



STUDENT CLUB & ORGANIZATION MANUAL



LEHMAN
COLLEGE

**THE OFFICE OF
CAMPUS LIFE**

ENGAGING STUDENTS
DEVELOPING ETHICAL LEADERS

UPDATED AUGUST 2019

THE OFFICE OF CAMPUS LIFE

Student Life Building, 219

718.960.8535 - campus.life@lehman.cuny.edu

Michael E. Sullivan

Director

Student Life Building, 219D

718.960.7257 - michael.sullivan@lehman.cuny.edu

Suzette Ramsundar

Associate Director and Coordinator of the HHL Leadership Center

Student Life Building, 219B

718.960.8873 - suzette.ramsundar@lehman.cuny.edu

Nathaniel Gasque

Assistant Director of Operations

Student Life Building, 219E

718.960.7469 - nathaniel.gasque@lehman.cuny.edu

David Charcape

Assistant Director of Activities

Student Life Building, 219A

718.960.8468 - david.charcape@lehman.cuny.edu

Margaret Registe

Office Manager

Student Life Building, 219

718.960.8535 - margaret.registe@lehman.cuny.edu



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Keywords / Index

BUDGET

Budget Request	P. 8-9
Club Budget	P. 8-9

CLUB

Account/Account Forms	P.9
Budget/Budget Request	P. 8-9
Club Central Website	P. 4
Constitution Sample	P. 26-27
Entry to Club Offices	P.8
Faculty Advisors for Clubs	P.4
Office Space	P.7
Officers	P.6
Purchases	P.9
Registration	P.4
Scheduled Meetings	P.8
Meeting Agendas and Minutes	P.18-19
Student Club Policies and Procedures	P.5

CUNY

CUNY Bylaws (see article XV for Students)	P.25
CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees	P.25
CUNY Guest Policy	P.11-12
CUNY International Travel Guidelines	P.25
CUNY Policy on Sexual Misconduct	P.25
CUNY Student Domestic Trip and Travel Guidelines	P.25
Henderson Rules	P.25

DONATIONS

Charity Donations Policy	P.23
--------------------------	------

ELECTIONS

Holding Club Elections	P.24
------------------------	------

EVENTS

Campus Facilities	P.7
Governing Public Events	P.11
Lovinger Theatre Events	P.7
Paying a Performer	P.9
Planning Regulations	P.11
Public Film Screenings/Copyright	P.10
Publicizing Events	P.8
Traveled Sponsor Events	P.21
Speakers	P.8
Student Event/Space Reservation	P.7
Submitting an Event	P.24
Weekends/Evenings	P.11

FORMS

CUNY Student Domestic Trip and Travel Guidelines	P.16-17
Independent Contractor Agreement Form	P.16-17
Non-Tax Levy Expense Report	P.16-17
Pricing Quote Request	P.16-17
Request for Advanced Funds Form	P.16-17
W-9 Form	P.16-17

HANDBOOK

Lehman College Student Handbook, Part 1	P.25
Lehman College Student Handbook Part 2	P.25

HAZING

Student Hazing	P.22
----------------	------

MAIL

Email/Delivered Mail	P.8
----------------------	-----

OFFICE OF CAMPUS LIFE

Office of Campus Life	P.4
-----------------------	-----

ORGANIZATION

Creating a New Organization	P.24
Inviting People to your Organization	P.24
Joining an Organization	P.24
Re-registering a Student Organization	P.24

PAYMENT

Club Account/Account Forms	P.9
Club Budget/Budget Request	P.8-9
Club Purchases	P.9
Payment of Club Bills	P.9
Paying a Performer	P.9

PUBLIC ADDRESS SYSTEM

Public Address System	P.8
-----------------------	-----

RAFFLES

Raffles Policy	P.24
----------------	------

REGULATIONS

Beverage Sales	P.22
Complying with Regulations	P.4
Event Planning	P.11
Student Life Building Rules and Regulations	P.5

RESERVATION/RESERVATIONS

Bake/Food Sales	P.10
Equipment Reservation	P.7
Kitchen	P.10

SELLING

Beverage Sales	P.22
Reservation of Bake/Food Sales	P.10
Selling on Campus	P.10

SEXUAL HARASSMENT POLICY

Sexual Harassment Policy	P.23
--------------------------	------

STUDENT GOVERNMENT

Student Legislative Assembly (SLA)	P.4
Student Government Association (SGA)	P.4

STUDENT LIFE BUILDING

Student Life Building	P.4
Student Life Building Rules and Regulations	P.5

TICKETS

Admission Tickets	P.9-10
-------------------	--------

Chapter 1:

General Information

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

Club Central (lehman.collegiatelink.net)

Club Central is an online tool and a website where every registered student club and organization is given a space to promote their events, manage their members and finances, publish documents, outreach other students, and communicate with their members and the Office of Campus Life administration. Most form documents used by student clubs such as Club Event Form, Registration Form, CCD Proposal Form, etc., can be found in Club Central.

Student Club leaders are encouraged to familiarize themselves with Club Central as it serves as the main tool to book facilities, request funding, hold elections, and store documents relating to the club.

Club and Organization Registration

At the beginning of each semester, all clubs and organizations, new and returning, must register by submitting the following:

1. A list of at least 10 currently enrolled student members (four of these students will be part of the club's executive board)
2. New or updated constitution if amendments have been made
3. Contact information of their faculty/administrator adviser

These items are submitted online through the Club Central website during the registration period. The filing deadline for club registration is usually 2 to 3 weeks after the first day of classes. Specific dates will be posted by the Office of Campus Life.

The Student Government officially recognizes all student clubs that are in good standing and meet the criteria described above.

Good Standing

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

Faculty Advisors

All clubs are required to have a faculty advisor. Clubs must consult with their advisor regarding their plans for activities and programs. A faculty advisor may work with no more than two clubs. Faculty advisors should be invited to all events sponsored by their respective club. Faculty advisors must confirm their status with the club every semester by filling out the Faculty Advisor Invitation to Service form found at Club Central.

Office of Campus Life

The Office of Campus Life coordinates and facilitates the activities of all student organizations. In conjunction with the Student Government Association, it provides the college community with social, cultural, educational and recreational programs. Students are encouraged to inform the office of their ideas, interests and concerns, including forming a new club.

Student Life Building, Room 219

Phone: (718) 960-8535 | Fax: (718) 960-7848

campus.life@lehman.cuny.edu

Student Government Association (SGA)

The Student Government Association (SGA) is an elected student body which represents the needs and interests of the Lehman student community.

A copy of the SGA Executive board Bylaws is available online at: <http://www.lehman.edu/campus-life/student-government.php> as well as in rooms 219 and 203 of the Student Life Building.

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

Student Government Association Executive Office

Student Life Building, Room 203

Phone: (718) 960-4960 | Fax: (718) 960-1178

Student Legislative Assembly (SLA)

SLA is composed of 34 students who are elected members of the Lehman College Senate. The Steering Committee of the Student Conference is made up of: Vice-President of Academic Affairs, who is the Chair of the Student Legislative Assembly, the Vice-Chair and the Legislative Coordinator.

Student Assembly Office

Student Life Building, Room 208

Phone: (718) 960-4970

Student Life Building

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

Chapter 2:

Responsibilities of Clubs and Organizations

General Policies and Procedures

1. Allocation of all club budgets is under the jurisdiction of the Committee of Co-Curricular Development. (Recommendations for space allocation will be determined by the Campus Facilities Officer and submitted to the Director of Campus Life for final approval).
2. There must be a minimum of ten (10) members for a club to be registered.
3. All clubs must have their constitutions updated and approved no later than the deadline set by the Office of Campus Life (find a constitution sample at our Club Central site <https://lehman.campuslabs.com/engage/organization/officeofcampuslife/documents>).
4. Events must be open to all Lehman students.
5. Clubs must publicize their events at least one (2) weeks prior to the events.
6. Flyers can be printed at the Lehman College Print Shop. Send your files to David Charcape (david.charcape@lehman.cuny.edu) specifying color, format, and quantities. Price list is available at page 18.
7. Clubs must give the Office of Campus Life and Club Board at least one (1) week notice of the cancellation of their events.
8. Funds may be spent only on the purpose for which they were granted. Clubs must submit proper receipts to the Purchasing Department. Letterhead receipts are required for all purchases.
9. Clubs must hold elections using Club Central Elections tool at least once a year in the spring semester. Officers will serve until the following spring elections. Clubs that fail to hold elections in the spring semester will be considered not in good standing. The election process must be in accordance with the club constitution.
10. Every recognized club/org is required to hold a minimum of three (3) events each semester (bake sales, Club Fair and/or any mandatory attendance event do not count)
11. An individual cannot serve as an executive member on more than one (1) club. CCD officers may not be executive members of any clubs.
12. Clubs should consult with the Office of Campus Life regarding purchases of stationary and office supplies.
13. Club offices, when empty, must have the lights turned off and lock the door.
14. Clubs are responsible for their belongings.
15. Clubs are responsible to maintain a clean and tidy office.

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

Student Life Building Rules & Regulations

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

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

ROLES OF THE EXECUTIVE BOARD MEMBERS

President

- Presides over all meetings
- Calls special meetings
- Carries out the provisions of the constitution
- Appoints committees and chairpersons
- Oversees all committee activities
- Point of contact for the club
- Responsible for the updating and maintenance of club's Club Central page
- Responsible for providing contact information of executive board to the Office of Campus Life

Treasurer

- Handles funds and finances for club
- Keeps financial records and collects dues
- Pays bills and completes necessary financial paperwork, including contract of performance, under the direction of the Office of Campus Life
- Makes financial reports at least once a month at meetings
- Submits receipts from programs and events within a week of the event to the Office of Campus Life to avoid any consequence such as a hold on Lehman account

Vice President

- Assumes the duties of the President in his/her absence
- Performs any duties delegated by the President
- Attends all governing council meetings
- Reports the results of the governing council meetings at club meetings

Secretary

- Records and keeps accurate minutes of all meetings
- Post meeting minutes on Club Central
- Acts as correspondence clerk
- Creates agenda for all meetings under the direction of the President
- Prints and distributes agendas for all meetings

Additional duties to take into consideration

- Registration of the club in the Fall and Spring semesters
- Ensuring the Faculty Adviser emails The Office of Campus Life their consent to be faculty adviser for the semester for your club
- Competing and submitting event registration forms on Club Central
- Ensuring your room & equipment reservations for your events and meetings are confirmed with the Office of Campus Life
- Creating a flyer for your events
- Attending the CCD meeting and pitching your event idea to the committee
- Shopping for necessary materials for your club's event
- Set up and clean-up of your club's event

Chapter 3:

Privileges of Recognized Student Clubs

Use of Campus Facilities

Registered campus groups may apply for the use of a variety of campus facilities including bulletin boards, meeting rooms, lecture halls, campus lounges, common area booths and tables, club offices and audiovisual equipment. Most clubs schedule the use of a campus classroom during the free hours (Mondays 3:30 to 5:00 p.m., Wednesdays 3:30 to 5:00 p.m.) for regular club meetings. To do this, the organization files a Student Event Form with the Office of Campus Life.

Each organization must submit to the Office of Campus Life a schedule of meeting times and locations, which will be provided to students interested in joining clubs.

Clubs may sometimes wish to hold an activity on campus during the evening or on the weekend. These special events require specific and detailed arrangements found under the Special Events section of this document.

Multimedia Equipment Rental

Media Technology Services, located at Carman Hall B-74, provides microphones, sound amplifiers, laptops, laser pointers, audio and video recorders, tablets, cables and adapters for your use. If you are interested in reserving equipment for your event, please fill out the Club Event form Equipment Reservation section on Club Central or fill out the MTS equipment request form at the following link: www.lehman.edu/mmc/reservations.php.

Please be aware that MTS does not offer classroom delivery, all users must come in person to Carman Hall - MMC B74 with their Lehman IDs in order to finalize each checkout.

Common Areas, Booths and Tables

Registered organizations may apply to use lecture halls, etc., a booth or set up a table on campus for publicity, to provide information, to sell tickets to a club event, or to hold a fundraising activity. Students must file a Student Event/Space reservation form in the Office of Campus Life.

Use of campus space may require additional services such as Public Safety and Buildings and Grounds.

Club Offices

Club offices at the Student Life Building are assigned to student clubs and organizations on a space availability basis. Clubs file an application for Office Space with the Student Government Association Facilities and Planning Officer through Club Central with the registration form. The committee reviews office assignments each semester and recommends space allocations to the Director of Campus Life.

Organizations that have received office space in the Student Life Building are responsible for the upkeep of the space they occupy.

Damage to the structure and to lights, light fixtures, doors, floors, ceilings, etc., will result in the loss of the space occupied. Nailing on walls or other structures is also prohibited. Bulletin boards are provided throughout the building for authorized posting.

Students are reminded to keep the building clean and to respect the privacy of others during daily operations of the building. Clubs are responsible for the behavior of their members. Students are also reminded of the College no alcoholic beverage policy, as well as the no smoking policy. Clubs must keep noise levels to an appropriate degree. Clubs may not interfere with the activities of other clubs, other events, or the operations of the Office of Campus Life. Radios or other amplifiers will be allowed in the club offices if they do not interfere with normal operations of another club or event. Club officers are responsible for the behavior of their club members.

Use of Lovinger Theatre

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

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

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

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

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

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

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

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

Mail

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

Members / Keys

For gaining entry to club offices, club members must sign in at the CIS Counter of the Office of Campus Life. Club rosters may be updated using the Lehman Club Central online social network.

Public Address System / Bull Horn

Organizations that require a public address system for an event are to request the system in advance from the Office of Campus Life. Amplified sound may not be used in open areas when classes are in session (free hours are Monday 3:30 pm - 5:00 pm and Wednesdays 3:30 pm - 5:00 pm). Bull horns are not allowed on campus.

Meetings

All clubs should hold a minimum of three (3) meetings per semester. All meetings must be scheduled and locations reserved with the Office of Campus Life by using the Event Form found in Club Central.

Minutes of scheduled meetings should be posted on the clubs Club Central site no later than 1 week following the meeting date. Paperwork for an event that has not been discussed, approved and added to the minutes will not be processed by the Office of Campus Life or the Committee for Co-Curricular Development.

Speakers

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

The Club Central Event Form must be filed out with the Office of Campus Life two (2) weeks before the speaker is scheduled to appear. If an organization wishes to invite a speaker or performer from outside the college, a request must be submitted to the Director of Campus Life, at least two (2) weeks in advance of the date of the event. The speaker request requires the following information: name of speaker, affiliation of speaker, topic of address, date and place of meeting, and the signature of the faculty advisor.

When extending an invitation to a speaker, the student group should keep in mind the following general principles: the University's commitment to the independent search for truth; the preservation of an atmosphere of free inquiry; the preservation of the University's intellectual integrity; and the necessity of all members of the University to obey the laws of the state and nation. The entire program of each meeting must fall within the scope and purposes stated in the

organization's constitution. For additional information, please see Section 15.2 of the Trustees Regulations on Student Organizations (http://policy.cuny.edu/bylaws/article_xv/section_15.2./text).

Publicity

Clubs may receive assistance with publicity from SGA's Public Relations Officer. Publicity, such as flyers, posters and newsletters, can be arranged through the Public Relations Officer. Clubs will be charged for duplicating services.

Clubs wishing to place an ad in the Meridian should submit their request to the publication. Lehman College Underground Radio can provide public service announcements for clubs.

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

1. All publicity must include the name of the sponsoring campus group(s).
2. All publicity must include the Lehman College admission policy for the event and the admission price which must be confirmed with the Office of Campus Life
3. All publicity must include the time and location of the event.
4. Before events are publicized, approval of the event must be secured from the Office of Campus Life and the location or facility requested must be confirmed as well as funds from CCD Board, if necessary.
5. The Director of Campus Life must approve all publicity before they can be posted and published. Original copies of flyers, Power Point presentations, social network content, must be brought to the Office of Campus Life for an approval stamp and signature before duplication and before content is published. Flyers and posters may not be placed on glass doors and windows, walls, light poles or trees. Flyers on places other than bulletin boards will be removed. Allow 24 hours for all event flyers and publicity to be reviewed and approved.
6. Permission must be requested from the corresponding department to post notices on departmental bulletin boards.
7. Flyers and posters and all publicity not authorized by the Office of Campus Life will be removed.
8. Clubs are responsible for the removal of all publicity within 24 hours after the event.
9. Pending their availability, clubs will be allowed to use an A-Frame to promote their event on campus.
10. Clubs may not promote their planned events using social networking websites prior to all paperwork and details regarding the event being approved by the Office of Campus Life to ensure that all promotion is accurate and consistent.

Funding

The Lehman College Association for Campus Activities determines the annual budget for SGA, which includes funds for clubs. The Committee for Co-Curricular Development establishes guidelines each semester for funding activities. The committee includes three representatives from the Student Government Association and is advised by

the Director of Campus Life. Generally, the committee funds activities, which clubs sponsor on campus for the entire college community.

The Committee for Co-Curricular Development notifies clubs about the guidelines and gives deadline dates for submitting detailed budget requests at the beginning of each semester. Clubs have an opportunity to discuss their requests with the CCD and are notified at the scheduled club board meeting of their specific allocation. Clubs that have submitted a proposal through Club Central to the Committee for Co-Curricular Development must send a representative to the meeting. Failure to do so will result in the tabling of the clubs proposal. All CCD proposals are to be submitted no later than the deadline set by the Committee for Co-Curricular Development.

Monies collected at events funded by the Committee for Co-Curricular Development must be deposited back into the committee account at Campus Activities Office in Shuster Hall room 080. This will be conducted by the Assistant Director of Campus Life of Operations located in the Student Life Building Room 219.

Money

During the year, clubs may become involved with the handling of funds. In this case, certain procedures must be followed.

All registered clubs have an account with the Office of Campus Life and the College Business Office, Shuster Hall, room 080. Clubs may deposit and withdraw funds to meet expenses. All club dues, monies raised at a fund raising event (food sale, cake sale, etc.), and money collected as an admission price or a donation must be deposited in this account. All monies raised must be turned over to a representative of the Office of Campus Life immediately after the event has ended.

The organization will be given a deposit receipt and the funds will be credited to your account. All funds in club accounts that are left unspent will be returned to the Lehman College Association for Campus Activities account at the conclusion of the fiscal year. Clubs have until the last day of the academic year to withdraw and utilize their remaining funds. Clubs and Organizations may not open or maintain funds in any off campus bank, credit union, or savings association.

ADVANCE FORMS:

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

WITHDRAWAL FORM:

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

PURCHASE REQUISITIONS

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

of Trustees website (www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal_accountability_handbook.pdf)

Purchasing Items

Items such as office supplies need to be obtained through a purchase requisition. Purchases over \$500 must be on a purchase requisition and require three written bids. Payment will be made when the club follows the procedures and obtains the proper forms and signatures. All disbursements will be made by check, generally made out in the name of the company from which the purchase is to be made.

Paying a Performer

For any event for which a performer (i.e. DJ, band, speaker) is to be paid, the check will be issued to the person(s) at the event by a representative from the Office of Campus Life. Performers/speakers must have completed a performance contract issued by the Lehman College Association for Campus Activities. Checks will be made out only to the performer(s) or speaker(s), not in anyone else's name. There is absolutely no paying in cash from proceeds of the event or any other source. Assistance with financial matters is available from SGA Chief Financial Officer and the Campus Life staff.

Procedures

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

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

Tickets

When there is an admission charge or tickets are utilized for on campus events, the following controls shall be instituted: (CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fee, Section IV. D.)

1. The college should control and issue all tickets requested by a sponsoring organization or outside organization. The college

should record the beginning and ending numbers in a ticket log for all tickets issued. The number of tickets must not exceed the college's maximum legal capacity for the facilities being utilized.

2. The tickets should be ordered by the college and the cost of printing charged to the sponsoring organization.
3. The sponsoring organization should request the tickets from the college well in advance of the event. This period of time should be established by the college in order to allow for the printing of tickets and the appropriate notification of various college offices (i.e. Security, Building and Grounds, etc.). In addition, this will provide sufficient time to sell, in advance, as many tickets as possible.
4. Pre-numbered printed tickets must be used for each event.
5. Only a person/unit authorized by both the organization and the college should sell or distribute tickets.

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

Kitchen

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

Selling On Campus

An organization may not sell anything on campus which provides profit to an individual or outside organization. An organization wishing to sell something (food, arts and crafts, etc.) must consult with the Office of Campus Life regarding the arrangements.

All monies collected must be deposited according to The CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees procedures and may then be used by the club for its activities or charitable donations. All monies are to be submitted to the Office of Campus Life at the conclusion of the event.

An Event Form must be submitted by all organizations requesting to conduct a bake sale or food sale no later than 2 weeks prior to the requested date.

Bake Sales / Food Sales

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

Movie Screenings and Copyrights

All Clubs and Organizations are required to obtain a Public Performance License before showing a video to the public.

Obtaining a public performance license is relatively easy and generally inexpensive for colleges. Fees vary by factors such as the number of times a particular movie is going to be shown, how large the audience, and so forth. Please contact the Assistant Director of Campus Life and Operations for more information.

"Public Performance"

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

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

Penalties for Copyright Infringement

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

Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act's (copyright.gov/title17) provisions governing the showing of Videos, which are highlighted below.

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

Chapter 4:

Special Events

Planning an Event

Any and all room reservations requests must be submitted to the Office of Campus Life using the Club Central Event form.

Planning an event includes the following steps:

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

Weekends & Evenings

Events open to the Lehman Community only can be held Monday through Thursday until 8:45 PM. All other club sponsored events occurring on Thursday evenings after 9:00 PM as well as weekend events, Friday through Saturday, will be approved on a case by case basis by the Director of Campus Life.

Events held on Thursday may go to 1:00 am the following morning based on the availability of the Office of Campus Life and Public Safety. The approval of the Director of Campus Life is needed on the form before reservations for facilities can be confirmed. Approval of parties is subject to the availability of Campus Life staff to cover the event. Clubs should allow a minimum of three weeks to make these arrangements. Clubs are urged to co-sponsor activities with organizations of similar purpose so that the strain on facilities may be alleviated.

Admission to all Lehman College student organization sponsored events is reserved for Lehman College students only. A special guest policy may be considered by the Director of Campus Life for Special Events beginning after 9:00 pm. Regular events held in the Student Life building must end at 8:30 pm.

Guidelines for Governing Special Events

The following guidelines must be strictly applied when such an activity is planned:

1. Requests for permission to hold an event for which donations or admissions fees are requested must be submitted to the Office

of Campus Life at least two weeks before the event. A Student Organization Event Request Form must be attached.

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

CUNY Guest Policy

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

1. Public Safety Officer, faculty advisors and other College officers in charge of evening activities have the right and duty to deny admission to anyone who is in a state of intoxication, or who does not meet college requirements for admission on campus grounds.
2. An officer of the club or student organization holding an event is required to be at the entrance gate to help screen visitors attending the events.
3. It is prohibited to bring alcoholic beverages of any sort onto the campus. Public Safety Officer at the gate will enforce this

rule by asking that beverages be left with them or by denying admission onto campus grounds. People found on the premises with alcoholic beverages will be charged as being in violation of Campus Policies

4. All bags and packages must be checked by the Office of Public Safety before admission to the event area. The use of metal detectors, hand scanners, etc. is solely up to the discretion of the Office of Public Safety. The Office of Campus Life will assist groups in securing these arrangements and completing the necessary forms.
5. Advertisements for special events must include a statement concerning the admission policy and procedures, including use of metal detectors and coat check.
6. The Office of Public Safety, the faculty advisor of the group sponsoring the special event, and the Office of Campus Life are required to monitor and enforce the admission policies and procedures.

7. A list of club officers responsible for the special event must be indicated on the Student Event form.
8. Officials of the sponsoring organization should report at least an hour before the scheduled time of the event.
9. Performers should coordinate with the Office of Campus Life any special arrangements needed to set up equipment, etc., before the event begins.
10. All special events must provide facilities for supervised checking and securing coats, jackets, etc. This is the sole responsibility of the sponsoring organization.
11. Students wishing to use the Performing Arts facilities must see the Director of Campus Life.

EVENT PLANNING GUIDE

Before the event day

1. **HAVE A MEETING** with your club members and decide what the event is going to be about, and how it is going to be executed. Take the minutes of this meeting as it will be needed to request funds.
2. **FILL OUT THE EVENT FORM** at Club Central (lehman.collegiatelink.net). Here you will be able to request any facilities on campus as well as furniture (tables, chairs, podiums, etc.) and equipment (laptops, microphones, etc.). You can also use this form to request funds to the Student Government Association's Committee for Co-curricular Development (CCD) for your event.
3. **ATTEND THE FOLLOWING CCD MEETING** if you are requesting funding. Meeting dates and times are provided by CCD at the start of every Spring and Fall semesters.
4. **COMPLETE ALL NECESSARY FINANCIAL PAPERWORK** as soon as your club has funds with the Campus Life Assistant Director for Operations, Nathaniel Gasque. Some of the financial forms and documents are: Contract of Performance, Advance for Funds, Check Withdrawal, Event Flyer, and purchase receipts.
5. **VERIFY THE RESERVATION STATUS** of facility reservations and equipment the Office of Campus Life Office Manager, Margaret Registe. Verify the status of any purchasing orders, including food, with the Campus Life Assistant Director for Operations, Nathaniel Gasque.
6. **ADVERTISE YOUR EVENT** once all reservations have been confirmed. Advertisement options include: flyers, A-frames, announcements in the student radio and student newspaper, e-mail blasts, tabling, and social media.

On the event day

7. **TAKE ONE OR TWO HOURS TO SET UP** before your event starts. Make sure all your needs are being addressed and in place. Pick up any reserved audiovisual equipment (laptops, microphones, etc.) at Carman Hall - MMC - B74 with your Lehman ID card. Be ready to record attendance (by sign-in sheets, card swipers, etc.). The Office of Campus Life staff can help you with the set up. Contact us.
8. **ENJOY YOUR EVENT!** Take pictures and share it on social media. #LehmanLeaders
9. **CLEAN UP** after your event has concluded. Return any audiovisual equipment to Carman Hall - MMC - B74. Buildings and Grounds will take down any tables, stages, etc.
10. **SUBMIT ALL RECEIPTS** and any additional financial paperwork to the Office of Campus Life Assistant Director of Operations the following business day after your event to avoid a hold on your student account.

ANATOMY OF A FLYER

A good flyer should be able to respond the questions of what, where, when, why, and whom, with the shortest amount of text, images, and colors possible.

Your header and your main image will be the first, and probably only, thing the public sees. Because of this, you should spend the most time working on these two items.

The key to structuring a flyer is writing the text first before adding any images or color.

Give important information a larger font size and a better position.

Images should only use the space the text was not able to take. When using colors, two to four should be enough. Images and color should always help highlight your text.

In addition to text, images and color, you can add a QR code to your flyer. Campus Link provides you with one every time you create an event.

The flyer is for a 'Sunset Guitar Demo' event. It features a background image of an acoustic guitar. The text is arranged in a clear, hierarchical manner. Callouts from the left side of the page point to specific elements of the flyer:

- Relating image**: Points to the guitar image at the top of the flyer.
- Event Name, catchy tagline or phrase**: Points to the title 'Sunset Guitar Demo'.
- Date, time & location**: Points to the text 'Thursday March 21, 6 pm - 8 pm' and 'Student Life Building, Room 111 B'.
- Call to action**: Points to the text 'Join us in this afternoon recital of relaxing acoustic guitars, poetry and dancing.'.
- Description**: Points to the text 'Performances by the students of Music 202, and Lehman music professors Arnold Pink and Chris Santiago'.
- Contact information**: Points to the text 'THE LEHMAN XYZ STUDENT CLUB', 'For more information, please contact us at: club-name@email-address.com - 123.456.7890', and the QR code.

Relating image

Event Name, catchy tagline or phrase

Date, time & location

Call to action

Description

Contact information

Sunset Guitar Demo

Thursday March 21, 6 pm - 8 pm
Student Life Building, Room 111 B

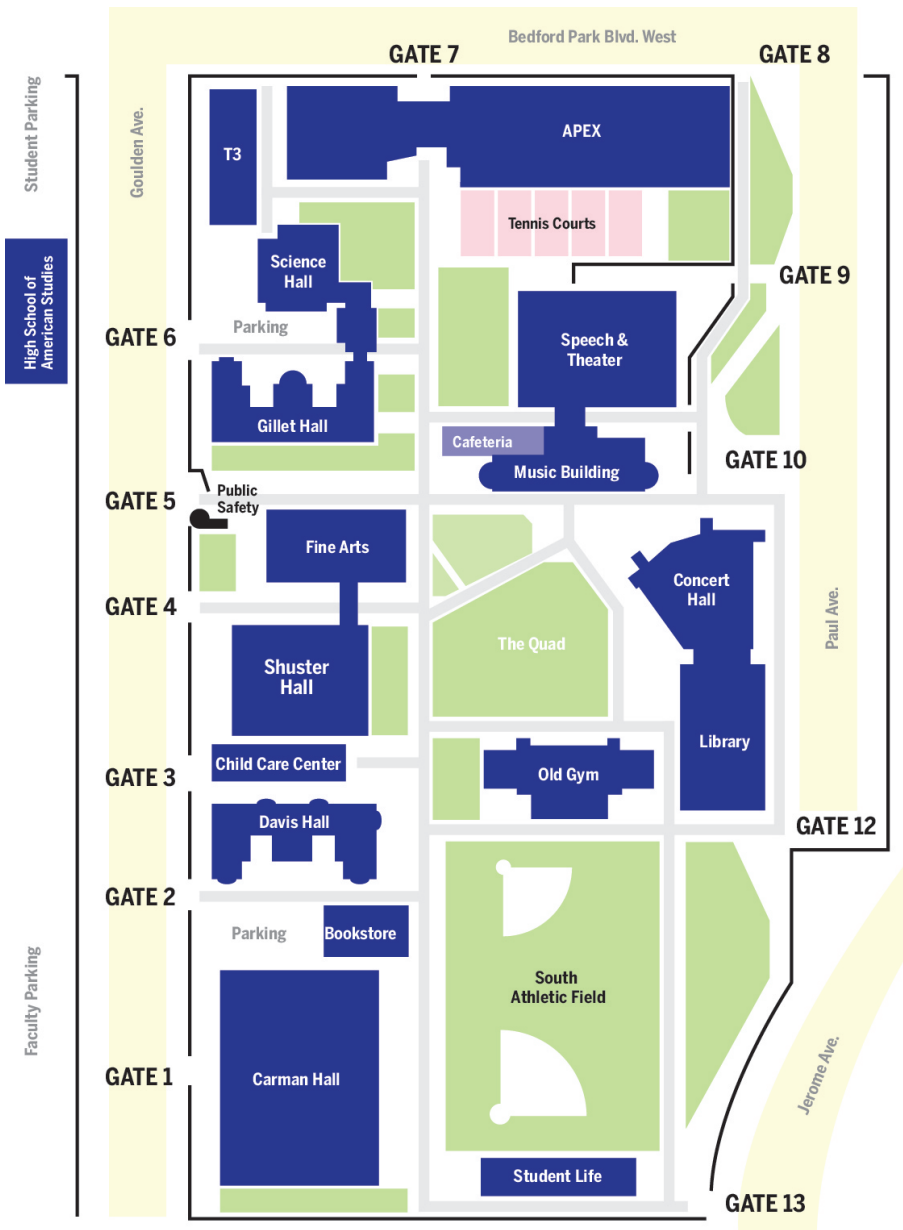
Join us in this afternoon recital of relaxing acoustic guitars, poetry and dancing.

Performances by the students of Music 202, and Lehman music professors Arnold Pink and Chris Santiago

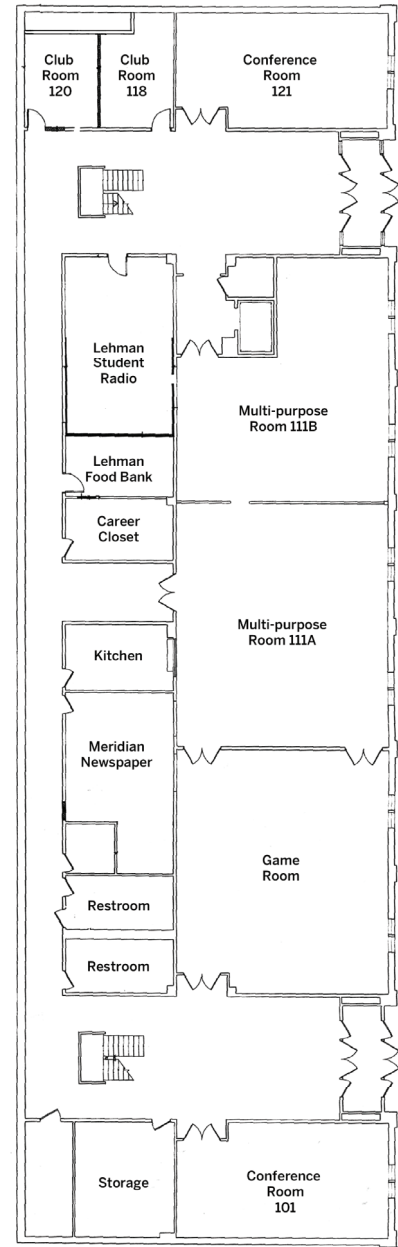
THE LEHMAN XYZ STUDENT CLUB

For more information, please contact us at:
club-name@email-address.com - 123.456.7890

LEHMAN COLLEGE CAMPUS MAP



STUDENT LIFE BUILDING ROOM LAYOUT



First Floor

COMMON AREAS FOR EVENTS:

- Student Cafeteria (Music Building)
- Lecture Hall (Carman Hall B-34, B-36, or B-39)
- Faculty Dining Room (Music Building)
- East Dining Room (Music Building)
- Concert Hall (3rd Floor Music Building)
- APEX Dance Studio
- Front of Bookstore
- Lovinger Theatre
- Class Room
- Plaza (front of Music Building, by flag poles)
- Carman Hall Lobby Area North (Bookstore side)
- Carman Hall Lobby Area South (Gazeebo side)
- The Quad
- Student Life Building, Conference Room 121
- Student Life Building, Conference Room 101
- Student Life Building, Multipurpose Room 111A (closer to Game Room)
- Student Life Building, Multipurpose Room 111B (closer to elevator)
- Student Life Building Kitchen

HOW TO PAY FOR GOODS OR SERVICES

After SGA's Committee for Co-curricular Development (CCD) allocates funds to your club, the club's treasurer must complete all respective financial forms to spend those funds. Please see table below.

For assistance, please contact Nathaniel Gasque,
Assistant Director of Campus Life for Operations

BUSINESSES ON CAMPUS

Because Lehman College already has all pertaining information about businesses operating on campus, orders require minimal paperwork. These vendors can only be paid using a Purchase Order. Some of the services found at Lehman include:

- Metropolitan Catering Services
- Lehman College Print Shop
- Multimedia Center
- Public Safety
- Buildings and Grounds

INDIVIDUALS / OUTSIDE VENDORS

Individuals and businesses outside of Lehman are required to provide invoices, W-9 forms (tax purposes), and sign the Independent Contractor Agreement. Some types of goods/services offered by individuals or outside vendors include:

- Specialty Restaurants/Catering Services
- Performers (Artists, DJs, Speakers)
- Movie Rights
- Item purchase/rental

CONTRACTOR TYPE	REQUIRED DOCUMENTS					PAYMENT METHOD		
						Check Issued to Contractor	Check Issued to Student	Refund to Student
Individuals	Invoice	IRS W-9 Form	Indep. Contractor Agreement	Event Flyer	(non-tax levy) Expense Report	✓ No extra document needed	✗ Not allowed	✗ Not allowed
Outside Vendors	Invoice	IRS W-9 Form	Indep. Contractor Agreement	Event Flyer	(non-tax levy) Expense Report	✓ No extra document needed	Advance of Funds Sales Receipt	Sales Receipt
Vendors at Lehman	Order Detail	Event Flyer				✓ No extra document needed	✗ Not allowed	✗ Not allowed


(PAYING PERFORMERS, WITHDRAWING FUNDS, PURCHASING, REIMBURSEMENTS, PRICING QUOTES)

Find these forms at the Student Life Building, or online at Club Central - Campus Life Documents:

<https://lehman.campuslabs.com/engage/organization/officeofcampuslife/documents>

Metropolitan Student Catering Guide can be found at:

lehman.edu/cafeteria/lc-catering-services.php



LEHMAN COLLEGE

Campus Activities Office
Shriver Hall, Room 478
Phonex 718-798-3812

Lehman College Association for Campus Activities, Inc.

REQUEST FOR ADVANCE OF FUNDS

Name of Requestor: _____

Name and Date of Activity/Event: _____

Purpose of Advance: _____

Amount Requested: \$ _____

<i>List Expenses in which the advanced would be for:</i>	Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Estimated Expenses:	\$

I/We agree to provide receipts covering all expenditures paid from this advance within seven (7) business days, and to promptly return any unused funds (for credit back to the organization) to the Campus Activities Office or a hold will be placed on future financial records with the college.

Advance Requestor Signature _____

Date: _____

Approved By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

For Use by the Business Office Only

Reviewed By: _____	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Check Number: _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Check Date: _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Check Amount: \$ _____</div>
Approved By: _____	

Request for Advance of Funds

(There is a maximum of \$100 per student.
Use this form to get a check to pay for small
items: decorations, table cloths, low quantities
of food & drink, etc.)

[illegible]

Non-tax Levy Expense Report

(Use this form to pay an invoice,
reimbursement, or independent
contractor)

[illegible]

Independent Contractor Agreement

(To be given to the independent contractor who is providing a paid service for your club event: DJ, artists, catering, etc.)

[illegible]

W-9

(Form to be given to the independent contractor who is providing a service to your club event and is to be paid by Lehman College)

[illegible]

Pricing Quote

(To be given to independent contractor to get a proposed price of a good or service. This is not an invoice.)

MEETING AGENDAS

Download a meeting agenda template at:

<https://lehman.campuslabs.com/engage/organization/officeofcampuslife/documents>

Why do you need a meeting agenda:

- It helps participants know why they are meeting and what to expect
- Meetings can become too long and off-topic

Good Practices:

- Discussion topics should be specific and describe what the goals are.
- All discussion topics should have a time limit.
- Keep less than 6 discussion topics per meeting.
- All items should be listed in the order of which they will be handled
- Prepare the agenda with other officers
- Send the agenda to all participants 2 days prior to the meeting day.

SAMPLE AGENDA

Club Name: The XYZ Student Club

Date and Time: November 3rd, 2018; 3:00PM – 5:00PM

Location: Student Life Building, 121

-
1. Call to Order (announce start of meeting)
 2. Roll Call (Attendance) (5 min)
 3. Reading and approving minutes of previous meeting (10 min)
 4. Reports of Officers:
 - a. Technology Officer: reporting status of flyers (5 min)
 - b. Vice President: reporting new partnerships (5 min)
 5. Reports of Committees:
 - a. Recruiting Team: Number of new members, and current efforts (10 min)
 6. Unfinished Business (from previous meeting)
 - a. First Event of Semester
 - i. To decide what kind of event the club will make (10 min)
 - ii. To decide how much money should be spent in it (15 min)
 - iii. To divide and assign all responsibilities. (15 min)
 7. New Business (new topics of discussion)
 - a. Club Fair
 - i. To decide who is tabling during the day (10 min)
 - ii. To decide what games/items will be on the table (20 min)
 - b. Vote for New Constitution
 8. Announcements (10 min)
 9. Adjournment (announce end of meeting)

MEETING MINUTES

The minutes of a meeting is a document where key information of a meeting is recorded: **organization name, date, time, present participants, topics of discussion, decisions made, and vote count.** Minutes only record what was decided, and not what was said.

Club Minutes become particularly important when requesting funds to the Student Government Association, as they are required. These minutes are proof that your club has met and discussed the execution of your program, and that it is not a personal request.

The below template can be downloaded at:

<https://lehman.campuslabs.com/engage/organization/officeofcampuslife/documents>

MEETING MINUTES

Club/Organization Name: _____

Date: _____ Starting time: _____

Attendance (write names or attach attendance sheet):

1. Agenda Item (topic of discussion): _____

Action Items (decisions made):

Vote Count: In favor (_____) Against(_____) Abstention(_____)

2. Agenda Item (topic of discussion): _____

Action Items (decisions made):

Vote Count: In favor (_____) Against (_____) Abstention (_____)

3. Agenda Item (topic of discussion): _____

Action Items (decisions made):

Vote Count: In favor (_____) Against(_____) Abstention(_____)

Ending time: _____ Prepared by: _____

LEHMAN COLLEGE LIGHTNING PRINT SHOP

Whenever you want to print something, please send the file to david.charcape@lehman.cuny.edu or nathaniel.gasque@lehman.cuny.edu specifying how you want it printed and the cost associated with it.

All flyers will be electronically stamped when approved.

Example:

25 copies, 8.5" x 11" (letter), full color, glossy paper (\$6.00)

10 copies, 11" x 17" (tabloid), full color, regular paper (\$3.50)

200 copies, 4.25" x 5.5" (Quarter of letter), full color, glossy paper (\$12.00)

Description of Service Printing & Finishing	Paper Size	Paper Size	Paper Size	Cardstock Size	Cardstock Size	Cardstock Size
	8 1/2 x 11	8 1/2 x 14	11 x 17	Cost Plus 8 1/2 x 11	Cost Plus 8 1/2 x 14	Cost Plus 11 x 17
Printing (Black & White)						
1 Copy to 4999 Copies	\$0.03	\$0.05	\$0.06	\$0.04	\$0.05	\$0.08
5000 Copies and Up	\$0.02	\$0.03	\$0.04	\$0.03	\$0.04	\$0.06
Print Page in one Color (Red, Green or Blue)						
1 Copy to 4999 Copies	\$0.05	\$0.07	\$0.10	\$0.08	\$0.09	\$0.12
5000 Copies and Up	\$0.02	\$0.03	\$0.05	\$0.04	\$0.05	\$0.08
Full Color Copy						
1 Copy to 1000	\$0.20	\$0.25	\$0.35	\$0.40	\$0.55	\$0.70
1001 and Up	\$0.15	\$0.20	\$0.30	\$0.35	\$0.45	\$0.60
Gloss Paper Plus per Copy	\$0.04	\$0.08	\$0.08	\$0.06	\$0.12	\$0.12
*Special Paper & Weights must be ordered						
<i>Inquire about prices of cardstock up to 80lbs.</i>						
Stapling:						
Single	\$0.02					
Double	\$0.03					
Saddle Stitching	\$0.04					
*Special Price for Reduction & Enlargement						
Folding:						
In Half	\$1.00 per 500					
In Thirds	\$1.00 per 500					
Book Binding:						
Perfect Binding (per book)	\$3.75					
(Max. book 1000)						
Max. pages per book 250)						
Business Cards:		Full Color				
500 Cards	\$12.00	\$20.00				
1000 Cards						
(original must be multi-card per page)	\$20.00	\$30.00				
Plastic Covers						
Poster Gloss:						
2 x 3 ft = \$30.00						
Ft square = \$5						
Banner Ft Square = \$10						
Envelopes:						
\$0.10 each (color)						
\$0.05 each (B & W)						

as of December 2016

Chapter 5:

Travel Guidelines

Any activity or event leaving CUNY property to museums, field trips, athletics events, leadership retreats and conferences, etc., which are, at least partially, sponsored by an office, department, division, or student organization of the college with student activities fee funds or any college or university controlled funds must follow the CUNY Trip and Travel Guidelines.

Domestic Trip and Travel Guidelines: <http://literacy.cuny.edu/about/administration/offices/ehsrp/policies/travels/domestic-travel-guide.pdf>

International Travel Guidelines: <http://www1.cuny.edu/sites/studyabroad/wp-content/uploads/sites/11/2013/09/International-Travel-Guidelines.pdf>

Rationale for Travel Policy

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

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

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

Travel Regulations

1. Student activity fee income may only be used for travel by matriculating Lehman College students in good academic standing, free from disciplinary sanctions.
2. Student trips require a faculty advisor to travel with the group for insurance purposes.
3. The Club Central Event Form with the Travel Proposal section must be submitted 2 weeks prior to the date of departure.
4. Travel expenses are subject to the same bidding requirements as all purchases using student activity fee income.
5. The Business Office requires five (5) days to prepare travel advances.
6. Travel advances are determined by the New York State rules for travel and will not exceed the per diem allowances of New York State.
7. Travel advances may not include pre-paid items. If meals are pre-paid, advances for meals will not be allowed.
8. The individual receiving the advance must sign for travel advances. No travel advance may be issued for any individual who has prior advances that are outstanding.

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

- A hold being placed on the traveler's academic records
- The traveler being barred from registration until the travel advance is reconciled

Minutes of the meeting in which the trip was voted on and approved must be submitted with the Club Central Event form.

Chapter 6:

Beverage Sales Policy

The privilege of selling soda and fruit drinks at student-sponsored social events on campus is reserved for the Student Government Association (SGA).

The rules, regulations, and procedures herein described are to be adhered to completely. The privilege of sale will be suspended or withdrawn for failure to comply completely with this set of statements.

Recognizing the legal requirements of New York City and State and the final responsibility of Lehman College, CUNY, these statements are intended to assure a setting and atmosphere for social events in which students may find pleasure and reward without stress. Both SGA and the College also recognize their obligation to eliminate substance abuse and to engage in educational programs seeking to support responsible judgments and actions by all members of the college community in all aspects of their lives.

1. No one at student sponsored events may possess or drink alcoholic beverages. Persons violating this basic rule must leave the event and will be escorted off campus.
2. A member of the staff of the Office of Campus Life will be designated in sole charge of the event sale distribution of beverages. The name(s) shall be made known in advance of the events to SGA and to Public Safety. Representatives of SGA, the sponsoring group and the Office of Campus Life will monitor the progress of each event and after the event; someone from each of these groups shall submit a report of the observations to the Director of Campus Life.
3. Those designated are to be available one-half hour prior to the scheduled beginning of an event. If the beginning of an event

is delayed by one hour or more past the announced schedule, the event may be cancelled by the monitors, after consultation. Sales of beverages shall be discontinued one-half hour before the announced close of an event. The sponsoring organization must carry scheduled event times on all advertisements, flyers, posters, etc.

4. All monies raised must be turned over to a representative of the Office of Campus Life immediately after the event has ended. The organization will be given a deposit receipt and the funds will be credited to your account.
5. No person attending an event may bring onto the Campus any alcoholic beverage or illegal substance. No weapons, including knives, guns, or bludgeons, may be brought on Campus. Persons suspected of carrying such material may be asked to allow inspection. Refusal of such inspection will bring denial of admission to the campus and to the event.
6. The Office of Campus Life and SGA shall be responsible jointly for inventory and storage of beverages at all times.

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

Chapter 7:

Hazing

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

and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy or the regulations and policies of the University of New York or applicable city or state law.

Any organization, which authorizes such conduct, shall be penalized by being denied permission to operate on campus property in addition to any penalty pursuant to the penal law. Individuals involved may be subject to disciplinary charges according to CUNY Bylaw Article XV (http://policy.cuny.edu/bylaws/article_xv/text)

Chapter 8:

Sexual Misconduct

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence.

The CUNY Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment, and sexual violence and is applicable at all colleges and units at the University. (<http://www1.cuny.edu/sites/title-ix/wp-content/uploads/sites/2/2014/01/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>)

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter "stalking") and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

Students or employees who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week.

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

TITLE IX COORDINATOR

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. For more information, please visit: <http://www1.cuny.edu/sites/title-ix/>

Lehman College Title IX Coordinator

Dawn Ewing-Morgan

718 960 8111 | dawn.ewing-morgan@lehman.cuny.edu

Chapter 9:

Donations and Raffles

Donations may be made to registered charities as long as the club has received written permission on a charity letter head from an officer from the specific charity to raise funds in the charities name. Proof must be provided to the college. Funds allocated to organizations by the Lehman College Committee for Co-Curricular Development (CCD) may not be transferred to another not for profit corporation.

Lotteries and raffles as fund raisers are not permitted.

Chapter 10:

Club Central Frequently Asked Questions

How to submit an event

In order to submit an event, you must hold an officer position and have permissions to submit an event for your organization.

1. Got to Club Central at lehman.collegiatelink.net
2. Sign in and go to your organization page
3. Click on the Create Event button at the top of this page
4. Fill out the required pages
5. This event submission will be reviewed by the Campus Life Administrators before going public.

How to join an organization

1. Log in to Club Central
2. Go to the Organizations tab at the top of the page
3. Search for organizations by name or keyword using the Directory or Search features in the left side of the page
4. Click on the name of the Organization name
5. Click "Join Organization" in the top right corner
6. Your request to join will be forwarded to the organization officer for approval

How to create a new organization

1. Log in to Club Central
2. Go to the Organizations tab at the top of the page
3. During registration period a "Register" button will appear, click it
4. Fill out the steps of the given form
5. Click "Next" at the bottom of each page to continue to the step
6. Review your submitted information
7. Click "Submit for Approval"
8. Your submission will be reviewed and approved by the Office of Campus Life administration

You can view the status of your submissions and/or update any submissions still in "In Progress" status under My Involvement > My Submissions > Organization Registrations

How to re-register a student organization*

1. Log in to Club Central
2. Find your organization and click "Register this Organization"
3. Complete the form provided
4. Your submission will be reviewed and approved by the Office of Campus Life administration

*You must hold a board member position (President, VP, Treasurer, Secretary, etc.) or have the appropriate permissions.

How to invite people to join your organization*

1. Log in to Club Central
2. Go to your organization page
3. Click on "Roster" tab
4. Click on "Invite People"
5. Add the e-mail addresses of the people you would like to invite in the provided text area
6. Wait for invitees to accept your request

How to hold club elections*

1. Log in to Club Central
2. Go to your organization page
3. Click on "Elections" tab
4. Click the "Create Election" button
5. Identify the Name of the election, if it should include instructions, and any additional instructions that should be included
6. Indicate if the election should be active and the date range you'd like the election to be available during
7. Click "Save"
8. Click "Create Ballot" and enter its name
9. Click "Save" when all access has been identified
10. Click "Ballots" when you have created all of the questions for this ballot. Confirm action.
11. Repeat steps 8-10 for each ballot needed
12. Be sure to set it to "Active" so that the prompt will display on the main page of your organization

Once the election is set to Active and it falls within the date range, a prompt will display on the main page of your community or organization-specific site for eligible users to vote.

You can create as many ballots as needed. Each ballot can be accessible to the general user population or any number of the eligibility lists.

Chapter 11:

Reference Documents

National, CUNY and Lehman Policies

Henderson Rules

<https://lehman.collegiatelink.net/organization/officeofcampuslife/DocumentLibrary/view/344413>

CUNY Bylaws (see article XV on Students)

<http://policy.cuny.edu/bylaws/>

CUNY Policy on Sexual Misconduct

<http://www1.cuny.edu/sites/titile-ix/wp-content/uploads/sites/2/2014/01/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

CUNY Fiscal Handbook for the Control and Accountability of Student Activity Fees

http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal_accountability_handbook.pdf

CUNY Student Domestic Trip and Travel Guidelines

<http://literacy.cuny.edu/about/administration/offices/ehsrn/policies/travels/domestic-travel-guide.pdf>

CUNY International Travel Guidelines

<http://www1.cuny.edu/sites/studyabroad/wp-content/uploads/sites/11/2013/09/International-Travel-Guidelines.pdf>

Lehman College Student Handbook, Part 1

<http://www.lehman.edu/lehman/student-affairs/docs/student-handbook.pdf>

Lehman College Student Handbook, Part 2

<http://www.lehman.cuny.edu/student-affairs/documents/student-handbook-part-II.pdf>

Constitution Sample

Find a sample at: <https://lehman.campuslabs.com/engage/organization/officeofcampuslife/documents>

(Insert Club Name Here) CONSTITUTION

ARTICLE I - NAME OF CLUB

The name of this club shall be (CLUB NAME), a recognized club/organization at Lehman College.

ARTICLE II - PURPOSE OF CLUB

The purpose of (CLUB NAME) is... *Insert a brief overview of what your club's about.*

ARTICLE III – MEMBERSHIP

Section 1 – Membership Eligibility

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

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

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

ARTICLE IV - QUALIFICATION AND ELECTION OF OFFICERS

Section 1 – Qualification Requirements

This is where you would list the qualifications for being an officer in the club/organization (EXAMPLE: "must be currently enrolled at Lehman College, have a minimum 2.25 cumulative Grade Point Average (GPA), and must be in good overall standing (academic and social) with the College.")

Section 2 – Officer Positions

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

Section 3 – Process for Electing Officers

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

ARTICLE V - DUTIES OF THE OFFICERS

This is where you would list the officers of your club individually and list their specific responsibilities. The officers listed here should be identical to the officer you listed in ARTICLE IV, SECTION 2. The following EXAMPLE will show you the proper format:

Section 1

President

- A. Preside over all meetings.
- B. Call special meetings.

C. Carry out the provisions of the constitution.

D. Appoint committees and chairpersons.

E. Oversee all committee activities.

F. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 2

Vice-President

A. Assume the duties of the President in his/her absence.

B. Perform any duties delegated by the President.

C. Attend all governing council meetings.

D. Report the results of the governing council meetings at club meetings.

E. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 3

Secretary

A. Record and keep accurate minutes of all meetings.

B. Act as correspondence clerk.

C. Print and distribute agenda for all meetings.

D. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 4

Treasurer

A. Handle funds and finances for club.

B. Keep financial records and collect dues.

C. Pay bills and complete necessary financial paperwork.

D. Make financial reports at least once a month at meetings.

E. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

ARTICLE VI - EXECUTIVE COUNCIL

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

Section 1 – Executive Council Members

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

Section 2 – Council Duties

Duties of the Executive Council

A. To formulate policy between regular meetings for the general membership.

B. To execute policies determined by general membership.

C. To govern activities of the club.

D. To compile agenda for general meetings

E. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

ARTICLE VII – IMPEACHMENT / REMOVAL / REPLACEMENT OF OFFICER AND MEMBERS

This is where you list the process in which an officer and/or members can be removed from their position and how a replacement is selected. This type of action should only happen in extreme circumstances, so make

sure to be clear on what the grounds for impeachment are, what the vote is that's needed and how vacant positions can be filled. The following EXAMPLE will show you the proper format:

Section 1

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

Section 2

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

Section 3

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

ARTICLE VIII - MEETINGS

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

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

Section 6

(LIST ANY ADDITIONAL RESPONSIBILITIES.)

ARTICLE IX - COMMITTEES

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

Section 1

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

ARTICLE X - ADVISOR

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

Section 1

- A. Serve as the official staff representative of the college.
- B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- C. Assist each officer of the club in understanding their duties.
- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G. Be familiar all club processes and procedures.
- H. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
- I. Ensure that appropriate college policies are upheld.
- J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.

K. (List any additional responsibilities)

The following two sections are optional, but are recommended because they serve to protect your organization.

If you choose not to include these, then continue the numbering in proper order:

ARTICLE XI – RESPONSIBILITIES (optional)

Section 1

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

ARTICLE XII - RIGHT TO ACT (optional)

Section 1

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

ARTICLE XIII - AMENDMENTS TO THE CONSTITUTION

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

Section 1

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



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