DEADLINE FEBRUARY 13</i>

March 2009

Mon	Tue	Wed	Thu	Fri
2 <i>EVENT FORM DEADLINE FEBRUARY 13</i>	3 <i>EVENT FORM DEADLINE FEBRUARY 17</i>	4 <i>EVENT FORM DEADLINE FEBRUARY 18</i>	5 <i>EVENT FORM DEADLINE FEBRUARY 19</i>	6 <i>EVENT FORM DEADLINE FEBRUARY 20</i>
9 <i>EVENT FORM DEADLINE FEBRUARY 23</i>	10 <i>EVENT FORM DEADLINE FEBRUARY 24</i>	11 <i>EVENT FORM DEADLINE FEBRUARY 25</i>	12 <i>EVENT FORM DEADLINE FEBRUARY 26</i>	13 <i>EVENT FORM DEADLINE FEBRUARY 27</i>
16 <i>EVENT FORM DEADLINE MARCH 2</i>	17 <i>EVENT FORM DEADLINE MARCH 3</i>	18 <i>EVENT FORM DEADLINE MARCH 4</i>	19 <i>EVENT FORM DEADLINE MARCH 5</i>	20 <i>EVENT FORM DEADLINE MARCH 6</i>
23 <i>EVENT FORM DEADLINE MARCH 9</i>	24 <i>EVENT FORM DEADLINE MARCH 10</i>	25 <i>EVENT FORM DEADLINE MARCH 11</i>	26 <i>EVENT FORM DEADLINE MARCH 12</i>	27 <i>EVENT FORM DEADLINE MARCH 13</i>
30 <i>EVENT FORM DEADLINE MARCH 9</i>	31 <i>EVENT FORM DEADLINE MARCH 9</i>			

April 2009

Mon	Tue	Wed	Thu	Fri
		1 <i>EVENT FORM DEADLINE MARCH 18</i>	2 <i>EVENT FORM DEADLINE MARCH 19</i>	3 <i>EVENT FORM DEADLINE MARCH 20</i>
6 <i>EVENT FORM DEADLINE MARCH 23</i>	7 <i>EVENT FORM DEADLINE MARCH 24</i>	8 <i>SPRING BREAK</i>	9 <i>SPRING BREAK</i>	10 <i>SPRING BREAK</i>
13 <i>SPRING BREAK</i>	14 <i>SPRING BREAK</i>	15 <i>SPRING BREAK</i>	16 <i>SPRING BREAK</i>	17 <i>SPRING BREAK</i>
20 <i>EVENT FORM DEADLINE APRIL 6</i>	21 <i>EVENT FORM DEADLINE APRIL 7</i>	22 <i>EVENT FORM DEADLINE APRIL 7</i>	23 <i>EVENT FORM DEADLINE APRIL 7</i>	24 <i>EVENT FORM DEADLINE APRIL 7</i>
27 <i>EVENT FORM DEADLINE APRIL 7</i>	28 <i>EVENT FORM DEADLINE APRIL 7</i>	29 <i>EVENT FORM DEADLINE APRIL 7</i>	30 <i>EVENT FORM DEADLINE APRIL 7</i>	

May 2009

Mon	Tue	Wed	Thu	Fri
				1 <i>EVENT FORM DEADLINE APRIL 20</i>
4 <i>EVENT FORM DEADLINE APRIL 20</i>	5 <i>EVENT FORM DEADLINE APRIL 21</i>	6 <i>EVENT FORM DEADLINE APRIL 22</i>	7 <i>EVENT FORM DEADLINE APRIL 23</i>	8 <i>EVENT FORM DEADLINE APRIL 24</i>
11 <i>EVENT FORM DEADLINE APRIL 27</i>	12 <i>EVENT FORM DEADLINE APRIL 28</i>	13 <i>EVENT FORM DEADLINE APRIL 29</i>	14 <i>EVENT FORM DEADLINE APRIL 30</i>	15 <i>EVENT FORM DEADLINE MAY 1</i>

(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 currently enrolled at Lehman College, have a minimum 2.25 cumulative Grade Point Average (GPA), and 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. Preside over all meetings.*
- B. Call special meetings.*
- C. Carry out the provisions of the constitution.*
- D. Appoint committees and chairpersons.*
- E. Oversee all committee activities.*
- F. (LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 2. Vice-President

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

Section 3. Secretary

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

Section 4. Treasurer

- A. Handle funds and finances for club.*
- B. Keep financial records and collect dues.*
- C. Pay bills and complete necessary financial paperwork.*
- D. Make 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. Serve as the official staff representative of the college.*
 - B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.*
 - C. Assist each officer of the club in understanding their duties.*
 - D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.*
 - E. Assist students to understand and apply democratic principles within their own organizations, and in working with others*
 - F. Be present for all 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.*
 - G. Be familiar all club processes and procedures.*
 - H. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.*
 - I. Ensure that appropriate college policies are upheld.*
 - J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.*
 - K. (List any additional responsibilities)*

The next two sections are optional, but are recommended because they serve to protect your organization. If you choose not to include these, then continue the numbering in proper order:

ARTICLE XI RESPONSIBILITIES

- Section 1. This club accepts full responsibility for all activities that bear its name as official sponsor or active participant, and will adhere to college regulations.**

ARTICLE XII RIGHT TO ACT

- Section 1. Any club officer and/or member does not have the right to incur any debt or become involved in any business under the title or implying the title of the club in any way unless given full authority to do so by the club.**

ARTICLE XIII AMENDMENTS TO THE CONSTITUTION

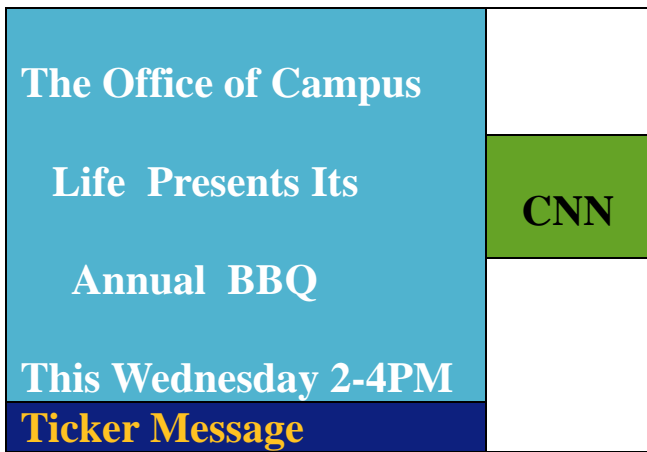
This is the area where you would explain the vote necessary to make changes to your constitution. The following EXAMPLE will show you the proper format:

- 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.*

TargetVision

The Office of Campus Life with the use of TargetVision can effectively broadcast campus events, activities, and programs in a compelling and visually enhanced manner.

Layout Example:



Who can post slides on TargetVision?

- Student organizations and any campus sponsored events. Personal messages and non-Lehman College activities and items for sale are not permitted.

How do I get something posted on TargetVision?

- Email your slides to sowmya.shankaranarayana@lc.cuny.edu. Please allow 3 to 5 business days to get your slides posted.

How long will a TargetVision slide run?

- Each message can run for two weeks and events are limited to one slide. Exceptions may be granted.

What formats can messages be posted on TargetVision?

- Power Point slides, JPEGs and Videos. Messages can be created using Microsoft Word document, however, graphics and special designs that you incorporated into the file will be lost. For best results use Power Point slides or JPEGs.

What video formats are supported on TargetVision?

- MPEG 2, WMV and AVI.

Who should I contact with my TargetVision questions?

- Contact the Office of Campus Life (718) 960 – 8029 or email us: sowmya.shankaranarayana@lc.cuny.edu

Helpful Hints about Composing your TargetVision Slides

- Be Brief. Your slide will run for 10 to 15 seconds.
- Use Font Size 22 or higher.
- If your Power Point slides are unreadable, you will be notified to make changes.
- Be creative with your slide design.

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200

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1

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100

E A

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2

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4

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40

D A Y S

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12.2 M

5

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30

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9.14 M

6

TIME TO GET FOCUSED!

FRIDAYS @ 11:00AM / S.L.B. #113

FEBRUARY 13TH

MARCH 13TH

APRIL 3RD

MAY 8TH



HERBERT H. LEHMAN CENTER FOR STUDENT LEADERSHIP DEVELOPMENT

SPRING 2009 CLUB BOARD MEETING SCHEDULE

WEDNESDAY JANUARY 28TH

WEDNESDAY FEBRUARY 18TH (Proposals due by
Friday February 13th)

WEDNESDAY MARCH 4TH (Proposals due by
Friday February 27th)

WEDNESDAY MARCH 25TH (Proposals due by
Friday March 20th)

WEDNESDAY APRIL 15TH (Proposals due by
Friday April 10th)

WEDNESDAY MAY 6TH (Proposals due by Friday
May 1st)



**ALL MEETINGS ARE HELD IN
THE STUDENT LIFE BUILDING
ROOM 102 @ 3:30PM SHARP**