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Dear Student Leader,

On behalf of the Division of Student Affairs and the Office of Student Life we would like to congratulate you for taking the initiative of leading a student organization. This Compass Guide is intended to serve as a navigational tool to help lead you through the process of starting a student organization, and/or coordinating a project for your student organization. If you have wondered how extracurricular activities are planned, developed and funded, you will find all the answers in the following pages.

John Jay College provides students with a wide variety of opportunities to become involved on campus and in the community. Currently, John Jay has over 45 registered student organizations. These student organizations focus on academics, international and multicultural interests, politics, recreation and sports, religious and spiritual aspects, service opportunities, leadership and social justice issues. As a student leader, you have the opportunity to shape your campus by building stronger organizations and strengthening the larger community.

Being involved in a student organization provides you with an opportunity to expand and enhance your overall educational experience, interact with others, build your self-confidence, take on additional responsibilities, and develop leadership skills needed to be successful. Your involvement in these organizations will also provide you with an opportunity to display the knowledge you have acquired by providing you with a unique opportunity to utilize what you have learned in the classroom and apply it to your everyday experiences.

The College recognizes that participating in a student organization is an important part of the educational process and we encourage you to engage in as many extracurricular activities as possible. As you embark on this exciting journey, the Office of Student Life is here to assist you. Take your time and carefully read through this guide, make notes for yourself and feel free to stop by our office, call us (212) 237-8698, or send us an email at studentlife@jjay.cuny.edu with any questions you may have. Best wishes on a successful and exciting year, both academically and socially.

Thank You,

The Office of Student Life
SECTION 1
WHAT IS THE OFFICE OF STUDENT LIFE?
The Office of Student Life is committed to enhancing the experience of both undergraduate and graduate students by assisting in fulfilling the John Jay College mission. OSL cultivates an environment where students will develop their skills in the areas of scholarship, leadership, civic engagement, cultural diversity and spiritual growth through structured co-curricular involvement. OSL fosters the development of the student by identifying and nurturing their leadership skills through student organizations as well as campus wide programming.

**MISSION**
The Office of Student Life strives to fulfill the College mission by enhancing each student’s educational experience by providing extra- and co-curricular programs and activities, designed to assist in their personal and professional development. Our office seeks to foster the development of the whole student by identifying and nurturing his/her skill sets through involvement with student organizations and campus wide programming and through the adoption of best practices for engaged student success and student-centered strategies.

**VISION**
The Office of Student Life exemplifies a commitment to active learning and student leadership by engaging students in moral, cultural, social, and ethical co-curricular activities.

The Office of Student Life supports programs that are designed to further the college’s mission by providing activities that focus on developing the whole student. We provide a wide array of opportunities to enhance each student’s college experience. These opportunities are categorized into four development categories:

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<td>Theatre</td>
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All these events will happen throughout the year. Please visit the Office of Student for updates about organization compliance, funding requests, trainings and workshops and program offerings for your organization’s members, executive board, and advisor(s).
STUDENT ORGANIZATION ROOM POLICIES, PROCEDURES AND GUIDELINES

The Office of Student Life is committed to providing diverse opportunities for students to maximize their personal growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College, therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

Student Organization Office Space
To be eligible for student office space, the student organization must be certified by the Judicial Board and in compliance with the Office of Student Life. Rooms will be assigned by the Office of Student Life (based on availability) and the group must have all updated and current rosters and recognition documents on file in the Office of Student Life. Office assignments, although renewable, are not permanent. The Office of Student Life reserves the right to place more than one student organization in any given space, based on the demand. If multiple student organizations are assigned to the same space, adequate furniture and equipment will be provided in order for effective sharing. We expect student organizations to be courteous and respectful of those sharing space. Room space is assigned from the completion of the fall student organization compliance period until the last day of spring semester examinations. Any student organization that loses its recognition status will not be eligible to maintain office space.

The office space is to be utilized for legitimate activities (meetings, gatherings and business of the student group). Sleeping, overnight stays, or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges. Executive officers should maintain regular office hours to conduct the business of the student organization and be available to answer questions from interested students. Members of the student groups may access the offices during normal operating hours of 9am-11pm.

Office Inspections
John Jay College and the board that governs it, reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs will be conducted by Public Safety officers as well as our staff daily to ensure noise, safety and building protocols.

Temporary Closing of Office Space
During John Jay College breaks (Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks pending access approval from the Office of Student Life and according to building hours):
- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Remove any paper from windows or doors
- Turn off all lights
- Shut and lock all doors

Student Organization Room Keys
Only the Executive Board of the organization (President, Vice President, Treasurer and Secretary) is eligible to receive student organization room keys upon completion of the compliance paperwork and Key Authorization Form signed by the Director of Student Life. Each executive member of the group will receive notification through their student organization email account to report to the Office of Public Safety to pick up and sign for their key. Student organization room locks are changed every year, and student organizations must meet compliance requirements in order for the executives to receive new keys to their student organization room. The key must be returned by the end of the academic year (or as executive members change) to the Office of Public Safety. If the key is not returned or is lost, the Office of Public Safety will charge the student with the cost of changing the locks and replacing the key ($25 replacement fee and $50 for a lock change). The President of the organization must provide the Office of Student Life an updated executive member list.
(President, Vice President, Treasurer and Secretary); only the names of these individuals listed will be eligible for a “key run” (a key run is when someone is locked out of their room and a Public Safety officer has to come and open it for them). Key runs will be done through a Public Safety Officer in the New Building and can ONLY be signed by a HEO staff member in the Office of Student Life.

**Student Organization Email and Mailboxes**
Student organizations will receive their own mailbox in the Office of Student Life. Each student organization will also be assigned a student organization e-mail address for their business and membership use (please contact the Office of Student Life for passwords and access). It is IMPERATIVE that all student organization executive board members check their student and student organization email accounts at least three (3) times a week.

**Telephone, Voicemail and Network Access**
Each organization will be provided with a phone, a phone number, voicemail, computer and internet access. The systems are John Jay College-based systems; all equipment shall remain in the office at all times.

**Office Furniture/Equipment**
The organization will be provided with basic furniture and equipment. The organization is responsible for the furniture within the space at move-in as per the Office of Student Life Inventory Form. Any furniture present at move-in must be present at move-out. Furniture may not be removed due to lack of storage, and shall remain in the offices assigned. Moving college assigned furniture from other areas of John Jay College is strictly prohibited. For safety reasons, any additional furniture/equipment that the student organization would like to bring into the office must first be approved by the Office of Student Life. Equipment with open heat coils or heating elements is strictly prohibited.

**Office Conduct**
Student organizations shall not use their designated office space to conduct or support commercial activities or personal social events. Student organizations shall not participate in ANY action involving physical or mental abuse, harassment, intimidation of which threatens or endangers the health, well-being or safety of any person. Also there will be NO consumption or possession of alcohol, drugs, or paraphernalia in the space. Student organization members will NOT engage in any behavior that could be considered as sexual, obscene, or abusive. In conclusion, the possession of any firearms, weapons or other dangerous instruments are not allowed.

**Solicitation and Visitation**
Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to College rules and regulations. Hosts of guests will duly be held responsible for the guests that they bring.

**Office Care and Maintenance**
The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other items in the office are damaged or require maintenance, notify the Office of Student Life for a work order to be issued. Notification should be done within a week of the first observation of the issue. If there is a facilities or technical issue within the office (i.e. light bulb out, electricity not working, computer issues, etc.) an email request for maintenance must be submitted to the Office of Student Life. Custodial staff will empty trash everyday as long as you place your garbage cans outside of your student organization room door. The custodial staff is not expected to clean your office space.

**Decorations (In and Outside Of Room...I.E. Door, Room Walls, Etc.)**
Student organizations are permitted to decorate the office space to make it suitable to the needs of the organizations and to encourage a positive environment for its members and guests. However, there can be no explicit, offensive or obscene language and/or pictures inside or outside the office space. Decorations and other
items displayed within the space should not create a health, safety or sanitation hazard. **Food and Other Related Items**

Having food within the office space is acceptable. Students are responsible for cleaning up after themselves, removing all food waste and returning food service items to FOOD SERVICES. Alcohol and smoking in the office area is STRICTLY prohibited and will result in sanctions according to the John Jay College/CUNY Student Code of Conduct.

**OSL Reflection Room**

The Reflection Room was created to provide a tranquil space for prayer and/or quiet reflection. The Reflection Room is not a place to study, practice, or use as a group meeting or lounge space. It is strictly a place to pray, reflect and enjoy serenity.

- The Reflection Room is located in the New Building, Room L2.70.16 and is managed by the Office of Student Life, which is located in the New Building, Room L2.71.00.
- The Reflection Room will be open during regular Office of Student Life business hours, which are Monday to Thursday, 9am-7pm and Friday 9am-5pm.
- The Reflection Room is a locked space; therefore you will need to come to the Office of Student Life front desk and sign out the key. There is a 1 hour limit each time you sign out the key.
- We ask that you please leave the room as you find it. Please do not prop the door and do not remove any items from the room.
- There is NO EATING OR DRINKING in the Reflection Room.

**USE OF THE COLLEGE NAME, LOGO AND TAGLINE**

Upon approval by the Director of Student Life, recognized student organizations may use the College’s logo and tagline for promotion and publicity. When using the JOHN JAY logo or tagline student organizations must abide by the design and color specifications, which are available in the Office of Student Life.

**STORAGE/INVENTORY/REPORTING MISSING OR LOST EQUIPMENT**

As a courtesy, the Office of Student Life provides short-term storage (no more than three months) for student organizations, by request. Student organizations make arrangements with the Office of Student Life staff each time they wish to access storage space.

Theft or missing equipment and merchandise should be reported immediately to the Office of Student Life and the office will then notify Public Safety. Should your organization experience the loss or theft of any equipment that may have been purchased from funds from your organization’s student activities budget (past or present), these procedures should be followed immediately:

- Contact the Office of Student Life, which will assist in filing a report with the Office of Public Safety to report the loss.
- Submit a written report to Office of Public Safety, the Office of Student Life, and the SAA Financial Office as soon as you become aware of the loss or theft.
- The Office of Public Safety will forward a copy of this report to the appropriate college officials.
SECTION 2:
STUDENT ORGANIZATIONS
MAINTAINING RECOGNITION - OSL COMPLIANCE REQUIREMENTS
These are the steps and requirements to comply with student organization eligibility:
- Good Academic Standing: (all Executives must have a 2.50 G.P.A. or above)
- Student Organization Compliance Checklist
- Revised Constitution In Accordance With Guidelines (if amended)
- Student Organization Registration Form (If Updated)
- Student Organization Membership Profile Form
- Signed Student Organization Advisor Contract
- Proof of Activity: Three (3) meeting minutes including all meetings where elections were held, and proof of 2 events per semester (All election meeting minutes MUST be signed by the student organization advisor and/or a Judicial Board member).
- Office of Student Life Key Authorization Form
- Student Activities Association Signature Form (for budget)
- Budget

Abide By John Jay and CUNY Policies
By signing up as a member of a student organization members agree to abide by all John Jay and CUNY policies and regulations, this includes knowing the rules and regulations for maintaining recognition as a student organization. Failure to abide by these policies could result in suspension of your student organization and disciplinary action.

Non-Discrimination and Equal Opportunity
The purpose, goals, and activities of the organization must adhere to the College’s policies regarding non-discrimination and equal opportunity.

USE OF THE COLLEGE NAME
Only student organizations that are officially recognized by the Office of Student Life have the privilege of using the College name.

GENERAL INFORMATION TO HELP YOUR CLUB MAINTAIN RECOGNITION
Amending the Organization Constitution/Bylaws
The constitution/bylaws of the organization should be reviewed each year to make sure that the document still meets the goals and objectives of the organization. If the membership wants to revise the constitution or amend an article or section of the existing constitution then the following process should be implemented.
- Notice of proposed changes should be given to the membership prior to the meeting during which they will be discussed.
- For information on how to make a motion to ratify, revise, or amend the organization constitution refer to Robert’s Rules of Order.
- Most organization constitutions require that 2/3 of the membership vote to change or amend any portion of the constitution/bylaws.
- The vote to ratify, revise, or amend the constitution along with all proposed changes should be documented in the minutes of the meeting during which discussion and voting took place.
- The Office of Student Life and Student Council must approve any revisions or amendments to the organization constitution/bylaws.
- It is the responsibility of the organization to keep both the Office of Student Life and the Student Council informed of all changes to the constitution.

STUDENT ORGANIZATION ADVISORS
Advisor Roles
- To be an active representative for the student organization to the John Jay College community, and serve as a resource, support, role model, and mentor to the executive board and the members.
To encourage openness, honesty, and commitment by maintaining regular communication with executive board members, demonstrating genuine interest in the organization, promoting team building, fostering ownership, encouraging creativity/fun, and following through on all agreed upon responsibilities.

To assist the organization in defining its goals, holding to its purpose, and understanding the possible ramifications certain decisions or actions may have on the organization.

To attend and be present for the duration of on-campus and off-campus events. A student organization must have a faculty advisor or a designee approved by the Office of Student Life accompany their group on all off-campus trips; as an advisor you may be called upon to travel with your group. If you are not able to attend, the student organization must find another faculty member or HEO staff member to be present during the event.

To challenge the organization to examine and evaluate the way in which it functions in order to encourage thoughtful decision making that will further the organization and serve the needs of the John Jay College community. To encourage and provide opportunities for leadership development and assist with developing strategies to retain members.

To express your concerns to the Office of Student Life over student organization actions, policies, decisions and publications that violate federal or state laws; CUNY bylaws, college policies and the PSC/CUNY contract.

To always remember that the organization belongs to the students, and that the advisor’s primary role is that of an active consultant and resource person. To achieve this, an advisor must interact with the executive board and the general members and be a participant.

Student organization leaders should meet regularly with their advisors, and they should invite the advisor to organization meetings, executive board meetings, and programs/events. Have a conversation with your advisor to determine how active he/she will be with the student organization and executive board.

**Expectations**

Advisors shall...

- be familiar with the mission, goals, and purposes of the student organization he or she is advising (referring to the student organization’s constitution and/or the Compass Guide could be helpful);
- attend student organization activities, conferences, competitions, retreats or other such activities as is practical;
- meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers as necessary
- meet once a semester with the Director of Student Life or designee;
- provide continuity with student organization’s programming from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills; and
- attend advisor workshops offered by the Office of Student Life.

Advisors should expect the student organization’s officers to . . .

- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
be considerate of their professional obligations and to not leave important matters to the last minute;
be the decision-makers and initiators of the student organization’s programming and policy; and
use them as a sounding board for discussing plans and problems.

A faculty advisor must accompany their group on trips. Student organizations planning trips must obtain the signature of their faculty advisor prior to the date of departure. If the advisor cannot go on the trip, a designee must be selected to accompany the student organization and obtain his/her signature.

If at any time during a trip or off-campus activity the faculty advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student’s behavior on a trip violates CUNY and/or John Jay College rules and regulations, the faculty advisor should write a memorandum about the incident and forward it to the Office of the Vice President for Student Development and the Office of Student Life.

Protection of Faculty/Staff Advisors
The Office of the General Counsel and Vice Chancellor for Legal Affairs in a memorandum dated March 2, 1992, responded to a question about what “protection” faculty/staff advisors have when they function in that capacity with students. It was indicated, “If such service is in the discharge of their duties and within the scope of their service on behalf of the University, they are entitled to two protections if sued by a student or anyone else:
(1) to be defended in a suit
(2) to be indemnified in the amount of the judgment or settlement”

TIPS FOR GROUP LEADERS
Many of you will take leadership roles within your organization. One of your most important jobs as a group leader is to instill a sense of belonging in the members of your group. By doing so, you will attract more members, retain them as part of the group, and foster teamwork and group morale.

Here are some tips for being a good group leader:
• set the right example for members by modeling positive behavior in your words and actions
• be consistent in your temperament so that the members know how to read you and what to expect from you
• be fair, impartial, and consistent in matters relating to work, rules, discipline, and rewards
• show sincere, personal interest in your membership as an individual, without becoming overly involved
• seek the group’s counsel on matters that affect their duties/responsibilities and be guided as much as possible by their judgment
• allow members as much individuality as possible in the way they perform their duties/responsibilities, as long as the quality of the end result is not compromised
• be appreciative of their efforts and generous in praise of their accomplishments—simply remember to say “thank you and good job”
• use every opportunity to teach members how to carry out their duties/responsibilities better and help them advance in skill level and responsibility
• show the group that you can “do” as well as “manage” by pitching in to work beside them when your help is needed

Some potential expectations of members of the group leader:
• If you want the loyalty, interest, and best efforts of your membership, you should take into account the fact that most members want/need:
  A SENSE OF BELONGING...a feeling that no one objects to their presence in the group, a feeling that they are sincerely welcome, and a feeling that they are honestly needed for their total self, not just for their hands or time
  TO SHARE IN PLANNING GROUP GOALS...knowledge that their ideas have had a fair hearing
  GOALS THAT ARE WITHIN REACH...make sure group goals make sense to all members and that they
are obtainable

- **TO CONTRIBUTE TO HUMAN WELFARE**...that the group contributes to more than just the organization
- **RULES OF THE GROUP**...a need to share in the creation of the rules that the group will live and work with to achieve its goals
- **TO KNOW WHAT IS EXPECTED OF THEM**...in clear detail so they can work confidently.
- **RESPONSIBILITIES THAT WILL CHALLENGE**...that are within range of their abilities, and that contribute to reaching group goals
- **TO BE KEPT INFORMED**...what members aren't UP on, they may be DOWN on
- **CONFIDENCE IN THE GROUP LEADER**...based on assurance of consistent fair treatment, of recognition when it is due, and the ability to trust that loyalty will bring increased security

**TIPS FOR SUCCESSFUL RECRUITMENT AND RETENTION OF MEMBERS**

**Recruitment**

As your organization prepares to recruit new members ask yourself these questions:

- What have we gotten out of being involved?
- What have we learned?
- Why would someone want to join our group?

The last question is the most important, “Why would someone want to join your group? What makes people get involved? Some people join to grow in their leadership and interpersonal skills. Some seek recognition, and others get involved so they can feel a sense of achievement. Some want to meet people and participate in what is going on in the community. Some just join for the fun and enjoyment of being involved. What does your organization have to offer your members? What do you have to offer that sets you apart from other organizations? What can you do to meet the needs of your group and the reasons they had for joining? The first step in a successful recruitment campaign is to figure out whom you are trying to attract. Are you looking for:

- Live warm bodies?
- Special skills (computer skills)?
- Special areas (freshmen, biology students)?

Once you have determined the type of people you want to attract as new members, you need to strategize how to get the word out. Your organization should:

1. **Commit to recruiting year round**;
2. **Develop a promotional campaign** (develop a theme, create eye-catching flyers). Be sure to use your organization’s full name and not rely on acronyms alone. New students won’t know what MPASA, DCU, KACA, or LMO means unless you tell them;
3. **Participate in campus recruitment activities** (Club Fairs, New Student Orientation);
4. **Seek the assistance of campus resources** (faculty, Office of Student Life staff, Student Government, etc.);
5. **Clearly state where and when your organization meets** so that potential members can find you. If you reserve a weekly meeting space through the Office of Student Life, they will help you recruit by letting interested students know how and where to get in touch with your organization.

**Retention**

Your organization membership is soaring; the recruitment campaign was an amazing success. So how, do you keep the members interested and involved in organization activities? Here are some helpful hints for retaining membership and keeping members involved and happy.

1. **Hold an orientation/training session** to introduce new members to the goals and purpose of the organization.
2. **Give them what you sold them on.** Remember why people join groups and help them get what they want out of being a part of your organization.
   - Belonging (icebreakers, calling them if they miss a meeting)
   - Fun (socials, perks, free events)
   - Meaningful tasks (leadership experiences committee work)
GROUP GOAL SETTING
At the beginning of each semester or year, the student organization membership should sit down and discuss the goals and objectives of the group. The group leaders should not decide what the goals should be and then tell the group what they are going to do. The group leader should lead the group in a discussion about potential goals for the year. Have the group brainstorm about what they may want to accomplish along with sharing past accomplishments of the group. This will help the group decide what goals they want to accomplish for your student organization. Once the group has set its goals the rest of the semester/year should focus on accomplishing those goals. The membership should meet regularly to evaluate what they have accomplished and what still needs to be done.

MOTIVATING MEMBERSHIP
Understanding your membership, setting goals, and involving the membership in the accomplishment of those goals is the best way to keep your membership motivated and excited about being a part of your group.

EVALUATING ORGANIZATIONAL EFFECTIVENESS
At the end of each year, the group should meet to evaluate the overall operations and accomplishments of the group. The membership should discuss what went right, what needs improvement, any problems/concerns that they found in their operating procedures, constitution/bylaws, etc. The club should document this discussion and pass it on to the future leaders and members of the group.

TRANSITION OF EXECUTIVE OFFICERS
Leadership transition is a means for new officers to become acquainted with the procedures and policies of the group. Outgoing student leaders and the group’s advisor are great resources for helping new officers get prepared for what their terms of office will entail. Some of the main issues that should be discussed when old and new officers have a transition meeting include:

Historical Perspective
1. Review the formal documents, policies, procedures, and job descriptions of the group.
2. Review previous years’ goals, projects, and activities.
   - describe successes and failures
   - review evaluations, files, end of the year reports, etc.
   - brainstorm an idea sheet of future goals, and projects.
3. Help new officers understand who, what and where the resources are on campus. Walk them to the Student Government, Student Life, and SAA Financial Offices; introduce them to key staff. Give them a copy of the Office of Student Life Compass Guide.

Financial Procedures
1. Review with them the budget process, how to do a line-by-line budget, including the traditional budget needs of your group.
2. Expenditure authority – who should be the authorized signatories?

Roles and Relationships
1. Advisor – Do the new officers know them? Do you need a new one? Second one?
2. Officer roles – What are they? What are the job descriptions, time commitments, and advice for being successful?
3. Special committees or projects – Are there newly formed committees or special projects that need to be carried over?

Skill Building
1. JOHN JAY/CUNY guidelines - make sure new officers know the procedures for and guidelines to getting group business done.
2. Teach new officers important skills such as running a meeting, parliamentary procedure, marketing,
etc.

3. Review group policies on elections, voting, meetings, etc. There are a variety of formats in which transition training can take place. Consider holding a workshop/seminar (four hours minimum) where group leaders (new/old) and the advisor dedicate time to discuss and evaluate the group. Give new officers an opportunity to shadow current leaders to get a true feel for their elected role. Encourage new officers to take time to review group materials independently and then meet with them to answer any questions or concerns.

Transition is a key component of a successful organization. The more information/knowledge that is shared among current members and new leaders, the more effective the group will be in meeting the goals and objectives each year.
SECTION 3:
UNDERSTANDING STUDENT ACTIVITY FEES
WHAT IS THE STUDENT ACTIVITY (SA) FEE?
The Student Activity (SA) Fee is collected from all full-time and part-time students at the time of registration. These fees are used to fund extra- and co-curricular activities and services at the College. Full-time students pay $48.75 (each semester), part-time students pay $39.00 (each semester), and graduate students pay $29.50 (each semester). These fees must be used to benefit the JOHN JAY student body.

Section 16.2 of the bylaws of the Board of Trustees of The City University of New York states:
“Student Activity Fee funds shall be allocated and expended only for the following purposes:
• Extracurricular educational programs;
• Cultural and social activities;
• Recreation and athletic programs;
• Student Government;
• Publications and other media;
• Assistance to registered student organizations;
• Community service programs;
• Enhancement of the college and university environment;
• Transportation, administration, and insurance related to the implementation of these activities;
• Student services to supplement or add to those provided by the university;
• Stipends to student leaders.”

BREAKDOWN OF STUDENT ACTIVITY FEE DISTRIBUTION
In accord with Section 16.4 of the bylaws, Student Activity Fees may support activities provided:
• Such activity is for the direct benefit of students enrolled at the college,
• Participation in the activity and benefit thereof is available to all students enrolled at the college,
• The activity does not contravene the laws of the city, state, or nation, or the published rules, regulations, and orders of the university or the college.

The full- and part-time fees are earmarked for the support of certain activities and allocated by a particular group as follows:
<table>
<thead>
<tr>
<th>Earmarked Category</th>
<th>F/T Undergraduate Fee: $48.75</th>
<th>P/T Undergraduate Fee: $39.00</th>
<th>Graduate Fee: $29.50</th>
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<tbody>
<tr>
<td><strong>Intercollegiate Athletics</strong>- Pays for the</td>
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<tr>
<td>Intercollegiate Athletics Program at the College for</td>
<td>$9.00 (18)</td>
<td>$6.75 (17)</td>
<td>$3.50 (12)</td>
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<td>men and women.</td>
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<td><strong>Administration</strong> - Pays for such items as Student</td>
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<td>Accident Insurance, the Associations' Accounting,</td>
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<tr>
<td>Annual Audit and Legal Fees, and salaries for the</td>
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<td>employees of the Accounting Office of the Association,</td>
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<td>Workers Compensation, Disability insurance, and other</td>
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<td>administrative costs.</td>
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<tr>
<td><strong>Recreation</strong> - Most of this allocation is used for</td>
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<td>salaries of students who work in the recreation facility</td>
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<td>and for equipment and supplies for recreational</td>
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<td>activities.</td>
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<td><strong>Student organizations</strong> – Funds all certified</td>
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<td>student organization activities.</td>
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<tr>
<td><strong>Child Care</strong> - A portion of the Student Activity Fee</td>
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<tr>
<td>goes to helping students to have their children in</td>
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<td>child care.</td>
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<td><strong>Student Government</strong> - Pays for stipends for</td>
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<td>Student Council Executive Officers, Student Council</td>
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<td>Office operating expenses, the salary for the Student</td>
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<td>Council Administrative Assistant, Student Council</td>
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<td>trips (Broadway shows, musicals, amusement parks, etc.)</td>
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<td>and a portion of the expenses related to the Student</td>
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<td>Leadership Conference.</td>
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<td><strong>Media/Yearbook (Essential Services)</strong> - Pays for the</td>
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<td>student newspaper, radio station (WJJC), the yearbook</td>
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<td>and theatrical activities.</td>
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<td><strong>Commencement</strong> - Pays for all commencement related</td>
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<td>activities.</td>
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<tr>
<td><strong>Student Activities</strong> - Pays for yearly programming,</td>
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<td>leadership training, Weeks of Welcome, SGA Elections,</td>
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<td>Graduate Salute and other Student Life sponsored</td>
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<td>activities.</td>
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<td><strong>Orientation</strong> - Pays for Freshman, Graduate, Family,</td>
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<td>and International Students Programs.</td>
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<td><strong>Student Services</strong> - Pays for the Dean's List</td>
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<td>Reception for graduate and undergraduate students, the</td>
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<td>Annual Graduate and Professional Days, the Health Fair,</td>
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<td>the Job Fair and other educational activities.</td>
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activities.

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<thead>
<tr>
<th>Non-earmarked</th>
<th>Quality of Life</th>
<th>Graduate Studies</th>
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<tbody>
<tr>
<td>.75 (1)</td>
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<td>0.00 (0)</td>
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<td>.50 (1)</td>
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<td>.25 (1)</td>
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<td>5.50 (18)</td>
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**WHAT IS THE ROLE OF THE STUDENT ACTIVITIES ASSOCIATION?**

The Student Activities Association (SAA) is a non-profit organization charged with the responsibility of overseeing the expenditure of Student Activity Fees collected by John Jay College. Responsibility for the property, affairs, and concerns of the SAA rests in the Board of Directors (BOD), consisting of six students elected by the student body, including the President of the Student Government Association, three faculty members, and four administrators appointed by the President of the College.

The SAA is responsible for administering all Student Activity (SA) Fees. Association personnel maintain all accounting records and prepare budget/expenditure reports. All checks are drawn from Association accounts. All Fee-funded groups (e.g., Student Government, student organizations) are responsible for soliciting and/or formulating line-by-line budget proposals for each of their groups and activities. Budgets are prepared on a semester by semester basis (fall, spring). These budget proposals are forwarded to the appropriate budget committees, Committee on Clubs for student organizations, for the first step in the budget approval process.

**ROLE OF STUDENT ACTIVITIES ASSOCIATION IN ALLOCATING FUNDS**

The SAA is the funding/allocating body for Athletics, student organizations, Children’s Center, Student Government Association, Essential Services, Commencement, Office of Student Life, Orientation, Quality of Life and Student Services. These groups present budgets to the Association’s Board of Directors BOD for approval. Spending of budgets may not begin until the BOD has approved the line-by-line budget.

**ROLE OF THE COMMITTEE ON CLUBS IN APPROVING AND ALLOCATING FUNDS**

The Committee on Clubs (COC) portion of the SA Fee is used to fund student organization activities on campus. Oversight of this budget is the responsibility of the COC; however the entire Student Government must approve all expenditures, which then go to the BOD for final approval for conformity to CUNY fiscal guidelines.

The COC meets to put together an operating budget, which includes an earmarking for the funding of the amount of student organizations that usually charter and receive budgets each year. The COC also allocates money for campus events and for the operation of the student organization office space in Club Row. The COC may allocate additional funds during the year for unexpected expenses or new initiatives. In addition, the COC usually allocates funds for special proposals.

Certified student organizations may apply for funds from the Committee on Clubs. The Committee on Clubs has the responsibility of funding student organizations, except those student organizations certified as performing essential services. The Committee ensures all such requests are in accordance with educational and cultural purposes of the College, benefit a significant number of students, are cost effective, and are in conformance with the overall budget guidelines and ceilings approved by the full Council.

The Committee on Clubs (COC) establishes guidelines for all student organizations to follow. These guidelines are in addition to those of the Judicial Board, however, certification does not guarantee funding. Minutes of the Committee on Clubs must indicate a student organizations approved funding.
ROLE OF STUDENT GOVERNMENT IN APPROVING AND ALLOCATING FUNDS
The Student Organization portion of the Student Activity Fee is used to fund a variety of programs and services. Oversight of this budget is the responsibility of the Student Government Association Committee on Clubs; however the entire Student Council must approve all expenditures, which then go to the BOD for final approval. Included in the Student Government Association budget will also be the Office Operating Budget (copier contract, supplies, etc.), funds for executive assistants, several College-sponsored events, which the Student Council funds such as the Transition Dinner and Senior Events. The completed budget is presented to the Student Council for approval and then to the BOD for approval for conformity to CUNY Fiscal Guidelines. Additional funds may be allocated during the year for new initiatives or unexpected expenses.

The Budget Committee may also establish guidelines, which provide limits on how a student organization may spend funds. In the past, these have included maximum budgetary amounts per organization and limitations on how funds are to be spent. If the Budget Committee has allocated “non-earmarked” funds to the Student Council by the Board of Directors of the Student Activities Association, it may opt to allocate these funds to either the "Student Council Fund" portion of the budget and/or to the “Committee on Clubs/Media Yearbook” portion of the budget. Budget Committee minutes must reflect all guidelines and allocations established by the committee. The Student Council’s minutes must indicate the action of the Budget Committee’s allocation process.

The Budget Committee of the Board of Directors is composed of the following members:
- Chairperson of the Board of Directors
- Business Manager
- Two faculty members appointed by the President from the Board of Directors
- President of the Student Council (Chairperson)
- Vice President of the Student Council
- Treasurer of the Student Council
- Secretary of the Student Council
- Senior Class Representative from the Board of Directors
- Dean of Students

ROLE OF BOARD OF DIRECTORS IN APPROVING FUNDS
The BOD has the responsibility of reviewing budgets for conformance with expenditure categories outlined by CUNY and may not approve any budget or budget line it deems inappropriate, improper, or inequitable. It is the responsibility of the BOD to make sure that all expenditures are in accordance with the approved budget. All expenditures of SAA funds come under the auspices of the Board of Directors of the Student Activities Association and its Budget Committee.

The Board of Directors is composed of the following individuals:
- Chairperson appointed by the President of the College
- Vice President for Administrative Affairs
- Dean of Student
- Business Manager
- Three faculty members selected by the College President from a panel of six elected by the College Council (the College’s governing body) for two-year terms.
- President of the Student Council
- Vice President of the Student Council
- Treasurer of the Student Council
- Secretary of the Student Council
- Senior Representative of the Student Council receiving the largest number of votes in the Student Council Elections
- Junior Representative of the Student Council receiving the largest number of votes in the Student Council Elections.
SECTION 4:
BUDGETS, FUNDING AND SPENDING THE STUDENT ACTIVITY FEE
DEVELOPING/PLANNING YOUR BUDGET
Before you begin allocating and creating your budgets, you need to understand the approval process, especially that approval of budgets takes time. It is important for your student organization to first get to know the budget approval process for your allocated portion of the SA Fee. Understanding the meeting schedule and approval process for the bodies that approve your funding will help you better plan for submitting your budgets for approval. In most cases, budget requests that need to be approved should be submitted to the funding/allocating body a minimum of four weeks in advance of when funds will be needed. Remember, CUNY Fiscal Guidelines require that all budgets be recommended by the appropriate budget committee and submitted to the Association for final approval. It is important to note that a representative from your organization must be present during each meeting for budget approval.

THE BUDGET PROCESS
Step 1: Office of Student Life
Student organizations begin the budget submission process by reviewing their budgets with the Office of Student Life. Once they have gone through the budget together, the student organization must submit the Budget Summary Form Part 1 and Budget Data Entry Form Part 2 to the Student Government’s Executive Assistant for Committee on Clubs to review.

Step 2: The Committee on Clubs
The Committee on Clubs reviews the budget for approval and allocation. If the Committee on Clubs has denied the budget, COC will return it to the student organization with further instructions. These budgets WILL NOT move forward until the necessary changes/revisions are completed and resubmitted.

Step 3: Student Council
Once COC allocates funds to the student organization, Student Council holds a meeting to approve these budgets. Any budgets that are denied by Student Council are returned to the Committee on Clubs with further instructions. These budgets WILL NOT move forward until those amendments or revisions are completed and resubmitted.

Step 4: Board of Directors (Final Stage)
Once approved by Student Council, the budgets are placed on the agenda of the Student Activities Association Board of Directors (BOD) for their review. The final decision is made at this stage. Budgets must be approved by all three parties for funding to be granted. Budgets can either be:

- **Approved:** An approved budget indicates that the document will move on to the next stage of the budgeting process.
- **Approved with Stipulation(s):** A budget approved with a stipulation indicates that there are minor adjustments to be made to the document prior to its progression to the next phase of the budgeting process, for example: the inclusion of a faculty advisor’s signature.
- **Tabled:** A budget that is tabled means the document did not provide enough information for a determination to be made if it should be approved, passed with stipulation(s) or denied. Thus, it was sent back to the student organization to be revised and then must come back at the following meeting for review by the Committee.
- **Denied:** A budget that is denied indicates that the document did not meet the criteria set forth in the guidelines for appropriation.

DEVELOPING A BUDGET REQUEST
The mission of the organization should be submitted along with the budget request on how money will be spent. First, discuss the program plans and potential budget needs of your organization with the membership of your student organization. Then create a budget by preparing an itemized list of expenditures: CUNY fiscal regulations require that budgets be approved on a line-by-line basis. This means budgets must specify exactly what the funds will be used for (e.g., refreshments, speaker fees, printing, office supplies).
For Example:

XYZ group has $1100.00 for the semester. After discussion the group decided to present the following budget request to the funding/allocating body for approval:

- Refreshments: $300.00
- Printing: $200.00
- Office Supplies: $50.00
- Special Events: $550.00

Total: $1100.00

Student leaders should be prepared to discuss the programmatic plans of their budget request with representatives of the funding/allocating body. Since the budget approval process takes time, student organizations should anticipate their needs well in advance so that a budget can be approved in a timely manner.

- Food/refreshments may not exceed one third (1/3) of entire student organization budget.
- A student organization is strictly limited in spending the amount shown on the specified line item of the budget for the respective category.
- Miscellaneous lines are not permitted.

CHANGING YOUR BUDGET

Once the budget has been approved, an organization may find that changes are necessary. A student organization is entitled to a maximum of two (2) budget changes per semester. However, NO MORE THAN 10% OF THE TOTAL BUDGET CAN BE MODIFIED (two 5% changes or one 10% change). A student organization may change the amount of a line item by submitting a Budget Change Form with supporting documents, e.g. Event Proposal, Purchase Requisition, etc., to the Student Life Office, which has the authority to approve budget modifications up to 10%. If the change is more than 10% of the budget or adding funds to a category where money was not allocated previously, it must go through the Budget Change Process by submitting a Budget Change Form and proposal indicating the reason for the change to the Office of Student Life, who then puts it on the agenda for the Student Activities Association Board of Directors to approve at the next scheduled Board of Directors meeting. If you have any questions about individual event changes, you must speak with a HEO staff member in OSL.

APPOINTING OF SIGNATORIES FOR ORGANIZATION BUDGETS

Each organization that receives funding from SA Fees has only two (2) individuals that serve as signatories on organization accounts. Signatories are responsible for signing all purchase requisition and check requests on behalf of the organization. Until a signature authorization form is completed for your student organization, the organization cannot transact any business. Any changes in authorized signatories should be reported to the funding body immediately.

The PRESIDENT and TREASURER serve as the only signatories for the student organization, and will be required to sign a STUDENT ACTIVITIES ASSOCIATION SIGNATURE FORM. The Faculty Advisor’s signature is required, however, for budget submissions.

APPROPRIATE USE OF BUDGETS IN REFERENCE TO SPENDING

It is important to keep in mind that funds must be spent in accordance with the approved line-by-line budget. For example, if your budget includes a line for “promotional items,” these funds must be used to purchase items that will be used to recruit new members and promote the organization or its activities. An example of a promotional item expense is the purchase of pencils with the name of the organization on them, which can be distributed to students during orientation. A “promotional items” budget line cannot be used to purchase personal items for student organization members.

Spending As It Relates to Restrictions of the Funding Body

The funding body may place additional limits on how budget lines may be used. These types of restrictions change from year to year. Once your budget is approved, check with the Office of Student Life to find out
more information about any restrictions on budget lines in your budget. Plan ahead to get approval before making any purchases. This is the best way to avoid problems.

Responsibilities of Student Organization Leaders In Regard to Spending:
Student organization officers should be familiar with CUNY fiscal regulations (see Appendix). Officers with signatory authority agree to be held responsible for monitoring budgets and making sure that expenditures are kept within allowable limits. An organization that makes expenditures not within its approved budget may jeopardize future funding, as well as subject its officers to disciplinary procedures.

Types of Expenditures That Are Inappropriate:
All check requests require the approval of the Director of Student Life or his/her designee, before they are submitted for payment. The following types of expenditures will not be approved:

- Expenditures of funds, material, property, or services for any partisan or nonpartisan political activity or to further the election or defeat of any candidate for public or political party office
- Payments to John Jay faculty members or administrators for services rendered to an organization, unless there is express approval by the allocating body and the Association
- Expenditures that violate the rules, regulations, and policies of the College and University (e.g., purchase of alcohol)
- Purchases of gifts
- Purchases of personal items (e.g., jackets for student organization members)
- Expenditures for off-campus meetings; meetings must be held on campus to enable the largest number of students to attend
- Expenditures that seem excessive for stated purpose (food, travel, etc.)

The Director of Student Life or his/her designee will review all check requests and advise organizations of expenditures that will not be approved.

SPENDING YOUR APPROVED BUDGET
Once your line-by-line budget has been approved by BOD, spending may begin. All purchases require an approved purchase requisition before they are made. The Director of Student Life or his/her designee’s signature is required for all purchases. The Director of Student Life reserves the right to disapprove any request that is deemed inappropriate, inequitable, or improper.

The following information should help clarify the process for making any and all purchases, after the funding/allocating body has approved your line-by-line budget.

Step 1: Complete a purchase requisition:
A purchase requisition is a form used to guarantee payment to a vendor (an example of this form can be found in the Appendix.) Complete the purchase requisition form with the name, address, fax, and telephone numbers of the vendor, a description of the merchandise you want to buy, quantities, and price information, including shipping and handling. Sign and date the form and return it to the Office of Student Life for processing. A purchase requisition must have a control number and appropriate signatures to be valid.

A. Purchasing items with a Purchase requisition: The approved purchase requisition is given to the vendor who provides the specified merchandise along with an original invoice requesting payment (Note: Some vendors may not provide an invoice until merchandise has been delivered). There may be instances where you need to submit a purchase requisition after May 1st, but these should be for purchases that you may not anticipate as of May 1st. In all instances, merchandise must be received by and invoices must be dated on or before the last day of classes of the fall and spring semesters.

B. Purchasing items with a SAA check: You must first complete a purchase requisition even if the vendor doesn’t accept purchase requisitions, since the SAA requires a purchase requisition to be filled out for all purchases. In these cases you will complete a check request so that a check can be processed and payment can be given to the vendor when the merchandise and an original invoice are received.
C. Major purchases: Purchase requisitions are used for major purchases that require assistance from the College’s purchasing office with soliciting bids (i.e. purchases over $5000 or more or purchases for specialized printing).

These should be submitted as soon as your budget is approved. Each year the college establishes a deadline for processing purchase requisitions. If you plan to make a major purchase in the spring semester, check with the SAA Financial Office early in the semester for the deadline date.

**Tax-Exempt Status**
Student Activity Fee-funded student organizations are tax-exempt and should not pay tax on any merchandise. Make sure you bring a tax-exempt form with your purchase requisition when you go shopping. These forms can be picked up in the SAA Financial Office or in the Office of Student Life. The tax-exempt form should be presented to the vendor before the bill is drawn up. No reimbursement will be made for tax paid by any individual for purchases made with SA Fees or related funds. Out-of-state vendors may not accept tax-exempt forms. If they do not, tax will be reimbursed.

**Getting Bids For Purchases Over $251.00:** A representative of the Office of Student Life must solicit quotes from at least three companies, when the total cost including shipping of an item exceeds $251.00. This is done to ensure that the organization is getting a fair price for purchases. The purchase requisition will be sent to the company with the lowest quote. A written, fax or emailed quote must accompany the purchase requisition, along with information about the other companies’ bids. The bidding process takes time so plan accordingly. The SAA Financial Office can give you more information about bidding requirements including timelines, and information on purchases that are exempt from bidding.

Step 2: Place the order:
Once your organization has received an approved purchase requisition with a control number, the Office of Student Life will fax the vendor the purchase requisition form along with the order number. Note: Companies such as Custom Ink may require a design number/email address for processing orders.

**PAYING FOR MERCHANDISE OR SERVICES RENDERED**
The vendor will mail the invoice (bill) to the Office of Student Life for processing. In the event that you receive a copy of an invoice, bring it to the Office of Student Life for processing of payment. The Office of Student Life will help you complete the paperwork necessary to have the bill paid.

Note: Merchandise must be received by and invoices must be dated on or before the last day of classes of each semester.

Step 1: Complete the Check Request Form: The invoice along with any supporting documentation showing that the merchandise has been received is attached to the voucher. Documentation required may vary based upon the type of purchase. As applicable, the following supporting documentation must be attached to the voucher for it to be processed:
- The purchase requisition/food order, including a signed, dated notation indicating that the merchandise has been received
- An itemized invoice (bill) from the vendor showing the name, address, telephone number, date of sale and student must sign back of invoice.
- A copy of the flier, poster, or information sheet announcing the program
- For payment to speakers/performers, Agreement for Personal Service Contract, W-9 forms with two forms of identification (state license, passport, social security) and speaker/performer biography.

When you submit your paperwork to the Office of Student Life you will be advised of any additional supporting documentation that may be required. An example of the Check Request Voucher can be
found in the Appendix.

Step 2: Return paperwork to the Office of Student Life: Bring check requests and attachments to the Office of Student Life for processing. Once all documentation has been received it will be forwarded to the SAA Financial Office, which will process payment to the vendor within 7-14 business days. Remember, in order for the check request to be processed it must be signed by your organization’s authorized signatory. Please anticipate your expenditures and submit check requests at least two weeks before a check is needed. If your organization has a problem with a vendor or with merchandise received, please document in writing the problem and submit it to the Office of Student Life.

HONORARIUMS & GIFTS
Honorariums are different from speaker or performance fees that individual’s charge for their services. They are a payment to a professional person for services for which fees are not legally or traditionally required. In the case of honorariums, the invitee does not demand a fee, but is willing to come to campus without any fee being paid. Honorariums are nominal fees paid to these individuals as a token of appreciation. If a student organization wishes to pay an honorarium to an invited guest it must be included in their budget and approved by the funding bodies of the colleges and must follow these steps:

- Payments or gifts may not exceed $250 in cash value
- A letter of invitation will be prepared and signed by an executive of the student organization/student council and reviewed by the Office of Student Life. This letter, once signed by the official signatory, and approved by the Director of Student Life will be sent to the invitee. The guest will be asked to accept the invitation by signing the bottom of the letter and returning it to the College. Note: Invitations will not be sent to individuals unless there is a line item in a budget to pay for this expense.
- Payment shall be due after completion of services and will be made by check, which will be mailed to the guest after the event, unless other arrangements are approved in advance by the Director of Student Life. In order to process an honorarium check, the following documents must be attached to a check request:
  - an invitation letter signed by an executive of the student organization and the invitee.
  - a completed and signed W-9 form.
  - a copy of the flyer or other notice used to advertise the event at which the individual spoke.

ORDERING FOOD AND REFRESHMENTS
No arrangements should be made for food service unless a line-by-line budget for refreshments has been approved. Any individual who encumbers a food service expense without an approved budget will be personally liable for paying the bill. Once your line-by-line budget has been approved, the following process should be followed when ordering food from an internal or external vendor.

Step 1: Determine which type of food request you would like to order and get a cost estimate.

Step 2: Make sure you have the funds available to pay for your order. Complete a food authorization form. A food authorization form is an internal form used for ordering refreshments only. A food request form should be given to the Office of Student Life four day(s) in advance for regular catering and seven (7) business days for events with special food orders including hot food service.

Step 3: If the purchase from an external vendor is over $251.00, the bidding procedure must be followed using a Food Oral Bid Form. Food Oral Bid Forms can be obtained in the Office of Student Life.

Step 4: Bring the completed Food Oral Bid Form and any supplemental documents to the Office of Student Life for approval. The Office of Student Life will work on getting the appropriate approvals and return the approved Food Oral Bid Form to your organization.

Step 5: Place the order: Once your organization has received an approved Food Oral Bid Form with control number, you may place your order. For outside vendor purchases fax a tax-exempt form to the
vendor when you place your food order. For new vendors a copy of their certificate of business and proof of insurance must be submitted to the Office of Student Life. Your organization is responsible for bringing the receipt to the Office of Student Life for processing of payment. Remember: the receipt must be a dated, itemized, original receipt with name of vendor, including address and phone number.

**Step 6:** Bring receipts to the Office of Student Life and process a check request for payment.

**Clean up:** The organization is responsible for cleanup of food. Please be considerate of those who will use the room after you leave. Please keep in mind no food of any kind is allowed in classrooms or lecture halls.

**Cancellation:** Notification is required a minimum of twenty-four (24) hours in advance to cancel regular catering requests. More elaborate catering may require additional notice.

**Important Things to Know About Working with External Vendors for Food Orders:**
Certifications and insurance: Vendors providing on-campus catering will be required to provide a copy of their worker’s compensation insurance, a current Board of Health certificate, and a commercial product liability insurance certificate (in the amount of at least $1 million).

**FUNDRAISERS AND OTHER SOURCES OF FUNDING**
There are times when organizations may choose to generate additional funds for charity. Student organizations wishing to raise funds for charity must follow these regulations governing fundraisers.

**Step 1:** Set up an appointment with a HEO staff member in the Office of Student Life to discuss the details of the fundraiser a minimum of two weeks prior to the start of the student organization activity.

**Step 2:** Arrange for a facility or campus location to hold your fundraiser, if applicable. Some fundraisers may require the completion of a special event request form prior to approval. A HEO staff member in the Office of Student Life will review this information with you at your meeting.

**Step 3:** Complete a fundraiser form including information on type of fundraiser, day, date, and location of fundraiser, cost for tickets and purpose of fundraiser.

**Step 4:** Get appropriate signatures. NO FUNDRAISING MAY BEGIN UNTIL THE SIGNATURE OF STUDENT LIFE IS OBTAINED. It is your responsibility to be sure that final approval has been obtained from the Office of Student Life before proceeding with your fundraising initiative.

**Step 5:** Know the regulations that govern fundraisers. You will sign an acknowledgment of these regulations when you complete the fundraiser form.

- **Funds raised for charity:** If the purpose of a fundraiser is to raise funds to donate to charity, the charity must be named and the charitable organization must provide a copy of its charities registration certificate before the fundraiser can be approved.

- **Accounting regulations:** All proceeds from events sponsored by student organizations or publications funded by Student Activity Fees are considered Student Activity Fee-generated revenues. As such, they are subject to accounting guidelines outlined in the CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees. All funds generated must be submitted to the Office of Student Life immediately after they are collected.

- **Depositing funds collected:** A certified student organization executive must bring all funds raised to the Office of Student Life at least 15 minutes prior to the conclusion of the event, or no later than 6:30 p.m., whichever comes first. The certified student organization executive will meet with an OSL HEO staff member assigned to complete the money deposit. The money will be counted by the same student
organization executive and OSL staff member and both individuals will sign the sealed money deposit envelope. Once the transaction is completed by OSL, all monies will be forwarded to the Student Activities Association Financial Office. The Financial Manager will forward all proceeds to the charity listed on the Fundraising Form.

- **Selling items Purchased with Student Activity Fees:** In general, charging for any items purchased with Student Activity Fees (e.g., food, promotional items) is not permitted.

- **Failure to account for revenue-generating events:** In accordance with CUNY policy, individuals who fail to account properly for revenue-generating events (fundraisers) shall be decertified and may face disciplinary actions until a proper accounting or restitution is made. In addition, the organization’s budget may be frozen until a full accounting is provided.

**TYPES OF FUNDRAISERS**

**Donations**

Student organizations may choose an outside organization to donate funds. The organization receiving funds must be approved by the Office of Student Life. Donations may only be collected when an organization is tabling and an executive member of the organization must be present at all times. Your organization must reserve a table space through the Office of Student Life. Once your space has been confirmed, you may begin accepting donations.

**Raffles**

If your organization has been given permission to conduct a raffle to raise funds, the following guidelines must be followed:

- Fundraiser approval must be obtained from the Office of Student Life.
- Each raffle must be conducted with a specific purpose intended.
- Approval from the Office of Student Life is required before a student organization can solicit prize donations from the community.
- When roll tickets are used, tickets must be consecutively numbered.
- Sales of raffles in classrooms are prohibited.
- All raffle prizes must be obtained prior to the initial sale of raffle tickets.
- Once winners have claimed their prize they must sign a form provided by the Office of Student Life stating the prize was received.

For all fundraising activities a certified student organization executive must bring all funds raised to the Office of Student Life at least 15 minutes prior to the conclusion of the fundraiser, or no later than 6:30 p.m., whichever comes first. The certified student organization executive will meet with an OSL HEO staff member assigned to complete the money deposit. The money will be counted by the same student organization executive and OSL staff member and both individuals will sign the sealed money deposit envelope. Once the transaction is completed by OSL, all monies will be forwarded to the Student Activities Association Financial Office. The Financial Manager will forward all proceeds to the charity listed on the Fundraising Form.

**GIVEAWAYS**

Student organizations are only allowed to host free raffles to give away prizes. Raffles may be distributed by tabling or at a student organization sponsored event, approved by the Office of Student Life. Only pre-numbered roll tickets may be used.

**DUES**

Student organizations may not charge dues to its members. Any student organization found in violation of this regulation will be subject to disciplinary procedures including freezing of budgets and revocation of its certification.
PRIVATE BANK ACCOUNTS
Student organizations may not open private bank accounts with Student Activity Fees, money collected from fundraisers, or other income-generating events. The SAA Financial Office must hold all funds on deposit, and all expenditures must be paid by SAA check.
SECTION 5:
MEETINGS
MEETING NOTICES
Meeting notices should be prepared and distributed to organization members for all meetings. They should be distributed a minimum of 48 hours before the scheduled meeting date. This will give members adequate notice and encourage them to participate in your student organization’s activities.

OTHER STUDENT GROUPS:
Meeting notices must be approved and stamped by the Office of Student Life and can be posted on bulletin boards designated for the Office of Student Life. Materials posted on walls, doors, windows, etc. or without the approval and stamp from the Office of Student Life will be removed. Meeting notices and/or flyers in a language other than English must also contain the same information translated into English.

Permanent Meeting Space for Recognized Student Organizations
A recognized student organization may request a permanent meeting space for the semester by filling out a Space Request Form with the Office of Student Life. The Office Assistant will reserve a space for your organization for the semester. Note: These reservations must be renewed each semester.

Community Hour
Community Hour (Monday - Friday from 1:30 pm – 2:50 pm) is a set time each week day when offices and departments, specifically the Office of Student Life and recognized student organizations, can host educational and entertaining programs and events for the John Jay community and/or hold necessary meetings. During Community Hour classes are suspended/not in session. Classrooms in the academic buildings can be reserved during Community Hour; however, your organization must end all programs and events and vacate the classroom by the end of the community hour period so that classes, which are scheduled to start after community hours, can start on time.

RUNNING A MEETING
Parliamentary procedure should be used for all your student organization’s business meetings. By following the rules of parliamentary procedure (Robert’s Rules of Order) the chairperson is able to conduct the meeting in an orderly, respectful manner allowing everyone the opportunity to participate. These principles and procedures help maintain order and ensure fairness in all decision-making processes. Robert’s Rules of Order has become the leading authority in most organizations today.

The basic principles behind parliamentary procedure are:
• Parliamentary rules exist to facilitate the transaction of business and promote cooperation and harmony within the student organization.
• The vote of the majority rules.
• All members have equal rights, privileges, and obligations.
• The minority has rights, which must be protected.
• Full and free discussions of every proposal/motion presented for discussion is an established right.
• Motions have a definite and logical order (a motion is a formal proposal that your organization take a specific action).
• The simplest and most direct procedure for accomplishing a purpose should be followed.
• Only one question/subject can be considered at a time.
• When a motion is made, seconded and stated by the chairperson, the body is not allowed to consider any other business until the motion has been dealt with. In general, all motions should be seconded.

DUTIES OF A CHAIRPERSON
The chairperson runs the meeting, unless s/he appoints someone else to fill this role. The chairperson should:
• Call the meeting to order.
• Announce the business according to the agenda.
• Entertain motions, encourage discussion (recognizing one person at a time).
• Make sure members follow the rules of order.
• State and put to a vote all motions.
• Take the vote (usually a majority vote is needed to pass a motion).
- Make sure that the members share the responsibility for further action once a vote is taken, and that a timetable for completion of the task(s) be agreed upon. Copies of Robert’s Rules of Order are on file in the Office of Student Life for review by interested students.

PREPARING AN AGENDA
The person leading the meeting should work from the agenda. The meeting agenda should clearly outline the intended objectives of the meeting including the issues to be discussed, the order of discussion, and the time available to accomplish them. It should also provide the framework for keeping the meeting on target. The agenda should be headed with the date, time and location of the meeting. Be sure to submit the agenda to the participants with any necessary additional paperwork as early as possible to give them enough time to prepare. This is the best way to ensure that those attending your meeting will be clear about the purpose of the meeting. Remember that a minimum of 48 hours advance notice is required for all meetings.

The following is a sample meeting agenda according to Robert’s Rules of Order:
   1) Approval of previous meeting minutes
   2) Reports of officers and standing committees
   3) Reports of special committees
   4) Unfinished Business
   5) New Business
   6) Adjournment

QUORUM
All student organizations should have an agreed and stated quorum for their meetings included in their bylaws/constitution. A quorum is the minimum number of members who must be present in order to conduct business. The presiding officer must know what constitutes a quorum for a meeting before calling the meeting to order. To establish that a quorum is present the president can take an actual head count, the secretary can call the roll, or members can sign in. A business meeting should not be conducted without a quorum present. If business is transacted without quorum it is considered null and void. It is also important that the quorum be present for the entire meeting. If a member notices that a quorum is no longer present it is his/her obligation to inform the presiding officer of the situation. At that time no more business can be transacted.

MINUTES AND ATTENDANCE
All student organizations are required to keep minutes of their meetings. Minutes should reflect all the decisions reached by your organization, including budget recommendations and requests to modify budgets. Members should be asked to sign an attendance list, which must be attached to the minutes of the meeting. Minutes and the attendance list for student organizations should be submitted to the Office of Student Life for the student organization files. The easiest way to organize minutes is to follow the agenda outline for your meeting. The minutes should be typed and signed by the person who recorded them. You should make a copy of the minutes available to all your organization’s members and your organization’s advisor. Please refer to Sample Minutes in the Appendix.

ORDERING FOOD AND REFRESHMENTS
No arrangements should be made for food service unless a line-by-line budget for refreshments has been approved and a food order form or purchase requisition for outside orders has been prepared and ready to be processed. Any individual who encumbers a food service expense without an approved budget will be personally liable for paying the bill. Food is not allowed in classrooms, and may not be set up outside classrooms to prevent obstruction of passageways.

SPECIAL GUESTS AT MEETINGS
If your organization wishes to invite a special guest to speak at a meeting who is not a member of John Jay College faculty/staff or administration, then your organization must follow the guidelines as outlined in the following section (Section 5) on planning Special Events and Activities. An Agreement for Personal Services is required for all guests who are not members of the College community, regardless of whether your organization is paying them.
SECTION 6:
PLANNING SPECIAL EVENTS
AND ACTIVITIES
MAKING EVENTS HAPPEN AT JOHN JAY
Steps to Getting Your Event Proposal Approved

One of the biggest services student organizations provide for the John Jay College community is the planning of special events and activities. The Office of Student Life (OSL) is available to help organizations in all aspects of planning events.

**Step 1: Hold a group meeting**
Your group should brainstorm event ideas and get suggestions/approval for all event details (date, time, location, names of speakers/performers, and budget). This discussion should be reflected in the minutes of the meeting.

**Step 2: Complete a Space Request Form**
The Space Request Form must be submitted if an activity involves the expenditure of funds, services from College departments such as Media Services, Public Safety, Facilities and/or outside guests. Only an officer of a student organization can submit a Space Request Form, which can be obtained in the Office of Student Life. An advisor must sign for an event. Upon submission of a Space Request Form to the Office Assistant, the space will be held tentatively for one week (if it is available). A HEO staff member in the Office of Student Life will contact the student organization representative to set up a meeting to discuss the event and confirm space request. Due to the high demand and limited availability of space, we suggest that you fill out the Space Request Form as early as possible for your best chance of securing the requested space; however, Space Request Forms MUST be submitted at least fifteen (15) working days prior to the event in order to provide sufficient time for the following:

a. Scheduling space (administered by the Office of Student Life and Facilities);
b. Establishing costs, reviewing funding, and processing check requests to pay for services needed;
c. Securing the required administrative approvals;
d. Notifying the College Community;
e. Making changes and resolving any problems that may arise.

The steps for submitting a space request form are outlined below:

a. Pick up a space request form from the Office of Student Life
b. The form MUST be completed and submitted to the Office Assistant
c. Upon return, the Office Assistant will date and time stamp the form and put his/her initials next to the date.
d. The Office Assistant will pencil your space requests into a log book when received
e. The Office Assistant will place this form in a folder designated for Space Requests
f. A HEO staff member in the Office of Student Life will contact the student organization representative to set up a meeting to discuss the event and confirm space request
g. The HEO staff member will send the organization representative an email confirming the event/request

**Step 3: Event Planning Meeting**
At this meeting you will review all of the details of your event, and find out what paperwork you need to complete. The Office of Student Life is here to provide assistance for making your event a success, so don’t hesitate to ask questions. It is the responsibility of the event organizer to ensure that all paperwork and event details are handled in a timely manner. Review the timeline below for assistance with determining the time needed for event preparation. Failure to complete paperwork within the timeline may result in the cancellation of your event.

**Step 4: Submit the Event Planning Checklist**
After meeting with a HEO staff member in the Office of Student Life, the student organization representative will be required to obtain any signatures and supplemental documentation (contracts, W-9s, etc.), as well as complete the necessary information on the Event Planning Checklist for review. The Event Planning Checklist is designed to help your steps in planning your event around the following key areas:
FOR EVENTS
If you are requesting catering from FOOD SERVICES, you must submit the following documents to the Office of Student Life for approval at least (5) business days prior to a meeting or (15) business days prior to an event.

- Submit an FOOD SERVICES Food Requisition Form completed and signed by the Food Services manager
- Attach a completed Check Request Form with necessary signatures
- Attach a flyer for the event

Once it is determined that sufficient funds are available to place your order, the signed and approved Food Requisition Form must be picked up by a student organization officer and returned to Food Services.

If you are requesting food services (catering) from outside vendors, you must have the following documents:

- **Certificate of Insurance.** John Jay College requires a minimum coverage of one million dollars.
- **Health Department Permit**
- **Please keep the following in mind when requesting catering services:**
  1. Catering equipment i.e. china, glass, silver, linen, tables, etc. must be delivered and picked up on the same day the event takes place.
  2. Overnight storage arrangements cannot be made at John Jay College.
  3. There are no kitchens available for use in John Jay College.
  4. John Jay College does not provide hand trucks or dollies, please prepare for your deliveries accordingly.

PLEASE NOTE: Water and ice are not available at John Jay College. Separate arrangements should be made in advance. Total expenditures for refreshments per student organization, per event, may not exceed guidelines set by the Budget Committee.

CONTRACTS AND AGREEMENTS
If your student organization is planning to bring entertainment on campus (i.e. DJ, musician, speaker, comedian, lecturer, etc.), please visit the Office of Student Life for information and support at least three (3) weeks in advance of the event/program. All student organizations are required to use a John Jay approved Contract for Entertainment Services/Standard Performance Agreement for these types of events. Additionally, such elements as ticket sales, security, technical needs, college policies and procedures, etc. will need to be discussed during the Event Planning Checklist meeting with OSL prior to the student organization securing a contract for the event/program. For an evening activity after 7 pm that includes “dance music,” arrangements must be made with the Office of Public Safety for appropriate coverage. To comply with Student Activities Association’s insurance coverage, the advisor or his/her designee should be available for the duration of events including trips.

Contracts/Agreements between a student organization and an outside vendor or entity are not contracts binding John Jay College. No student organization can sign contracts on behalf of John Jay College, or any way represent that they are an agent of or operating on behalf of John Jay College. Any student organization may ask the Office of Student Life to review contracts on their behalf, but again, students CANNOT sign contracts.

TECHNICAL SERVICES
The College has audio-visual equipment (such as laptops, overhead projectors, microphones, etc.) that can be used by student organizations if they are not in use for instructional classroom purposes. Student organizations wishing to use the College’s audio-visual equipment should make their request by including the request on the Space Request form in the Office of Student Life at least three weeks before the date of the event.

If your student organization’s plans for use of media services change (room, date, time, type of equipment, etc.), please remember to inform the Office of Student Life immediately. This may allow the College to assign
the equipment to another organization. Please remember that the College has limited resources, which many organizations on campus share. Remember that you are making a media services request. Every effort will be made to honor the request, but there is no guarantee that equipment will be available for your request. Check with the Office of Student Life to determine if the College will be able to honor your request. Any problem that your student organization or publication has with the scheduling and delivery of media services should be referred immediately to the Office of Student Life.

OFFICE OF PUBLIC SAFETY
The sponsoring organization must include sufficient budget to secure appropriate coverage for the event. The decision for the need for security is solely made by the Office of Public Safety. Cost per event varies; a quote must be obtained from the Office of Public Safety Department (L2.61 New Building) and submitted with Meeting Space/Event Proposal Form; Meet with Public Safety in the Student Life Office one (1) hour prior to event to review and approve guest list and event rules.

With authorization from the chair of BOD, OSL will approve, ask for additional information, or not approve the event with explanation. The result of this approval will be discussed with the student organization at their follow-up meeting with OSL. The space will be confirmed only after OSL has approved the event.

PLANNING YOUR EVENT/PARTY
Now that your event proposal/budget has been approved, here are some additional factors to keep in mind when planning your event/party.

Hours:
Events/parties can be held up until 11pm, Monday through Thursday on evenings when classes are in session. Weekend events are permitted and must be approved and coordinated with the Office of Student Life and other administrative or academic offices as required.

Staffing:
All student organization (including Student Government) sponsored events must be supervised by a member of the Office of Student Life. The Director of Student Life has the discretion to assign any Student Life staff member(s) or a designee to a particular event. The advisor(s) or his/her designee is also required to be present for the duration of the event. Student organization members should keep in mind and plan their budgets accordingly for events which may require Public Safety officers to provide security (parties, concerts, events with high profile individuals, celebrities, dignitaries, and community leaders, large scale events, etc.).

Tickets for Events Held on Campus
The Office of Student Life and the Student Activities Association Financial Office will control and issue all tickets requested by a student organization. The student organization must order tickets and the cost of printing will be charged to the sponsoring organization(s). Tickets must be requested at least three (3) weeks prior to the event. Pre-numbered printed tickets will be used for each event. Tickets must be used for all parties, dances and other large social events.

Guest policy
Each student organization is permitted to have a maximum of fifteen (15) off campus guests per event, which will be subtracted from the total number of John Jay students allowed to attend. If the student organization would like to incorporate the John Jay student + 1 CUNY guest, the Office of Student Life must be notified upon approval of the event. The guest list must be submitted to the Office of Student Life 72 hours prior to the event. If changes need to be made to the list, it must be finalized and submitted no later than 1 hour prior to the meeting with Public Safety on the day of the event. Alumni are considered outside guests and therefore must be placed on the guest list. Minor aged children are not allowed at student organization events. Student organizations are permitted to collaborate on event(s), which will allow for an increase in the number of guests permitted per event. However, to qualify as a joint event, each student organization that is collaborating must have an active role in the said event and all advisors or their
designees must be present on the day of the event. Access to events will require the following:
- valid John Jay ID Card and ticket for students
- NYS Id card (or other valid picture id) and ticket for outside guest
- Valid CUNY ID plus one John Jay student with valid ID card and tickets for each individual

**High Profile Events & Special Invitations**

When student organizations would like to invite elected officers, government and law enforcement officials, or any high profile individual a letter must be sent to the individual from an official of the college. Student organizations may not send out formal invitation on behalf of the college. Events where such persons are invited, will require event management protocols handled by the Office of Student Life, Student Development, Government Relations and the President's Office. At least 2 months before the event, the student organization must draft and submit to the Office of Student Life, a letter addressed to the person(s) being invited detailing the event along with a finalized agenda for the event. The letter will be reviewed and if necessary, edited by Student Life/Student Development staff. The Office of Student Life will send the letter to the Student Development Office for approval and to be forwarded to the appropriate persons. These events may incur additional security costs, but most certainly will be managed by the Office of Student Life.

Invitations to CUNY and John Jay executive staff (Chancellors, Presidents, Vice Presidents, Provosts, Deans) must be done through the Office of Student Life. To get special permission for these events, be sure to meet with an Office of Student Life staff member to assist you in drafting a proposal to present to the various departments.

**PLANNING OFF-CAMPUS EVENTS**

All programs and events supported by Student Activity Fees and related income must be open to the entire student body. To encourage the participation of the greatest number of students, events should be held on campus whenever possible. An effort should be made to ensure that all events are widely publicized.

In some cases, a student organization may wish to host, or participate in an event sponsored or run by off-campus organizations (e.g., trips to theme parks, museums, theatrical performances, bowling alleys, attendance at off-campus workshops and conferences.) Student Activity Fees may only be used for travel by registered John Jay students, therefore these events are solely for currently registered John Jay College Students. To verify attendance, the student organization responsible for the event must submit a statement to the Office of Student Life and the SAA Financial Office indicating that John Jay College IDs were checked, and only John Jay Students participated. Any student organization wishing to attend or host an off campus event must provide the Office of Student Life with the following before the College can enter into an agreement/contract, and approval of the Student Activities Association and the Director of Student Life is given. To be approved, the following must be provided:

- Trips must be directly related to the purposes outlined in the organization’s bylaws.
- Transportation to and from the event must be provided through the organization’s budget. Transportation must be provided via reimbursement for public transportation or by a properly insured common carrier vendor (bus company). If it is impractical for a common carrier or public transportation to be used, the Director of Student Life may approve transportation via personal autos or rented vehicles.
- Individuals who opt out of using the transportation provided do so at their own risk. Certain trips will require that participants travel via provided transportation. Students who take their own transportation without prior permission from the Director of Student Life, to or from a trip destination, may jeopardize their participation in future trips.
- All accommodations must be handicapped-accessible, or reasonable steps must be taken to make it possible for individuals with disabilities to participate. No verbal or attitudinal barriers may be exercised, which might tend in any way to discourage the fullest possible participation by the physically challenged.
• For conferences, workshops, or retreats that require overnight accommodations, a certificate of insurance for lodging will be required. In other cases, certificates of occupancy, Board of Health licenses, and proof of general liability insurance may be required. Due to increased liability and risk associated with certain types of trips, the Office of Student Life may disapprove trip requests for activities that put students at an increased risk (e.g., ski trips, spring breaks, etc.).
• Special permission must be given by the Office of Student Life for trips that are planned primarily for organization members. Upon approval, people on the organization’s membership list may begin to sign up to participate. If the group does not fill the seats for the trip with its membership, the trip must be opened to the general John Jay student population. The names and date of birth must be submitted to the Office of Student Life when they sign up for the trip.
• Organizations must develop a statement of a fair and appropriate method and rationale for soliciting and advertising for student participation in the activity. In other words, your organization must propose criteria it will use to select participants for a trip in the event that the trip is oversubscribed (e.g., lottery, first priority to members who have not traveled with the group before, etc.). These criteria are subject to approval by the Office of Student Life.
• Unless otherwise approved by the SAA Finance Office and Director of Student Life, trips are limited to officially registered John Jay students.
• No persons under the age of 18 may participate in a John Jay Student Activity Fee sponsored trip unless they are registered John Jay students. This does not pertain to off-campus trips sponsored by the Children’s Center.
• John Jay students under the age of 18 wishing to participate must fill out a parent/guardian consent form in order to participate. Forms are available in the Office of Student Life.
• The Director of Student Life may also authorize specific faculty and employees to participate in an event in an official capacity, including requiring additional trip coordinators if necessary.

SEEKING OFF-CAMPUS EVENT APPROVAL

The following are the steps an organization should take to get an off-campus event approved:

Step 1: Hold group meeting: Group should brainstorm event ideas and get suggestions/approval for all event details (date, time, location, cost to participants (if any), ticket and transportation costs). This discussion should be reflected in the minutes of the meeting. A copy of the minutes is required when submitting an event request form.

Step 2: Complete a Student Event Request Form: These forms are available in the Office of Student Life. (See Appendix.)

Step 3: Submit the Student Event Request Form: Bring completed form to the Office of Student Life for review and approval. Upon submission of a Student Event Request Form to the Office of Student Life, the organization representative will be asked to set up a meeting with a HEO staff member in the Office of Student Life. In addition, the request will be forwarded to the Director of Student Life for review and approval. The Director of Student Life must approve all student event proposals. The Director of Student Life will approve, ask for additional information, or not approve the event with explanation. The result of this approval will be discussed with the group at their meeting with the staff member assisting them.

Step 4: Event Planning Meeting: At this meeting you will review all of the details of your event, complete paperwork for any aspects of your event for which additional paperwork is required, and receive a confirmation email/letter regarding the event. The Student Life staff member is there to provide assistance for making your event a success, so don’t hesitate to ask questions. It is the responsibility of the event organizer to ensure that all paperwork and event details are handled in a timely manner. Review the timeline on the following page for assistance with determining the time needed for event preparation. Failure to complete paperwork within the timeline may result in the cancellation of your event.

In addition, the following documents must be submitted to the Office of Student Life (check with VP)
A copy of the venue’s Certificate of Occupancy
A letter from those in charge of the venue, or the New York City Fire Department indicating that the venue is in full compliance with all fire codes
A letter from those in charge of the venue, which describes in detail the security they will provide for your event/function
Proof of General Liability Insurance
A completed Space Request Form/Event Planning Checklist with accompanying documentation
A draft of a flyer publicizing the event

At least 24 hours prior to departure, the student organization must submit the following to the Office of Student Life and the SAA Financial Office:
- A typed list of the names and contact numbers for all students, faculty and/or staff attending (with room assignments if staying overnight);
- Signed Office of Student Life Waiver of Liability and Hold Harmless Agreements. ANY STUDENT THAT DOES NOT COMPLETE THIS FORM WILL NOT BE ABLE TO ATTEND SAID EVENT.
- The travel itinerary and all emergency contact numbers (travel provider, chaperone cell phones, lodging information/telephone numbers, etc.)

Before each trip, the Director or Dean will meet with the advisor to inform them of the repercussions if any problems should arise before departure or during the trip. Chaperones should have emergency contact information for all attendees. All travel using student activity fee funds must be approved by the Chair of BOD or his/her designee. All accommodations must be handicapped-accessible, or reasonable steps must be taken to make it possible for individuals with disabilities to participate. No verbal or attitudinal barriers may be exercised, which might tend in any way to discourage the fullest possible participation by individuals with disabilities. All travel expenses are subjected to the same bidding requirements as all purchases using Student Activity Fees.

POLICIES SPECIFIC TO OFF-CAMPUS TRIPS
Bus Trips/Rentals
On any trip, one student, staff or faculty member should be designated as the person in charge of the trip. His or her responsibility should include knowing the number of students participating. Bus trips are only for currently registered John Jay students.

Whenever a bus is used, the student in charge of the event must obtain a contract which must be submitted and reviewed by a HEO staff member in the Office of Student Life. The contract will be forwarded to The Student Activities Association Financial Office to be signed.

The faculty/staff attending the trip/event has the responsibility to explain to the students the details of the trip including, but not limited to, length of the bus ride and stop-overs, facilities available to students or not available and any the anticipated activity. All individuals going on the trip should know the details of the trip including the time and location for departure and arrival to and from the College and designated venue. All students must be accounted for before departing and before leaving the trip site. Public Safety should be notified when students will arrive back to campuses after hours.

GUIDELINES FOR SCHEDULING SPACE
Making sure that you have a place to meet hold events, or raise funds is an important part of planning. It is essential to plan ahead since meeting space is limited. You must make reservations far enough in advance to assure that space is available. Determining how far in advance you will need to reserve space will depend on the type of activity you are planning. Also, depending on the needs of your event, other requests may need to be made (e.g. work orders for set-up, media requests) that may take time to process or arrange. Facility set-ups must be finalized a minimum of two weeks prior to the event, to ensure that the event can happen successfully.

Requests for all student events must be submitted to the Office of Student Life via a Meeting/Event Planning Request Form. There must be five (5) business days of advance notice to request space for a meeting and fifteen
business days of advance notice for an event. After this form is submitted for consideration it is the responsibility of the Office of Student Life to forward a Space Availability Request Form to the Office of Space Planning & Capital Projects Events Planning Office if they cannot provide a space. The form submitted must have the Meeting/Event Planning Request Form attached indicating that all the procedures have been followed properly. If all paperwork is correctly completed, the Office of Space Planning & Capital Projects Events Planning Office will schedule available space for the meeting/event and confirm that availability via an email with a confirmation number. If available, requested space will be assigned. If not, similar accommodations may be provided.

Only those student organizations that are certified by the Judicial Board and officially recognized by the Office of Student Life are eligible to reserve space on campus. If a student organization needs to reserve space for meetings before it is officially recognized (interest meetings, elections, etc.) you may reserve space through the Office of Student Life.

The Office of Student Life does not reserve all space on campus. There are some spaces that are available, but can only be reserved by faculty. In the event that a faculty member requests one of these spaces on your behalf for a meeting, you must still notify the Office of Student Life in advance of the meeting taking place. The Office of Student Life must be informed at all times when student organizations are meeting, or holding an event on or off campus.

Requests for student organization meeting space should be submitted to the Office of Student Life at least five (5) business days prior to the meeting.

The Office of Student Life also maintains three conference rooms in Club Row that student organizations may reserve for meetings/events (L2.70.01, L2.70.03, L2.70.13). These rooms may be used between 9 am and 7 pm Monday – Thursday and 9 am to 5 pm on Friday. A space request form must be submitted to the Office of Student Life at least five (5) business days in advance.

What Are the Regulations Governing the Use of Space on Campus?
Drugs, alcohol, and smoking are not permitted in any building at John Jay College. Misuse of any assigned space, including but not limited to destruction of property or use of illegal substances, may result in immediate loss of that room assignment, in addition to the possible loss of further assignment privileges for the student organization or publication. For the most part, history has shown that students in clubs, organizations, and publications take pride in the campus and respect College property. Occasionally, individuals from a club, organization, or publication jeopardize the privilege of access to College space by acting irresponsibly. Staff members in the Office of Student Life are available to assist with counseling individuals who put the student organization or publication’s access to space at risk. Individuals who continue to show disrespect for campus property may be referred to the Office of Public Safety and the Vice President for Student Affairs for possible disciplinary action. Please be sure to clean up any mess created by your student organization or publication after your meeting or event. Furniture that is moved by your student organization or publication should be returned to its proper place and garbage should be placed in the nearest receptacle.

What Space Is Available?
Classrooms, meeting rooms, theaters, lounges, the gymnasiums, and outdoor facilities are available. The Office of Student Life coordinates all reservations for student organizations.

New Building
Exhibition and Event Room
Black Box
112 Seat Classroom
115 Seat Classroom
Theater Lobby
Administrative Conference Room
New Building Lobby
FACILITY RESERVATIONS
The following on-campus facilities may be reserved for meetings or special events sponsored by student organizations on a space-available basis:

Please be advised that all proposed events in the theater must be accompanied by a written justification indicating why the event requires use of the theater. A request for the use of the theater may be denied if the proposed event will place excessive demands on the physical plant, Public Safety staff or in any way impedes the function of the College.

The Office of Student Life coordinates all on-campus reservations for student organizations and publications, regardless of location. If your student organization or publication is interested in reserving a facility, the first step to take is to inquire about putting a tentative hold on the facility in the Office of Student Life.

When you make this request, you will be asked to complete a Student Event Request Form which allows you to provide more information about the event. A staff member in the Office of Student Life will help you complete this form. Special note on co-sponsored activities: Facility reservations cannot be made by student organization and publications to help off-campus groups circumvent the College’s rental policies. If a student organization or publication is co-sponsoring an event with an outside organization or agency, the event must be related to the purposes of the student organization or publication as outlined in the organization’s or publication’s constitution. The benefits to the student organization or publication co-sponsoring the event must be clearly delineated. Unless these conditions are met, the off-campus organization must sign a rental agreement and a rental fee will be charged to the off-campus group.

ALCOHOL POLICY
No alcoholic beverages of any kind may be served during on or off campus events sponsored by student organizations.
PROCEDURES FOR HIRING SPEAKERS AND PERFORMERS

To request that the College enter into an agreement with a speaker or performer the following process must be followed:

**Step 1:** Make sure that your group has a budget line that will cover this type of expenditure.

**Step 2:** Refer to the Agreement for Personal Services for the contracting and payment of fees to speakers and performers.

**Step 3:** Contact the speaker/performer: Obtain information about availability and proposed fees. Remember: You do not have the authority to represent that payment has been or will be approved by the Student Activities Association or the College. In the absence of actual written prior approval by the Student Activities Association and the College, the speaker or performer has no enforceable expectation of being paid for his or her services. Let the speaker/performer know that you are interested in his/her services, but that you must first obtain approval from your organization, the Office of Student Life, and the SAA Financial Office.

**Step 4:** Complete an “Agreement for Personal Services Form” (sample in Appendix):

- W-9 Form
- Rider to Personal Services Agreement (if needed for groups of individual performers being paid through one check)
- Copy of a valid state/federal photo I.D. (driver’s license or passport) and Social Security Card
- For international speakers require special documentation (see an OSL staff member)
- Biography or promotional materials for artist(s)
- Flyer for the event

**Step 5:** Submit the completed Personal Services Agreement Form: The Office of Student Life will return incomplete forms or forms missing documentation unprocessed. This can result in delays that may require your event be rescheduled at a later date.

**Step 6:** Review of information: The Office of Student Life will review all information. They will make sure all documentation is in order and that a Student Event Request form has been approved. They will confirm that the organization has a budget for this expense.

FILM RENTALS

As part of the yearly program of your group, you may plan to show films. Copyright law prohibits the public showing of films that have been rented for home or private use. Such showings for members of your group would be viewed as copyright infringement and would make your group subject to legal action by film distribution companies. Such suits have been argued successfully against student groups at colleges. Therefore, all films shown by groups at meetings or events must either be borrowed from the College Media Services collection (housed in the Library) or rented from independent film distributors. If your group wishes to purchase or rent a film, and a budget line exists for it in your group’s budget, a check request should be processed.

GET THE WORD OUT: ALL YOU NEED TO KNOW ABOUT PROMOTING YOUR EVENT

Student Organizations are required to inform the student body about their programs in a timely and effective manner. For extracurricular events, it is vital that the College community be made aware and be provided with the opportunity to attend activities paid for through the use of Student Activity Fees. The Office of Student Life provides several ways for student organizations to publicize their events. Effective publicity and marketing are critical to any student organization’s success. The Office of Student Life MUST review and approve all advertisements and promotional materials. There are a number of effective and inexpensive ways to reach students at John Jay.

**Posting Printed Materials on Campus**

- All flyers and posters must be reviewed and stamped by the Office of Student Life prior to posting. Unauthorized material will be removed. Boards are inspected daily for compliance.
Flyers and posters are limited to bulletin boards designated with the letters “OSL,” unless student organizations have received special departmental permission to post notices on department bulletin boards.

All flyers and posters MUST include the John Jay College logo or the text “John Jay College of Criminal Justice”, along with the name of the sponsoring student organization.

Maximum poster size is 24” x 36”.

No overlapping postings.

No staples/tape – PUSH PINS ONLY. Stapled or taped flyers will be removed.

Organizations are limited to two (2) flyers per event per bulletin board.

Publicity for an event can be prepared beforehand; however, it cannot be posted before your event proposal has been approved and your advertisement is stamped by the Office of Student Life.

Global E-mails
To maximize your success, you should try to inform as many members of the John Jay community as possible. You should create a flyer in Microsoft Word and save it as a PDF to ensure your recipients will be able to view the document. Global e-mails can only be requested through the Office of Student Life and must be submitted at least one week before the event. The staff will review the document, and a final draft will be sent to Student Development who will forward it to the appropriate department so that it can be sent globally. You cannot send both an email and an attachment globally. You can only send an email or an attachment.

John Jay Website
Every Friday, the Office of Student Life will post information to the John Jay Website about your organization’s event. To ensure that your event is posted, your organization must submit a request to the Office of Student Life by 5pm on Thursday. Please make sure that you have the following:

1. Name of the Event
2. Date, Time and Place of the Event

The Office of Student Life Weekly Calendar
The Office of Student Life, with sufficient lead time, will notify the John Jay Community in its weekly calendar.

Informational/Promotional Tables
A student organization can request the use of tables on campus to:

- Recruit membership for the organization
- Promote an event or cause
- Fundraise for charity (additional procedures/forms required)

A Student Activities Table Reservation Form must be filled out and submitted to the Office of Student Life at least three (3) days prior to the date the tables are needed. Tables are allocated on a first come, first serve basis, so plan ahead. The following spaces have been assigned as locations for tabling:

1. Atrium in front of cascade
2. Landing in front of JJays café
3. Landing in front of the Black Box Theatre

Jay Stop
Your student organization may post your event on the Jay Stop. Advertising on the Jay Stop should only be used for John Jay College events and programs. All advertising must include the John Jay logo and the student organization email address. If you are interested in advertising on one of the slides on the Jay Stop, please send an email to studentlife@jjay.cuny.edu
Student Organization Fair
Student Organization Showcases take place throughout the school year; the first is at the beginning of the fall semester. Student organization Fair provides an opportunity for students to connect with new and current John Jay students as well as registered student organizations within the John Jay community. Student organization members staff tables where they can recruit new members and distribute information about the organization to the John Jay community. The Office of Student Life will advertise these events through venues such as Orientation and Week of Welcome events. All registered student organizations are eligible to participate in Student organization Fair.

Other Methods of Advertising Include:
John Jay Sentinel newspaper
WJJC Radio on air advertisement
The Jay Stop
Office of Student Life Facebook page

PUBLICITY POLICY
• All publicity must be bear the name of the sponsoring organization. Date, time, and location of the event as well as admission charges, if any, should be included. (Note: the Office of Student Life must approve admission charges).
• No posting is allowed on walls, doorways, windows, glass, trees, or any surface other than bulletin boards. Any materials that are not posted on bulletin boards will be removed.
• Advertisements posted in languages other than English must also be translated into English.
• Where appropriate, the funding body should be credited for their support of a program.
• All event flyers must be brought to the Office of Student Life for review and stamping before posting.
• Posters/Flyers should be brought to the Office of Student Life a minimum of 72 hours in advance of the event date.
• Remember to respect others. Don’t post over or tear down materials belonging to other organizations.
• After your event, please take down your outdated flyers.

EVALUATING YOUR EVENT
Assessing your student organization’s event is a very helpful tool for future planning and success. A Program Evaluation Form also helps OSL better guide and serve student organizations. This feedback:
• Lays the foundation for current and future student organization leaders
• Helps us to assess and plan for future events/programs
• Allows us to determine whether the goal(s) of the program/event was/were achieved
• Helps establish “Best Practices” within the John Jay College Community

You can also determine how successful your program was and/or how you can make it better by asking participants to complete an evaluation.
APPENDIX
UNIVERSITY AND COLLEGE REGULATIONS – CUNY RULES

Article 129A of the New York State Education Law was adopted by the City University of New York Board of Trustees for the purpose of maintaining public order on college campuses and other college property. A synopsis of the rules is listed below. Students must adhere to these rules and all other rules, regulations, and policies of John Jay College and CUNY.

Respecting Others’ Rights.
No member of the College community may prevent others from exercising their rights or from making use of any of the services (instructional, recreational, etc.) at John Jay College.

Showing Identification Cards.
Everyone must follow the directions of the representatives of the College when these representatives are acting in an official capacity. All members of John Jay College are required to show their identification card when asked to do so by an official of the College.

Safeguarding Freedom Of Movement In The College And Protecting College Equipment.
No one can seize space in the College or block access to the College. College equipment and supplies may not be removed or relocated without permission from College authorities.

Respecting College And Personal Property.
Theft or damaging of College property or the property of any person at the College is prohibited.

Responsible Exercise Of Freedom Of Speech.
Members of the John Jay College community and invited guests have the right to express their opinions freely without fear of physical or verbal abuse. At the same time, language that is likely to provoke or encourage physical violence by demonstrators, by those demonstrated against, or by spectators, should not be used. In other words, each individual is obliged to present his/her views in a responsible way and work toward keeping communications between opposing sides civil and non-violent.

Protect Against Disruptive Behavior.
Action may be taken against anyone who does not have a legitimate reason to be on campus and who prevents others from exercising their rights.

Appropriate Behavior.
Disorderly or indecent conduct is not permitted on College-owned or controlled property.

Possession Of Firearms And Weapons.
No one within the University community, except peace officers, are permitted to have a rifle, shotgun, firearm, or other dangerous instruments or material that could inflict bodily harm or an individual or damage the buildings and grounds of the College.

Dangerous Activities.
Actions and situations which endanger others or which involve the forced use of alcohol or drugs are prohibited.

BOARD OF TRUSTEES BYLAWS

Article XV – Students*
Section 15.0. Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.
Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sex, political, and economic differentiation.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

Section 15.1. CONDUCT STANDARD DEFINED
Each student enrolled in or in attendance at any college, school, or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state, and nation, and the bylaws and resolutions of the board, and the policies, regulations, and orders of the college.

The faculty and student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the board, more detailed rules of conduct and regulations in conformity with the general requirement of this article.

This regulatory power is limited to the right of students to the freedoms of speech, press, assembly, and petition as applied to others in the academic community and to citizens generally.

Section 15.2. STUDENT ORGANIZATION
a. Any group of students may form an organization, association, club, or chapter by filing with the duly elected student government organization of the college or school at while they are enrolled or in attendance and with an officer to be designated by the faculty of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club, or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

However, no group, organization, or student publication with a program against the religion, race, ethnic origin or identification, or sex of a particular group or which makes systematic attacks against the religion, race, ethnic origin or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organizations, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the Board.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standard of conduct of the character set forth in bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs, or chapters, and when appropriate in the exercise of such regulatory power, the power to refuse, suspend, or revoke any charter or other authorization for cause after hearing on notice.

2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended, or revoked may appeal such adverse action by such officer or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set
forth in section 15.3. Following such hearing the duly elected student government shall have the
authority to set aside, decrease, or confirm the adverse action.

c. Any person or organization affiliated with the college may file charges with an office of the dean of
students** alleging that a student publication has systematically attached the religion, race, ethnic origin,
or sex of a particular group, or has otherwise contravened the laws of the city, state, or nation, or any bylaw
or resolution of the board, or any policy, regulation, or order of the college, within a reasonable period of
time after such occurrence. If the dean of students determines, after making such inquiries as he/she may
decide appropriate, that the charges are substantial, he/she shall attempt to resolve the dispute, failing
which he/she shall promptly submit the charges to the faculty-student disciplinary committee for
disposition in accordance with the due process procedures of section 15.3 thereof.

If the committee sustains the charges or any part thereof against the student publication, the committee
shall be empowered to (1) reprimand the publication or (2) recommend to the appropriate funding bodies
the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify, or
overrule the recommendation.

d. Each college shall establish an elections review committee in consultation with the various student
governments. The student elections review committee shall approve the election procedures and certify the
results of elections for student governments, and student body referenda.

e. Student government elections shall be scheduled and conducted, and newly elected student governments
shall take office in accordance with policies of the board and implementing regulations.

**Throughout these bylaws in any college or unit where the title “dean of students” does not exist, the same
shall refer to the officer performing the functions, which would otherwise be performed by a dean of students.

Section 15.3. STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may
subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the
dean of students promptly by the individual, organization or department making the charge.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation
in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or
his or her designee will advise the student of the charge(s) against him or her, will consult with other
parties who may be involved or who have information regarding the incident, and review other relevant
evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar
days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following
actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant
disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;

2. Refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a
copy of the notice required pursuant to section 15.3.e. of this bylaw; or

3. Prefer formal disciplinary charges.

Conciliation Conference:

c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a
qualified staff or faculty member designated by the chief student affairs officer. The following procedures
shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.
2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.

3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.

4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

**Notice of Hearing and Charges:**

d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

e. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.

2. A statement that the student has the following rights:
   (i) to present his/her side of the story;
   (ii) to present witnesses and evidence on his/her behalf;
   (iii) to cross-examine witnesses presenting evidence against the student;
   (iv) to remain silent without assumption of guilt; and
   (v) to be represented by legal counsel or an advisor at the student's expense.

3. A warning that anything the student says may be used against him/her at a non-college hearing.

**Faculty-Student Disciplinary Committee Procedures:**

f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic
transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the president of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4. APPEALS.
An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5. COMMITTEE STRUCTURE.
a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary meetings and decide and make all rulings for the committee. He/she shall not be a voting member of the
committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.

e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6. SUSPENSION OR DISMISSAL.
The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. The chancellor or chancellor's designee, a president or any dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3. to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

Section 15.7. THE UNIVERSITY STUDENT SENATE
There shall be a university student senate responsible, subject to the board, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies or by their student governments from the elected members of the respective student governments.

Section 15.8. COLLEGE GOVERNANCE PLANS
The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article.

ARTICLE XVI - STUDENT ACTIVITY FEES AND AUXILIARY ENTERPRISES
Section 16.1. STUDENT ACTIVITY FEE
The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university, shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget
committee subject to review by the college association as required in these bylaws.

Section 16.2. STUDENT ACTIVITY FEES USE - EXPENDITURE CATEGORIES
Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

Section 16.3 STUDENT GOVERNMENT FEE
The student government fee is that portion of the student activity fee levied by resolution of the board, which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government or each student government where more than one duly elected student government, for its own use and for the use of student organizations, as specified in section 15.2. of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

Section 16.4. STUDENT GOVERNMENT ACTIVITY DEFINED
A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

Section 16.5. COLLEGE ASSOCIATION
a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees except where earmarked by the board to be allocated by another body should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fee, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2 of this article, and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.

b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president and the following requirement are met:

1. The governing board of the college association is composed of:
   (i) The college president or his/her designee as chair.
   (ii) Three administrative members appointed by the college president.
   (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5(b) (1) (iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agrees.

3. The governing documents of the college association have been reviewed by the board’s general counsel and approved by the board.

Section 16.6. MANAGEMENT AND DISBURSEMENT OF FUNDS
The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

Section 16.7. REVENUES
All revenues generated by Student Activity Fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

Section 16.8. FISCAL ACCOUNTABILITY HANDBOOK
The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

Section 16.9. COLLEGE PURPOSES FUND
a. A college purposes fund may be established at each college and shall be allocated by the college president. This fund may have up to twenty-five (25) percent of the non-earmarked portion of the student activity fee earmarked to it by resolution of the board, upon the presentation to the board of a list of activities that may be properly funded by student activity fees that are deemed essential by the college president.

b. Expenditures from the college purposes fund shall be subject to full disclosure under section 16.13. of these bylaws.

c. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of section 16.12. of these bylaws.

Section 16.10. AUXILIARY ENTERPRISE BOARD.

a. The auxiliary enterprise board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary
enterprises shall be developed by the auxiliary enterprise budget and contract committee and reviewed by the auxiliary enterprise board prior to expenditure or execution.

b. The auxiliary enterprise board shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements are met:

1. The governing board is composed of the college president or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members.

2. The administrative members are appointed by the college president.

3. The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

4. The student members are the student government president(s) and other elected students and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by headcount from the respective constituencies.

5. The auxiliary enterprise board structure provides for a budget and contract committee composed of a combined total of faculty and administrative members that is one more than the number of student members. The budget and contract committee shall be empowered to develop all contract and budget allocation proposals subject to the review and approval of the auxiliary enterprise board.

6. The governing documents of the auxiliary enterprise board have been reviewed by the board's general counsel and approved by the board.

**Section 16.11. THE REVIEW AUTHORITY OF COLLEGE PRESIDENTS OVER STUDENT FEE ALLOCATING BODIES AND AUXILIARY ENTERPRISE BOARDS**

a. The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.

b. The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories, defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

c. The chancellor or his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees that the college president has with respect to college student activity fees.

d. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.

e. Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they
pertain to the colleges where students are paying an extramural fee.

Section 16.12. REFERENDA
A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

a. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.

b. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.

c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.

d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

Section 16.13. DISCLOSURE

a. The college president shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees.

b. The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.

c. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.

d. The auxiliary enterprise board shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.

e. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee amounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

Section 16.14. STIPENDS
The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

MANUAL OF GENERAL POLICY
POLICY 7.15 STUDENT GOVERNMENT AND UNIVERSITY STUDENT SENATE
1 Eligibility for The University Student Senate
In accordance with its policy-making authority and responsibilities, The City University of New York Trustees have determined that satisfactory academic achievement and progress as a degree-seeking student at a college of the University is an essential prerequisite to holding and adequately fulfilling the responsibilities of student office.
It is the responsibility of the University, and its Trustees as fiduciaries, to ensure that the educational and extracurricular programs of the University are operated in the best interests of students and all other affected constituencies of the University. The academic standards hereby adopted are considered essential for the personal well-being and academic progress of students who seek to take on the additional responsibility of student leadership, as well as for the students and other members of the University community.

The following rules apply to each semester a student is running for and/or holding office, whether by election, appointment, or ex-officio status, in student governments, the University Student Senate (USS), and other bodies. The positions subject to these guidelines are the members (senators, representatives, delegates, etc.) and officers of student governments, members of faculty-student disciplinary committees, members of the governing boards of college associations and auxiliary enterprise boards, members of allocating bodies of student activity fees, members of college governance bodies including college councils and senates, editors of student publications, officers and directors of radio and television stations, members of student elections review committees, members of personnel and search committees, members and alternate members of Board committees, and the chair, vice-chairs, the delegates, the alternates, and any other officers established by the USS. In this policy, credit hours refer to actual credit hours, and not equivalent or contact hours.

a) Students must be matriculated in a degree or credit-bearing certificate program at the college in which they serve or which they represent.

   (i) Full-time undergraduate students must carry a minimum of twelve credit hours.
   (ii) Part-time undergraduate students must carry a minimum of six credit hours.
   (iii) Graduate Students must carry a minimum of three credit hours and/or be certified part-time.
   (iv) In order to serve each semester, a student must have completed and earned passing grades in at least fifty percent of the credits for which he or she registered the prior semester, but in no event fewer than three credits.
   (v) Full-time doctoral students at Levels II or III shall be making satisfactory progress and shall not be subject to the above requirements.

b) Undergraduate students must have a minimum cumulative grade point average of 2.0 and be in good standing to participate in student government, the USS, and the other student leadership positions covered by these guidelines. Chief executive officers and the Chairperson of the USS must have a minimum GPA of 2.5. Colleges may continue to administer or adopt higher academic standards for service in their campus student governments and the other student leadership positions covered by these Guidelines, subject to approval by the Chancellor.

c) Graduate students must have a minimum cumulative grade point average of 3.0. Law School students must be in good standing.

d) Undergraduate students may not serve in any one of the following student leadership positions: as officers of student government, as members of the governing boards of college associations and auxiliary enterprise boards, as members of allocating bodies of student activity fees, as members of college governance bodies including college councils and senates, and editors of student publications and officers and directors of radio and television stations for more than a total of five years, to include no more than three years at community colleges. Students shall be permitted to serve in the same executive office in a student government, or the USS, or other student leadership position for a maximum of two years, except that co-chairs of the Doctoral Students Council shall be limited to a maximum of three years.

e) In order to participate in campus student governments or serve in the other student leadership positions covered by this policy, students must be certified to the college president as being in compliance with this policy by the college’s chief student affairs officer.

f) In order to participate in the USS or on Board of Trustees committees, students must be certified to the Vice Chancellor for Student Development by the college President, or his or her designee as being in
compliance with this policy.

2 Scheduling of Elections
Regular student government elections shall be held at each of the colleges beginning no earlier than 15 March, and ending no later than 30 April.

The newly elected student government(s), where such is the practice, shall elect delegates and alternate delegates to the USS no later than 10 August, if possible, from the elected members of the student government. Where delegates and alternate delegates are directly elected by their student bodies, such elections shall be held in conjunction with regular student government elections. The newly elected USS delegates and alternate delegates shall have a term of office that begins on 1 September and ends on 31 August and does not hold over after the expiration of their terms of office.

The college presidents shall certify the newly elected delegates and alternate delegates to the USS to the Vice Chancellor for Student Development, with respect to procedures and eligibility criteria, no later than ten days after the election.

Elections of officers of the USS shall be held in October, at least ten days prior to the scheduled October meeting of the Board of Trustees, for a term of office commencing on the day of the scheduled October meeting of the Board of Trustees. Officers of the USS are elected for terms of office ending on the day preceding the subsequent scheduled October meeting of the Board of Trustees, and do not hold over after the expiration of their terms of office. In the event there is no scheduled October meeting of the Board of Trustees, elections for officers shall be held at least ten days prior to the fourth Monday in October, for a term of office commencing on the fourth Monday in October.

Each community college and senior college without a graduate division shall have two delegates to the University Student Senate, one a day session student and one an evening session student. Each senior college with a graduate division shall have three delegates to the USS, one a day session student, one an evening session student, and one a graduate student. The Graduate School, the Law School, the Sophie Davis School of Biomedical Education, and the Graduate School of Journalism shall each have one delegate. If a college, for governance purposes, does not distinguish between day and evening students, it shall instead have two undergraduate student delegates.

Each college shall also elect alternate delegates for each allowed delegate. An alternate delegate may vote in the USS and count towards a quorum only when the specific delegate for whom the person is an alternate is absent. Where a college has two undergraduate delegates, a first alternate and a second alternate delegate shall be elected, to vote and count towards a quorum in that order in case one or both undergraduate delegates are not present.

All officers of the USS must be elected by the delegates. Only delegates and alternate delegates may run for and be elected to an office of the USS. If a delegate or alternate delegate has been elected as an officer of the USS and subsequently resigns or otherwise ceases to be a delegate or alternate delegate, the student will simultaneously forfeit his or her office in the USS, with the exception of the transitional period at the end of the one-year term of office from 1 September until the day of the scheduled October meeting of the Board of Trustees provided that the student meets all other eligibility criteria.

A quorum of the USS shall be one more than one half of the number of delegates that have been certified by the college presidents to the Vice Chancellor for Student Development. Only certified delegates, or certified alternate delegates when applicable, may vote at USS meetings.

The election of officers of the USS shall be managed by a non-partisan agency or organization, such as the League of Women Voters or the Honest Ballot Association, approved by the Vice Chancellor for Student Development. The selection of the Parliamentarian for the elections shall be effected by the University Student Senate after consultation with the Vice Chancellor for Student Development. The cost will be assumed by the
USS and, in the event that the USS does not have sufficient funds, will be paid for by the administration.

In the event the office of Chair of the University Student Senate is vacated, another officer shall become interim Chair to serve until a new chair is elected by the delegates. The order of succession among the Vice Chairs of the USS shall be:

a) Legislative affairs  
b) Graduate affairs  
c) Senior college affairs  
d) Community college affairs  
e) Evening and part-time student affairs  
f) International student affairs  
g) Disabled student affairs  
h) Fiscal affairs

Such succession shall occur only to the office of interim chair. The interim chair shall serve as chair for a period not to exceed forty-five calendar days or the unexpired portion of the term, whichever is shorter. At the end of the forty-five-day period, if the USS has failed to elect a chair, the Office of the Chair shall be vacant until it is filled by a vote of the student body. The eligibility of the interim chair shall be subject to the certification of the Vice Chancellor for Student Development.

In the event a student who is an officer of the USS graduates at the end of a semester, the student may continue to hold office until 1 February for the fall semester, or 1 September for the spring semester, following which date, the office shall be deemed vacated unless the student has enrolled in another degree program at the University prior to the applicable date. In addition, a student who is Chair and graduates at the end of the spring semester, or thereafter but prior to the scheduled October meeting of the Board of Trustees, may continue to hold the office of Chair until the completion of the term of office ending on the day preceding the October meeting of the Board of Trustees, even if the Chair does not enroll in another degree program at the University for the fall semester.

3 Absences
3.1 Excused Absences
An excused absence shall be an absence from any regularly scheduled USS meeting, for which the delegate or alternate delegate has filed five days advance written notification with the USS Chair and the chief student affairs officer of the affected college demonstrating good cause for not attending. In the case of a delegate, he or she must also notify the alternate delegate that he or she will not be attending the meeting. In the event of an emergency absence that precludes five days advance written notification, written or oral notification shall be given to the USS Chair as soon as possible, and application for an excused absence based upon emergency circumstances may be made to the Steering Committee.

3.2 Unexcused Absences
Delegates and alternate delegates to the USS from each college student body division may be removed by a majority vote of the USS for three consecutive unexcused absences at regularly scheduled USS meetings at the third such meeting, subject to review and certification by the Vice Chancellor for Student Development. If a quorum is not present at the regular USS meeting of the third consecutive unexcused absence, then removal may be by an affirmative vote of a majority of the full Steering Committee. Following each unexcused absence of both the delegate and alternate delegate for a student body division of a college, the delegate, alternate delegate, and the chief student affairs officer of the affected college shall be notified by the Chair of the USS, by regular mail, that the applicable student body division was not represented at the USS meeting and that there are two undergraduate delegates from a college, this provision shall apply when there are unexcused absences for one or both of the undergraduate seats, by the notification of those delegates and alternate delegates who have unexcused absences and the chief student affairs officer of the affected college. The determination to remove a delegate may be appealed to the Vice Chancellor for Student Development within fifteen days of mailing of the determination by certified mail. The removal of a delegate pursuant to this provision shall be effective upon the
expiration of the time to appeal to the Vice Chancellor for Student Development or the denial of such an appeal. A delegate or alternate delegate who is removed pursuant to this provision shall be ineligible to serve as a delegate or alternate delegate for a period of one year following the effective date of removal.

4 University Student Senate Elections Review Committee
There shall be a USS Elections Review Committee with responsibility for reviewing and certifying the results of elections for officers of the USS, in accordance with election procedures approved by the USS Elections Review Committee and the USS. Students may file appeals with the University Student Senate Elections Review Committee. The Committee shall adopt campaign rules, after considering the recommendations of the University Student Senate.

The Committee will consist of five members:
a) Two administrators appointed by the Chancellor
b) One faculty member elected by the University Faculty Senate
c) Two students elected by the USS, at least one of whom is a student government president who is not a member of the USS

The members of the Committee shall serve a term of one year. The Chair of the Committee shall be appointed by the Chancellor. The Committee shall issue rules on its procedures, and the filing and review of appeals.

5 Funding
5.1 Regular Semester Fee
A University Student Government Fee of eighty-five cents per regular semester—not including summer sessions—is to be paid by all students at the University, and shall be allocated by the USS in accordance with the requirements of the Fiscal Accountability Handbook and applicable Board of Trustees resolutions.

Seven percent of this University Student Government Fee shall be earmarked for the CUNY Athletic Conference to be spent with the approval, and under the supervision of, the USS and the Vice Chancellor for Student Affairs.

Ten percent of this University Student Government Fee shall be earmarked for academic scholarships that are to be awarded under criteria and procedures developed by USS and authorized by the Vice Chancellor for Academic Affairs.

5.2 Summer Session and Intersession Fees
The University Student Government fee of eighty-five cents per regular semester shall also be imposed during summer sessions and intersessions where a college student activity fee is charged.

Fifteen percent of the University Student Government fee for summer sessions and intersessions shall be earmarked for the CUNY Athletic Conference to be spent with the approval, and under the supervision, of the University Student Senate and the Vice Chancellor for Student Development.

The Board of Trustees shall consider repeal of the fees upon request of two-thirds of the approved student governments.

6 Budget and Expenditures
The following Policy on Budget and Expenditure Procedures for the USS was approved:

The fiscal year of the USS shall be from 1 January through 31 December.

Beginning with the fiscal year commencing on 1 January 1991, the budget for each fiscal year shall be adopted during the preceding month of December by the newly elected USS, which has taken office during the preceding September. At least ten days prior to the adoption of the budget in December, a budget hearing shall be held to which all delegates and student government presidents are invited to attend and speak. A notice of
the budget hearing, including a copy of the proposed budget submitted by the newly elected chair of the USS, shall be circulated in advance of the budget hearing.

Modifications of the adopted budget may be made by the Steering Committee of the USS, under the following conditions:

a) The Steering Committee may only make modifications within sixty days of the last meeting of the USS at which a quorum was present, except following the May meeting during which modifications may be made within one hundred and twenty days.

b) Modifications shall be limited to a maximum increase or decrease of a budget line by twenty-five percent up to a maximum of $4,000 between meetings of the USS at which a quorum is present.

c) Modifications made by the Steering Committee shall be reported at the next meeting of the USS, and to the extent monies have not already been expended, the modifications shall also be subject to approval at the next meeting of the USS.

d) The Steering Committee consists of at least seven officers of the USS directly elected by the USS. In the event of a vacancy in an office, the outgoing officer shall have the right to make an appointment of a qualified interim officer, until a successor is elected by the USS. The designation of an interim successor shall be in writing to the Chair of the USS, shall be made no later than thirty days after the vacancy occurs, and shall be subject to certification of eligibility by the Vice-Chancellor for Student Development.

e) A quorum of the Steering Committee shall consist of at least a majority of the seats on the Steering Committee. This requirement will prevail regardless of whether or not all seats are filled.

In the absence of a budget approved by the USS by 1 January of each fiscal year, the Vice-Chancellor for Student Affairs and Special Programs shall authorize expenditures of a continuing nature for rent, utilities, essential staff, and other fixed overhead, and continuing contractual commitments.

The budget adopted by the USS shall, at a minimum, contain the line items set forth in this policy. Within the budget, staff salaries and student officer stipends shall be specifically lined out.

The appointment of personnel shall be subject to the approval of the full USS. Such personnel may serve based upon appointment of the Chair pending the next meeting of the full USS at which a quorum is present. Personnel shall not be appointed for a period extending beyond the following 1 November in order to permit the Chair taking office on the day of the October Board of Trustees meeting to recommend his or her own staff appointments.

Contractual commitments extending beyond the fiscal year of the USS shall require the approval of the full USS. The annual cost of all such commitments (e.g. space and car rentals, leases, etc.) shall not exceed fifteen percent of the USS budget.

Within the budget adopted by the USS, the Chair of the USS shall be able to make expenditures. The Vice-Chair for Fiscal Affairs of the USS, or his or her designee, shall make an itemized written report on expenditures and encumbrances to all the members of the USS on a monthly basis. Nothing herein, however, should be construed as limiting the amount of detail with which the USS may adopt a budget.

Within the budget adopted by the USS, expenditures over $3,000 shall require the specific approval of the Steering Committee. This requirement for Steering Committee approval shall apply to each item or service purchased, and to each individual traveling.

6.1 University Student Senate Budget Categories
The following are the budget categories for the University Student Senate:
7 Stipends for Student Leaders

The Board of Trustees believes and intends that service as a student leader should be an educational experience. Recognizing the educational role of student leadership positions, the Board of Trustees, while not encouraging the payment of stipends, believes some stipend payments to student leaders should be allowed within the parameters outlined below.

a) Stipend payments to student leaders shall be limited to two years in the University, except
   (i) A student leader elected to an office of the University Student Senate shall be allowed three years of stipend payments, with no more than two years of stipend payments as an officer of the University Student Senate.
   (ii) A student who receives two years of stipend payments as an undergraduate student leader, shall be permitted a third year of stipend payments as a graduate student leader.
   (iii) Co-Chairs of the Doctoral Students' Council at The Graduate School and University Center shall be permitted a third year of stipend payments as a graduate student leader.

b) The amount of stipend payments to student leaders shall be limited as follows:
   (i) College student leaders shall be limited to a maximum of $4,028 per year and no more than $2,014 per semester.
   (ii) The Chair of the University Student Senate shall be limited to a maximum of $8,750 per year and no more than $4,375 per semester.
   (iii) Vice-Chairs of the University Student Senate shall be limited to a maximum of $5,102 per year and no more than $2,551 per semester.
   (iv) Co-Chairs of the Doctoral Students' Council at The Graduate School and University Center shall be limited to a maximum equal to the minimum salary for the title of Graduate Assistant B.

c) No student leader shall for the same time period receive more than one stipend, or be an employee of or receive any other compensation from a student activity fee allocating body.
d) The Chancellor or his or her designee shall, every two years, review the schedule of stipend payments, and report to the Board of Trustees on any adjustments he or she recommends as being appropriate, in relationship to any changes in the Consumer Price Index (CPI).
SAMPLE FORMS
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 John Jay 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 Releases, 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 binds 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
STUDENT LIFE TABLE RESERVATION FORM

INSTRUCTIONS: Complete this form to reserve a table for a proposed event that will take place on campus. After the space availability has been verified, a confirmation e-mail will be sent to you. The event cannot be advertised or announced until this confirmation e-mail has been issued. Note: Telephone inquiries as to availability of space will not be accepted until a completed and approved form has been received in the Office of Student Life.

REQUIRED INFORMATION

Name of Department/Organization__________________________ Date Request Submitted____________________

Contact Person_________________________________________ E-mail Address____________________________

Telephone/ ext._________________________________________

EVENT INFORMATION

Building: ______New Building ______North Hall ______T-Building ______Westport

Location Requested:__________________________________________ #of Tables________ #of Chairs_______

Title of Event:____________________________________________ Date of Event:____________________ Time: Start____ End____

Services Needed (Check box, if necessary) Media Services ______ Facilities ______

Describe Services Needed:
________________________________________
____________________________________________

NOTE: UPON COMPLETION OF YOUR EVENT, ALL SIGNAGE, BOXES, HANDOUTS, FLYERS ETC. MUST BE REMOVED FROM THE ASSIGNED SPACE. ONLY FLYERS AUTHORIZED BY THE OFFICE OF STUDENT LIFE CAN BE POSTED. USE THE ASSIGNED BULLETIN BOARDS.

PLEASE SUBMIT THIS FORM TO THE OFFICE OF STUDENT LIFE
Space Request Form
Office of Student Life
John Jay College, City University of New York
445 West 59th Street, New York, NY 10019
Phone: 212.237.8698 Fax: 212.237.8691

Sponsor ____________________________ Date Request Submitted __________
  Name of Organization/Department

Co-sponsoring clubs/organizations __________________________________________

MEETING/EVENT SPACE

LOCATION REQUESTED __________ DATE ______ TIME ______ # OF PEOPLE ______
Room# __________________________ From ______ To ______

DESCRIBE PURPOSE OF MEETING/EVENT ______________________________________

PRINT NAME _____________________ SIGNATURE ____________________________
  CLUB EXECUTIVE SUBMITTING REQUEST

CONTACT NUMBER __________________ E-MAIL _______________________________

Event Type: Athletic_____ Dance_____ Meeting_____ Reception_____ Workshop_____ Concert_____ Lecture_____
Party________
  Recreation_____ Fundraiser_______ Other (describe) _______________________

FOR CLUBS/ORGANIZATIONS ONLY: Services Needed (Check): Media Services ____ Facilities ____
  Describe Services Needed: _________________________________________________

CLUBS ONLY: SPACE FOR EVENT OTHER THAN MEETING WILL NOT BE
CONFIRMED UNTIL COMPLETION OF EVENT PLANNING CHECKLIST

Event Planning Checklist
Office of Student Life

Budget
Total Cost: ________________________ ☐ Approved ☐ Not Approved
Approval: _________________________
  OSL Bookkeeper Date

Faculty Advisor Approval
Faculty Advisor’s Name: _______________ Faculty Advisor’s Extension: ____________
I am aware of and approve of the above program. ☐ Yes ☐ No
I or designee agrees to be present for the duration of this event. ☐ Yes ☐ No
Designee: ________________________ Contact #: __________________________
  Designee Signature Date
Faculty Signature: ________________________ Contact #: __________________________
**Contractual Services (e.g. Speakers, Performers, DJ's, Vendors, etc.)**

<table>
<thead>
<tr>
<th>Payee Name(s):</th>
<th>Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of Services: ______________________________________________________

Is the CONTRACT PACKET (s) completed? __________

*(Please attach w/ CHECK REQUEST)*

**Security Request**

Quote generated by Security Office: ____________________

Guest Policy Meeting

Time: ____________________

*(Please attach quote. The location of the meeting is in OSL unless otherwise specified.)*

Has the guest list been created for security? ☐ Yes ☐ No

Approval: ________________________________________

Security Signature ____________________ Date

**MBJ Food Request**

Quote generated by MBJ Catering Office: ____________________

**Outside Food Vendor**

Health Certificate & Proof of Insurance ($1 mil.): ____________________

Invoice: ____________________

**Print Shop Request (Posters, Flyers, Tickets, etc.)**

Quote generated by Print Shop Office: ____________________ *(please attach quote)*

Are tickets required for this event?

Printing Quote for In-house Tickets: ____________________ # of tickets: ____________________

**Travel**

*(Attendance roster with name and contact info must be attached. LIABILITY WAIVERS required for all participants.)*

Type of event: ____________________

Destination: ____________________

Type of transportation: ____________________ # of students: ____________________

Chaperone: ____________________ Contact #: ____________________

Chaperone: ____________________ Contact #: ____________________

Chaperone: ____________________ Contact #: ____________________

**Tickets:** ☐ Purchased

Venue for Purchased Tickets: ____________________ Cost: ____________________ # of tickets: ____________________

**Fundraisers, Sales and Solicitation**

Detailed Reason for Activity: *Attach proposal signed by Faculty Advisor*

Approval: ____________________

Director of the Office of Student Life ____________________ Date ____________________

Forms submitted without the signature of the student organization’s faculty advisor will not be accepted. If the event is being co-sponsored the faculty advisor of each organizations must sign the form.

**EVENT APPROVAL:**

OSL Signatory PRINT SIGN DATE
Budget Summary Form-Part 1
John Jay College of Criminal Justice
Student Activities Association

Note: This form must be attached to the Budget Data Entry Form-Part 2-Exhibit B

Name Of Budget Organization
Semester / Year

PRINTED NAME
S.C. OFFICER / DIRECTOR
CLUB PRESIDENT
CLUB TREASURER
FACULTY ADVISOR/ SAA DESIGNEE

SIGNATURE

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and Promotion</td>
<td>$</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Films and Film Rental</td>
<td>$</td>
</tr>
<tr>
<td>Honoraria, Performers, Bands, etc.</td>
<td>$</td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
</tr>
<tr>
<td>Printing, Postage, Stationery</td>
<td>$</td>
</tr>
<tr>
<td>Rent</td>
<td>$</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Telephone</td>
<td>$</td>
</tr>
<tr>
<td>Stipends</td>
<td>$</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$</td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Travel Expense</td>
<td>$</td>
</tr>
<tr>
<td>Refreshments</td>
<td>$</td>
</tr>
</tbody>
</table>

Total All Categories $ 

Please indicate with a check mark and provide date

COC / ES USE
Revised
Approved
Minutes Date Below

COUNCIL USE
Approved
Sac’y Initd
Minutes Date Below

ASSOCIATION USE
Budget Approved
Approved w/ Condition
Condition Met Date

Comment

The information above must be completed in full by the individuals specified. Incomplete information will result in delays. This form is official upon signature of all involved parties.

Budgets are due to the Assistant Secretary of the Association five business days prior to the Budget Committee and Board of Directors Meetings. Check requests are honored by the Business Office upon receipt of an approved budget.

Allegations related to fraud regarding the use of, or theft of funds of the Student Activities Association, Inc. (SAA) may result in charges being brought against the accused individual before the Faculty Student Judicial Committee of John Jay College. Further, CUNY By Laws specifies that debts to the Student Activities Association are debts to the College. Any amount due to the SAA will result in a hold being placed on a student's transcript and/or diploma and the student being barred from registration until the debt due the Association is satisfied. Your signature above signifies that you understand the foregoing.

Approved 3/22/90; Revised 9/99- Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95, 9/13/99, 1/15/00, 9/30/99

Approved 3/22/90; Revised 9/99- Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95, 9/99; Revised 11/30/00

white (Accounting Office); yellow (SD Budget Office); pink (Student Activities Office or Department Director); goldenrod (Student Council Treasurer)
Budget Data Entry Form - Part 2
John Jay College of Criminal Justice
Student Activities Association

<table>
<thead>
<tr>
<th>Category #</th>
<th>Line Item Descriptor</th>
<th>Detailed Line Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(Specify Fiscal Accountability Budget Category)
(A line item is a specific description of an expense)

<table>
<thead>
<tr>
<th>Category #</th>
<th>Line Item Descriptor</th>
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</table>

(Specify Fiscal Accountability Budget Category)
(A line item is a specific description of an expense)

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<tr>
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<th>Detailed Line Item Description</th>
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<tbody>
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</tbody>
</table>

(Specify Fiscal Accountability Budget Category)
(A line item is a specific description of an expense)

This form is required of all entities of the Student Activities Association. For budgets forwarded by the Student Council, Essential Services and Committee on Clubs appropriate Minutes are required before the budget is presented to the Association.

white (Accounting Office); yellow (SD Budget Office); pink (Student Activities Office or Department Director); goldenrod (Student Council Treasurer);

11/30/06 CL Johnson
Budget Change Form  
John Jay College of Criminal Justice  
Student Activities Association

<table>
<thead>
<tr>
<th>Name Of Budget (Club name, etc)</th>
<th>Semester / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Change (Line Item or Category)</td>
<td>Date of Budget Approval</td>
</tr>
<tr>
<td>Print Club President or Treasurer Name</td>
<td>Total Budget Amount</td>
</tr>
</tbody>
</table>

List information exactly as it appears in the original budget (the description as approved by the Board of Directors of the Student Activities Association). **The total amount to be changed must be less than 10% of the total budget.**

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Description as it appears in the budget</th>
<th>Amount</th>
</tr>
</thead>
</table>

List new information as you would like it to appear in the budget. The totals for the changes above must equal the totals listed below.

<table>
<thead>
<tr>
<th>Cat #</th>
<th>Description as it appears in the budget</th>
<th>Amount</th>
</tr>
</thead>
</table>

Club President or Treasurer Signature  
Date  
Student Activities Office  
Date

<table>
<thead>
<tr>
<th>Accounting Office Use Only</th>
<th>Entity</th>
<th>Sub</th>
<th>Semi</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Amount</td>
<td>To</td>
<td>Amount</td>
</tr>
<tr>
<td>G/L</td>
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<td>G/L</td>
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<tr>
<td>G/L</td>
<td></td>
<td>G/L</td>
<td></td>
</tr>
</tbody>
</table>

*white*(Accounting Office);  *yellow*(SD Budget Office);  *pink*(Student Council Treasurer);  *goldenrod*(Student Activities Office or Department Director)
# JOHN JAY COLLEGE PRINT SHOP “T” BUILDING
## WORK ORDER SLIP FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
<th>Rm:</th>
<th>Ext:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Type of Material:</th>
<th>Date Submitted:</th>
<th>Date Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tbody>
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<td></td>
<td>8 1/2 x 11</td>
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<td>8 1/2 x 14</td>
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<td>11 x 17</td>
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<td></td>
<td>Other:</td>
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</table>

<table>
<thead>
<tr>
<th>Type of Paper:</th>
<th>Card Stock:</th>
<th>Poster 24x36</th>
<th>Banner 24x</th>
<th>44X</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Ivory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivory</td>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>Envelopes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canary</td>
<td>Golden rod</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Golden rod</td>
<td>White</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>3 Hole Punch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>Tape Binding</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** PERMISSION SLIP **MUST** BE SUBMITTED WITH ALL COPYRIGHT MATERIAL.

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Will Pick Up</th>
<th>Delivery by Inter Office Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions:</th>
<th>Single Fold:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter Fold:</td>
</tr>
<tr>
<td></td>
<td>Z Fold:</td>
</tr>
<tr>
<td></td>
<td>Tri Fold:</td>
</tr>
</tbody>
</table>
John Jay College of Criminal Justice  
Student Activities Association  
Check Request

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order #</td>
<td>DATE</td>
</tr>
<tr>
<td>Invoice #</td>
<td>Order #</td>
</tr>
<tr>
<td>G/L Entity Sub Sem</td>
<td>Contract 1999 (check if applicable)</td>
</tr>
</tbody>
</table>

For Accounting Office Use Only

Payee  
Checks to individuals other than payroll require a Personal Expense Voucher, Travel Advance Form or an Agreement for Personal Services Form.

Payee’s Address  
Complete Address (include Apt. #)  Borough City  State  Zip Code

Actual Check Amount $  
Estimated Check Amount $  
☐ Prepayment Required (Check box if applicable; insert estimated cost on the line provided above) (Include Purchase Requisition, pro forma invoice/ order form)

Budget Name  (refer to category line item descriptor)  
Club, Student Council, Athletic Entity, etc.  
Category #  No’s 1 to 15

Line Item  (refer to category line item descriptor)

Detailed Description

To pay DJ services, general meeting, co-sponsor a club event, invite a guest speaker, (as stated on the budget line)

Organization EIN #  For Contract Use Only  (W9 and resumes, biographies or CRV’s must be attached)

Individual’s SS #  For Payroll/ Contract Use Only  (Personnel action forms and W4 or W9 must be attached)

I attest that goods and/or services were received on (please check)  (Supply date)

Event Title  Title, Theme or topic name of event  Ex: (“The Criminal Justice System: The John Jay Experience”)

Event Date/ Time  Event Location

Authorized Signatures: All signatures must be on file in the Accounting Office at the beginning of each fiscal year. (For New Clubs, the beginning of the semester).

individual responsible for the Budget  Title  Date

Designee for the Student Activities Association  Title  Date

As required by the Student Council / Association / SAA Chair/ Officer  Title  Date

All documentation attached must be original. Event flyers, announcements, or memo stating reason for event must accompany check request. All signatures must be by Club President or Club Treasurer or Association Director. Purchases require original invoices (no faxed copies). All checks will be mailed to the vendor.

white Accounting Office, yellow SD Budget Office, pink Student Council Treasurer, goldenrod Student Activities Office or Department Director

11/05/00  cjohnso
John Jay College Student Activities Association, Inc.
John Jay College of The City University of New York, 445 West 59th Street,
New York, New York 10019

Notice: This contract shall not be effective unless and until approved by a
representative of the John Jay College Student Activities Association, Inc.

AGREEMENT FOR PERSONAL SERVICES
between
John Jay College
Student Activities Association, Inc. and __________________________
(Contractor)

Contractor is a(n): (Check one)
__individual   __partnership  __corporation

____________________________
(Address of Contractor)

Sponsoring Organization
____________________________
(ZIP)

Sponsoring Organization Official
____________________________
(Telephone)

Contractor's Social Security or Tax-
payer I.D. Number
____________________________

1. Services to be rendered.
The services to be rendered for the John Jay College Student Activities Association Inc.,
hereinafter referred to as the "Association" are ________________________________

Date and Time services are to be rendered: ________________________________
Location of services to be rendered: ________________________________

2. Payment. Payment to contractor shall be $ ________________________________
Payment shall be due after completion of services and will be made by check which will be
mailed to the contractor at the above noted address. The Association indicated above shall be
solely responsible for the payment to the contractor, and neither John Jay College, the City
University of New York, the City of New York, the State of New York and their re-
spective agents, servants, employees, officers, directors, and trustees are parties to this agreement,
nor are responsible for such payment.

2a. Travel Expenses, if applicable, shall be $ ________________________________

3. Termination. This contract may be terminated by the Association provided written
notification is mailed to the contractor at least five days prior to the date services are to be
performed, provided that shorter notice may be given if an unforeseen event occurs which in
the judgment of the college may affect the performance or the benefits of the performance to
the Association.

4. Compliance with College regulations. The contractor agrees to comply with all rules
and regulations applicable to the Association and John Jay College, and to comply with the
instructions of John Jay College staff with respect to the services to be rendered under this
agreement, including volume levels for amplifiers and speakers that may be used by contrac-
tor.

Student Activities 7/92

Revised 7/1/92
4. Security. All security for the event, if held on college premises, shall be under the control and supervision of John Jay College. There shall be no frisking or other searches permitted, except by law enforcement officials. Any special security arrangements must be approved by the President of John Jay College or his/her designee prior to the event.

5. Independent entity. The contractor is an independent entity and is not, nor shall be deemed to be an agent, employee, servant or representative of the John Jay College Student Activities Association, Inc., or the City or State of New York for any purpose whatsoever, and shall not represent or hold itself out to be such. All personnel furnished by the contractor under this agreement shall be employees of the contractor only, and the contractor alone is responsible for their work, personal conduct while performing under this agreement, as well as their direction, and compensation, including but not limited to withholding and social security taxes and the unemployment and worker’s compensation insurance.

6. Non-discrimination. The contractor agrees that in performance of this agreement, it will not discriminate against any person or group of persons on the basis of age, sex, race, disability, religion, or national origin, and that it will comply with all applicable laws and regulations of the United States and the State and City of New York with respect to its performance under this agreement.

7. Conflict of interest. The contractor represents that no monetary or other form of remuneration shall be given, offered or promised to anyone in order to induce the Association to enter into this agreement, and that during the performance of this agreement, no remuneration shall be given, offered or promised to any agent, servant, employee, officer, director or student of the College, the City University of New York, the John Jay College Student Activities Association, Inc., the City and the State of New York.

8. Indemnification, Hold Harmless. The contractor agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to contractor’s performance under this agreement, or to the activities of the contractor’s agents, servants, employees, volunteers, and subcontractors, if any. The contractor agrees to indemnify and hold harmless the John Jay College, the John Jay College Student Activities Association, Inc., the City University of New York, the City of New York, the State of New York and their respective directors, officers, agents, servants, employees, members, students, and invitees from any and all responsibility, costs, or liability of any nature, kind and description, whatever, and from any claims or causes of action for personal injury (including wrongful death) and property damage, directly or indirectly, arising from the performance of the contractor and its agents, servants, employees, volunteers, and subcontractors if any, under this agreement.

9. Insurance. The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance of services:

10. Riders. The contractor further agrees to be bound by any riders attached to this document as initiated.

IN WITNESS WHEREOF, the parties have hereto set their hands.

By: ________________________________ (Signature of Association Representative)
(Printed Name and Title)
Date: ______________________________
Reviewed and Approved by: ______________________________
(Date: ______________________________
John Jay College Student Activities Association, Inc.)