



STUDENT CLUB & ORGANIZATION MANUAL

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Purpose of Student Club Manual

The purpose of this manual is to serve as a resource for clubs and organizations that are run by student leaders. While each individual club serves the campus in a unique and valuable manner there are central policies and procedures that are universal throughout our campus. To ensure that all clubs are successful in their central mission it is important that information about organization management, event planning, and publicity be available. Throughout this document you will find regulations, expectations, and responsibilities related to

organization management as well as tips and tricks, strategies, and advice regarding event planning and publicity. We did our best to create a comprehensive document that is helpful to all student clubs and organizations, however, personal interaction may be more efficient for specific inquiries.

Please contact an administrator from The Office of Campus Life with any specific questions.

General Information

Club Central (clubs.lehman.edu)

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, and Budget Proposal Form 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.

Good Standing

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

Office of Campus Life

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

The Division of Student Affairs

The Office of Campus Life, along with other 13 offices such as Career Exploration and Development Center, Lehman Athletics, Student Disability Services, Counseling Center, etc., are under the umbrella of Student Affairs. The Division assists with social, personal, and emotional development, with the goal of encouraging intellectual and ethical growth as well as assist with academic and non-academic matters including tutoring, advising, career and personal counseling, health issues, as well as helping students negotiate the administrative regulations and structure of Lehman College.

Student Government Association (SGA)

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

A copy of the SGA Constitution and Bylaws are available online at: <https://www.lehman.edu/sga/bylaws.php>

SGA's Executive Board (EB)

Members of The Executive Board of SGA participate in the management of monies that fund student support services throughout the campus. This body also have the responsibility to distribute funds to recognized student clubs every semester.

Student Government Association Executive Office
Student Life Building, Room 203

SGA's Student Legislative Assembly (SLA)

SLA is composed of 34 students who are elected members of the Lehman College Senate. This body formulates academic policy as well advises on the functions related to the programs, standards and goals of the College.

Student Legislative Assembly Office
Student Life Building, Room 208

Student Life Building

The Student Life Building 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. The building is open to students while classes are in session. A valid Lehman ID is required to enter and use the facilities.

Annual Checklist for Club Leaders

FALL

AUGUST

- Re-register your club
 - » Update your e-board contact information
 - » Ask your advisor to sign an Advisor Agreement
 - » Fill the Club Registration form at Club Central
- Plan any events for the fall semester and reserve any facilities using the Events Form at Club Central
- Complete a Budget Request Form to get funding from Student Government for your club events at Club Central

SEPTEMBER

- Recruit new members at the Club Fair, held during the mid-September
- Attend the mandatory club leader training
- Hold a meeting of club leaders and advisors to discuss and evaluate goals for the academic year, in-person or online as possible
- Agree on a regular meeting time and reserve a meeting space for the semester, or prepare a virtual meeting space
- Inform your club members of meeting times

OCTOBER

- Continue to keep your advisor informed
- Be on the lookout for prospective members

NOVEMBER & DECEMBER

- Be aware of students in your e-board who may be graduating this semester and plan to have special elections if needed.

SPRING

JANUARY

- Reserve regular meeting space for Spring semester
- Plan events for the Spring semester

FEBRUARY

- Recruit new members
- Evaluate goals set at the beginning of the year
- Meet with advisor
- Set dates for Spring semester events

MARCH

- Begin the election process for new club leaders for the next academic year
- Review and update constitution/bylaws
- Continue work on spring semester goals/activities and update advisor
- Begin creating transitional documents to assist new club leaders in beginning their terms

APRIL & MAY

- Plan end of the semester activities
- Submit nominations for Student Leaders Celebration Ceremony
- Hold elections and plan club leader transition
- Review year's successes, accomplishments, and failures
- Recognize organization members' participation

SUMMER

JUNE & JULY

- Stay in contact with organization members
- Ensure advisor is available to maintain advisorship in the coming academic year
- Check clubs website and social media to ensure club description is still accurate
- Make marketing/recruitment plans for Fall
- Participate in New Student Orientation and the Accepted Students Reception

Club Registration

All student groups who seek recognition must complete a Club Registration form at Club Central: clubs.lehman.edu/register.

At the beginning of each Fall and Spring semesters, all clubs, new and returning, must register with the Office of Campus Life to demonstrate that the organization is still active and to provide accurate contact information of current officers.

Clubs must submit the following:

1. A list of at least 10 currently enrolled student members.
 - a. Four students taking the club's executive board roles.
 - b. Six or more students as regular members.
2. New or updated constitution if amendments have been made. A template constitution can be found at Club Central.
3. Contact information of their club advisor and a signed Advisor Agreement Form.
4. SPARC Certificate of completion from all executive board members

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 are 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.

ADDITIONAL REQUIREMENTS

All student clubs must be open to all Lehman students regardless of sex, race, color, creed, religion, national origin, age, mental or physical disability, marital status, sexual orientation, GPA, academic major, and any status protected by law. Non-Lehman students cannot be members of clubs.

Because of this requirement, the Office of Campus Life does not recognize fraternities, sororities, and honor societies as student clubs.

Responsibilities of Student Clubs

Student Clubs play an essential role in every college. Clubs provide students with a support system, where they make meaningful connections with their peers, and get to learn more about their future careers, role in society, and their own values. Through this support system, clubs help students persist in their degree completion.

In order for clubs to fulfil this role, clubs must know the following:

- Student clubs are responsible for conducting their activities in accordance with the rules of the University, as well as with the purposes and procedures stated in their approved constitution. A list of policies can be found at the Policies Governing Student Clubs section of this Club Manual.
- Club officers are responsible for registering the club every Spring and Fall semesters to maintain good standing. Clubs who are not registered will be assumed inactive. See Club Registration for a list of minimum requirements for student clubs.
- Membership for clubs must be open to all Lehman students, regardless of sex, race, color, creed, religion, national origin, age, mental or physical disability, marital status, sexual orientation, GPA, academic major, and any status protected by law. Non-Lehman students cannot be members of clubs.
- Clubs must hold elections at least once per year to elect all of their officers. Club that fail to hold elections will be considered not in good standing. The election process must be in accordance with the club constitution.
- All clubs must create at least three (3) engaging events open to the entire student body every semester. Bake sales, regular meetings, and tabling at Club Fair are not considered engaging events. Events must be publicized for at least (2) weeks.
- Clubs must give the Office of Campus Life at least one (1) week notice of the cancelation of their events.
- All facilities used by the club must be left clean after every use.
- Club leaders cannot sign contracts or agreements on behalf of the college (i.e. contracting performers, food vendors, and other services). Student clubs do not officially represent the college but are considered independent entities which get benefits and privileges upon registration.
- Club officers are responsible for securing funding for their club either by requesting monies to Student Government, or by organizing fundraising activities. All club monies must be deposited in the club account with the college. Clubs are not allowed to maintain funds off-campus, including banks, credit unions, or saving associations.
- Funds awarded by Student Government may be spent only on the purpose for which they were granted. Clubs must submit purchase orders using the form available at Club Central.

Benefits and Privileges of Student Clubs

The following are some of the benefits and privileges that are extended to each Lehman student club upon its official recognition by the College. A club's failure to maintain recognition through registration may result in suspension of any or all of these benefits and privileges.

- To reserve campus facilities and outdoor spaces up to 4 months in advance of the event date.
- To be included in the directory of officially recognized student clubs/organizations found on the Club Central website
- To post authorized publicity in approved bulletin boards throughout campus. Note that flyers must first be stamped prior distribution.
- To reserve and use space in the Lehman campus for "tabling"
- To perform fundraising activities at Lehman
- To use "Lehman" as part of the club name
- To request and receive funding for activities from the Student Government Association (SGA) Committee for Co-curricular Development (CCD)
- To participate in the Club Fair and to attend any other club-related fairs throughout the academic year
- To have an advisor who is a Lehman College faculty or administrative staff member to help guide, provide mentorship and act as a sounding board
- To receive help, advice, and assistance from the staff of the Office of Campus Life

Requirements for Club Officers

The officers of clubs must be currently enrolled students in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office.

The officers of clubs must also complete an annual training on understanding sexual misconduct. The training, called SPARC, is

given through Blackboard. A club whose officers have not completed this annual training will not be registered.

Club Officers also cannot be part of Student Government Association (SGA) Executive Board as it presents a conflict of interest as SGA allocates funding to student clubs.

Club Advisers

All clubs are required to have an advisor who is a current faculty or administrative staff at Lehman College. Clubs must consult with their advisor regarding their plans for activities and programs. An 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.

Roles of Advisors:

- An advisor assists the organization to function in accordance with its stated purposes and is familiar with the events and activities sponsored by the organization.
- An advisor provides advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.
- An advisor assists in the development of leadership skills among members.
- An advisor gives counsel on financial and administrative matters relating to the organization.
- An advisor helps prevent any violations of university, community, or state regulations.
- An advisor may assist in communication between the club and the University
- An advisor is recommended to periodically attend club meetings

- An advisor should monitor club travel

An Advisor is not:

- Controlling – An advisor is not the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor's personal beliefs.
- Omnipotent – Advisors are not expected to know everything. If the advisor communicates with The Office of Campus Life, the advisor should be able to provide enough guidance to point the club leadership in the right direction.
- Just there to sign paperwork – The advisor is not just around to sign club documentation. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor notices that students are not being as involved as they should, it is their responsibility to approach the club leadership or The Office of Campus Life to intervene.

If a student organization believes it's necessary to suggest a new advisor, it may do so after meeting with the professional staff of the Office of Campus Life to ensure mutual understanding. The final decision rests with the Office of Campus Life. Also, if the advisor is known to have broken Lehman, CUNY, City, State, or Federal policies, the Office of Campus Life reserves the right to ask the advisor to withdraw from the role.

ROLES OF THE EXECUTIVE BOARD MEMBERS

This is a suggested list of responsibilities for the four mandatory officers each club must have. Specific roles must be defined in the club's constitution.

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

CREATE AN EVENT AT CLUB CENTRAL

REQUIREMENTS:

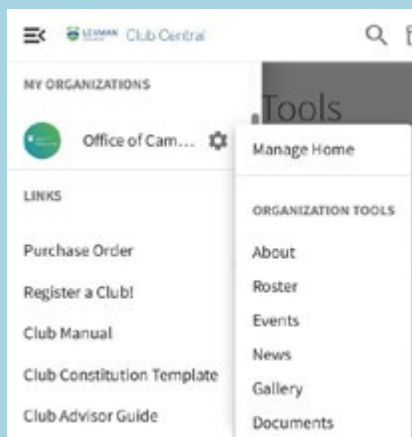
- You must be a student leader representing a club in order to book an event. Regular members and club advisors cannot book facilities on behalf of the club.
- All events must consider at least two weeks in advance of the requested event date. Please allow additional time for events taking place outside of the Student Life Building, such as the Music East Dining Hall in the Music Building.
- Although we encourage collaborative events with non-Lehman organizations or individuals, all events must be booked by a student club. There are no exceptions to this rule.
- If you are a Lehman College community member (staff, faculty, or student) seeking to book an event on Club Central, please continue to contact campus.life@lehman.cuny.edu for assistance.

STEPS:

1. Navigate to Club Central at clubs.lehman.edu and “Sign In” (top right) with your Lehman 360 credentials.
4. You will reach the “Create Event” page. Please continue to fill out all of the required fields.



2. Navigate to your club on the left-hand side menu, and select “Events”



3. You will be taken to the “Manage Events” page. At the top right corner, select “+ Create Event”.

A screenshot of the 'Create Event' form. The 'Basic Details' section is visible, containing a required field for 'Event Title' and a dropdown menu for 'Theme'.

5. Be sure to click “Submit”. Once submitted, event details cannot be changed until Campus Life reviews your request. All events will be processed within one week.

A screenshot of the 'Review Event Submission' page. It contains a paragraph of text explaining the submission process and a blue 'SUBMIT' button.

EVENT CREATION TIPS FOR STUDENT CLUBS

Take in consideration these recommendations when creating an event for your club at Club Central.

DATE AND TIME

- Events must be requested at least 2 weeks in advance.
- Have multiple alternative dates for your event. Large facilities are booked often and may not be available at your desire date and time.
- Events must happen while classes are in session. Events are not held during holidays, weekends, finals week, or summer and winter sessions.
- Events must end on at 4:45 pm on Mondays, Tuesdays and Fridays, and at 8:45 pm on Wednesdays and Thursdays.
- Allocate enough time to set up your event in the "Event set up time" field. Do not leave this empty.

SET-UP

- Room set ups must be submitted with the event request form. The following facilities require a specific set up: East Dining Room, Faculty Dining Room, Music Bldg. 330, Student Life Bldg. 111, and the Quad.
- Audio visual technology must be requested with the event request form. Last minute requests will not be accommodated.

FOOD

- Food for events cannot be homemade. Please use food catering company or prepackage food to avoid food poisoning.
- Food and drinks are not allowed inside auditoriums such as those in Carman Hall, Gillet Hall, or the Lovinger Theatre.

FUNDRAISING EVENTS

- Fundraising events, such as baked sales, require a stated purpose. For instance, clubs may fund-raise to support efforts of a nonprofit organization such as the Red Cross.
- Clubs cannot collect cash when fundraising. Club leaders will be provided a DipJar machine to collect card payments for their fundraising activities.

OTHER CONSIDERATIONS

- All event reservations are requested and approved by the Office of Campus Life. Club advisors, faculty, or staff not affiliated with Campus Life cannot create events on behalf of a club.
- Campus Life will call and email student leaders using the contact information submitted at club registration if more information is needed.
- Note that you cannot submit purchase orders without an approved event first.
- All events must have a flyer. Printing of flyers is done at the Print Shop and are picked up by Campus Life staff. Submit flyer requests no later than two weeks in advance to properly advertise your event. Flyers are stamped by Office of Campus Life before posting on bulletin boards.
- Events are only for Lehman students. A limited number of guests may be allowed with authorization from the Office of Campus Life staff. A list must be provided at least a week in advance from the day of your event.
- Parties may require Public Safety presence. Club are responsible to pay for this service.

Event Planning

Any and all events that the club creates, on campus, off-campus and online events, must be submitted to the Office of Campus Life using the Club Central Event form. The exception to this requirement is member-only meetings. If you are unsure whether to submit an Event Form, we advise submitting one just-in-case to ensure Campus Life knows of your event.

Planning an event includes the following steps:

- Complete the Event Form to request a specific location (room, lounge, etc.) and any special furniture or equipment needed with a diagram of the physical arrangement of the room.
- Submit a completed Purchase Order form if you have expenses associated with this event. Confirm the date, time and location prior to purchasing time-sensitive items, such as food.

- Send a flyer to the Office of Campus Life for approval and duplication.
- 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.
- 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.

Please note that all club events **MUST** be approved by The Office of Campus Life. The college is not responsible for events sponsored by organizations affiliated with clubs such as regional or local chapters.

Campus Facilities, Equipment and Technology

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 at no cost.

Most clubs schedule the use of a classroom during the free hours (Mondays 4:45 PM to 5:40 PM, and Wednesdays 3:45 PM to 5:15 PM) for recurring club meetings. To do this, the club files a Student Event Form with the Office of Campus Life, found at Club Central.

Each organization must submit to the Office of Campus Life a schedule of meeting times and locations for the semester, 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 special approval from the Director of Campus Life.

Available Resources

With a few exceptions, clubs are able to book any classroom, conference room, lecture hall, multipurpose rooms, dining halls, and

theatre facility on campus free of cost. Public spaces on campus can also be booked for tabling as long as it does not block the flow of traffic.

The Office of Buildings and Grounds provides and sets up tables, chairs, podiums, and more for events for free. Available furniture include: 6-foot round tables, 6-foot rectangular tables, chairs, podiums, room dividers, and beverage coolers. To request these items, you must specify them in the Event Form at Club Central.

In addition to furniture, audiovisual technology is available for free. The Multimedia Center provides set up and support for all audiovisual technology on campus, including microphones, amplifiers, projectors, web cameras, and Hyflex technologies. Specify your event's technology needs at the Event Form in Club Central.

The Office of Campus Life also has video cameras for clubs to use. Ask an administrator regarding available equipment in Student Life Building.

Limits on Date, Time and Location of Events

Events open to the Lehman Community can only be held during weekdays while the Office of Campus Life is present on campus (Mon, Tue, and Fri, 9 am to 5 pm, Wed and Thu 9 am to 9 pm). All other club sponsored events occurring on days and times when the Office of Campus Life is not on campus, such as late evenings and weekends, will be approved on a case by case basis by the Director of Campus Life.

Some events held in the late evenings, such as parties, may require presence from Public Safety personnel. Clubs should allow a

minimum of three weeks to make these arrangements. Clubs are urged to co-sponsor activities with organizations sharing similar purposes so that the strain on facilities may be alleviated.

Events can only be scheduled during the Fall and Spring semesters when classes are in session. Events cannot be arranged when classes are not scheduled, such as holidays, nor during finals week.

All events sponsored by clubs must be held on campus. Other than trips, off-campus events are not allowed. Club sponsored trips must follow the CUNY Student Domestic Trip and Travel Guidelines.

Tabling on Campus

Registered organizations are welcome to set up a booth or table on campus for publicity, to provide information, to sell tickets to a club event, or to hold a fundraising activity. Students must file the Club Event Form at Club Central to reserve the space and request a table.

Tables must be set up in locations that do not interfere with traffic or the functions of the college.

Movie Screenings, Theatrical Plays, & Copyrights

All Clubs and Organizations are required to obtain a Public Performance License before showing a video to the public, or pay for the rights to read, practice or perform any dramatic work.

Public performance licenses of films and theatrical works can be obtained by either paying a fee for the license, or receiving authorization from the copyright owner. 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”

In light of the availability of feature-length films on streaming websites and DVDs, student groups are advised to be aware that federal copyright laws restrict the use of films (including digital versions such as DVD, Blu-Ray, or streaming media) to private showings (home use) and prohibit their public performance (club event) without prior written consent of the holder of the copyright.

Similarly, theatrical plays are protected creative works. In addition to paying a fee or obtaining permission from the copyright owner, clubs should never make changes to the original material or video record and distribute the play without permission.

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.

Any institution, organization, company or individual wishing to engage in non-home showings of protected creative works 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.”
- The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.”
- Videos may be shown without a license in the home to “a normal circle of family and its social acquaintances” 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” because the law makes a specific, limited exception for such showings (club events are considered public performances).

Guest 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 three (3) 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 three (3) 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).

Non-Lehman Guest Policy

All club events must be open to, and only to, members of the Lehman College community.

However, 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.

Entrance to club events by members of the community that are not current students, staff or faculty of CUNY is restricted. Approval from The Office of Campus Life and the Office of Public Safety is required. A list of guests must be provided one week prior to the event date. No club event shall have more guests than students in attendance.

At the discretion of the Office of Public Safety, guests may be subject to ID check, and bag and package search at event admission.

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.)

- 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.
- The tickets should be ordered by the college and the cost of printing charged to the sponsoring organization.
- 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.

- Pre-numbered printed tickets must be used for each event.
- 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.

Food Safety

A great majority of club events provide refreshments for attendees. It is important for Lehman College that the health and safety of all participants is ensured. While handling food at your event, you must follow the guidelines below:

- All catering for events must be provided by vendors who are licensed and insured. Students cannot cater their events with home-cooked foods.
- Students who are SERV Safe certified are allowed to do food demonstrations and provide food samples to students. These students, however, cannot cater an event.
- If a club decides to provide food servers, they must wear food-grade disposable gloves.
- Home-cooked items are allowed in events not sponsored by Student Government and that are not open to the Lehman

community, such as planning meetings. Participants must be made aware that these food items are homecooked.

- Clubs can use the fridges and ice machine located in the Student Life Building Kitchen to store food items ahead of an event. All food items must be labeled with the Club name and the date of the event it belongs to. No food item must be stored in the kitchen for more than 1 week.
- Food sold at bake sales cannot be homemade. All food sold for fundraising activities must be purchased from licensed food vendors.
- All leftover food from an event must be disposed. Leftovers must not be stored in the kitchen refrigerators.
- Clubs are advised not to store food in their club rooms/offices for an extended period of time.

Student Travel and Trips

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.

A few notable rules from the CUNY Trip and Travel Guidelines include:

- Approval of trip must be made 1 month prior to the date of trip.
- All trips must have one chaperone per every 20 students.
- Transportation to and from the destination must be provided by public transit, a private transportation company, a CUNY staff certified to transport students, or by the student's own private transportation. Chaperones cannot be the transportation provider.
- All participating students must sign the travel waiver 1 week prior to the date of trip.
- Trips within the 5 boroughs of New York City that are reachable by public transportation do not require signing of waivers, nor the presence of chaperones.

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

- 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.
- As other events, trips must be submitted to the Office of Campus Life using the online Event Form at Club Central. The

Vice President of Student Affairs or Designee must approve all travel using student activity funds. Event Form must be submitted 1 month in advance per CUNY Trip and Travel Guidelines.

- The club is in good standing and is duly registered with the Office of Campus Life.
- 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.
- 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.
- Funding will not be given for 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.
- The Committee for Co-Curricular Development may, at its discretion, place limits on the amount of funds available for travel.

Advertising on Campus and Online

Before events are publicized, approval of the event must be secured from the Office of Campus Life. Club officers must confirm that facilities, equipment, as well as purchasing requests have been processed.

Bulletin boards labeled with "Campus Information Services" throughout campus are open for clubs to post their flyers and posters. A limited number of A-frames are also available for club use.

All flyer must:

- Be stamped by the Office of Campus Life prior to distribution. Digital versions of event flyers must also be approved prior publication.
- Contain the name, date, time, location of event, as well as the name of the sponsoring club. Event flyers with missing information will not be approved.

- Be removed within 24 hours after the event
- Be posted only on bulletin boards. Flyers posted in doors, walls, trees, light poles, or any areas other than bulletin boards, or without prior authorization, will be removed without warning.
- Be posted using push-pins. Staples or tape damages bulletin boards.

Flyers can be printed at the Lehman College Print Shop. Send your files to campus.life@lehman.cuny.edu specifying color, format, and quantities. Price list is available at Club Central.

Clubs can request to have their flyers to be advertised in the weekly Office of Campus Life email newsletter. Send your request to campus.life@lehman.cuny.edu.

Clubs must advertise their events at least two (2) weeks in advance.

SUBMIT A PURCHASE ORDER AT CLUB CENTRAL

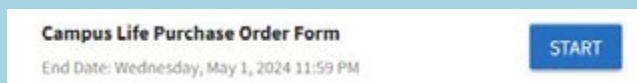
Club leaders must fill this purchase order form to pay for goods or services needed for their event or program. Please submit this form at least two weeks in advance of your event.

STEPS:

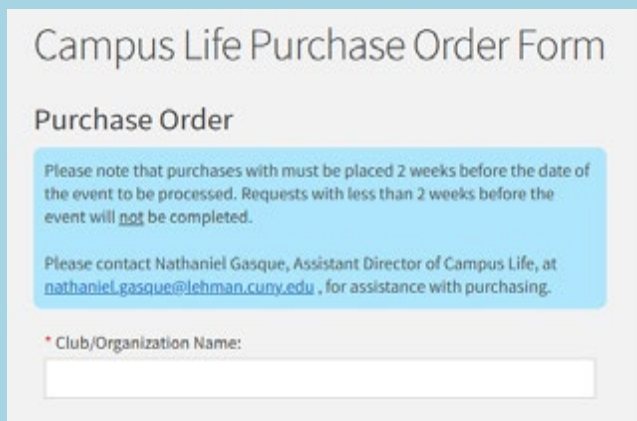
1. Go to Club Central at **clubs.lehman.edu** and “Sign In” with your Lehman 360 credentials.



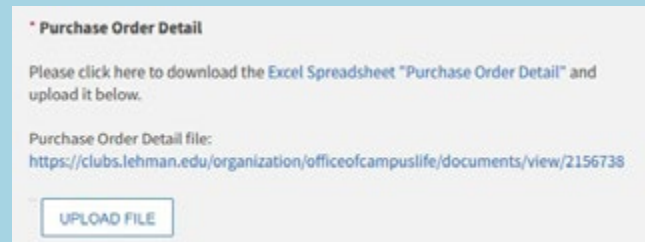
2. Navigate to “Forms” the left-hand side menu. Find the “Campus Life Purchase Order Form” and click “Start”.



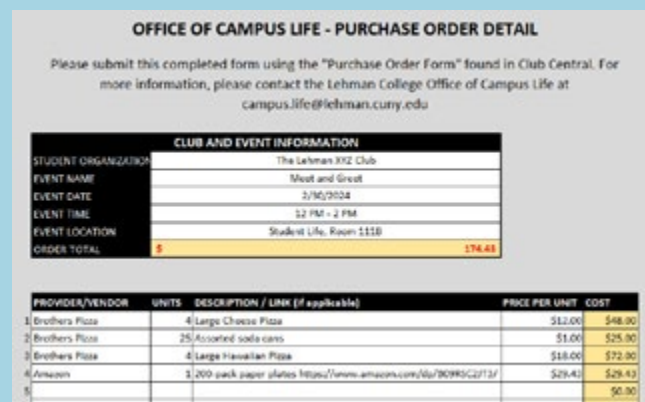
3. You will reach the “Campus Life Purchase Order Form” page. Please continue to fill out all of the required fields.



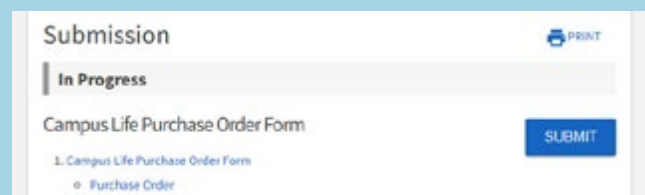
4. The “Purchase Order Detail” step asks for a file breaking down your purchase. Click the link to download the template spreadsheet.



5. Enter each item and service you are getting in the spreadsheet, including links. Yellow fields will be added automatically. Save and upload this completed file.



6. Be sure to click “Submit”. All purchases will be processed within two weeks.



VENDOR REGISTRATION:

CUNY requires all vendors and individuals who do business with the university to register with them. Information asked includes contact information, completed tax forms and contract of performance. Submission of this paperwork can only be done by the vendor. This registration is only done once.

PURCHASING TIPS FOR STUDENT CLUBS

Take in consideration these recommendations when submitting Purchase Order Forms for food and supplies.

MORTON WILLIAMS SUPERMARKET

15 E Kingsbridge Rd, Bronx, NY 10468

Follow the link below for their updated menu
mortonwilliams-catering.square.site/s/order

Quote prices correctly. DO NOT use Instacart as your price reference as it is NOT accurate. Use the menu above or reach out to the Office of Campus Life for price of items not listed.

DETAIL your order as follows:

- Empanadas: spinach, beef, or chicken
- Cupcakes:
 - » Cake flavor: Vanilla, Chocolate, or Red Velvet
 - » Frosting flavor: Vanilla, or Chocolate
- Sheet cake:
 - » Attach image in .jpeg if you would like an image on the cake
 - » Cake Flavor: Vanilla, Chocolate, Marble, Red Velvet, or Carrot
 - » Icing: Vanilla, Chocolate or Chocolate Fudge
 - » Buttercream Filling: Vanilla, Chocolate, Fudge Oreo, or Cannoli
 - » Colors of top and bottom borders: red, blue, green, white, or yellow.

JEROME'S PIZZA

2734 Jerome Ave, Bronx, NY 10468

Jerome's Pizza delivers only after 2 PM. Delivery is made to Gate 13. Orders requested prior to 2 PM must be picked up at the pizzeria.

Jerome's Pizza will call you when your order is ready. It is HIGHLY IMPORTANT to be responsive to your phone.

OTHER VENDORS

Provide vendor's full name and responsive email address.

Inform the vendor to expect a request by email from Lehman College for your student event. Requests are not made by phone.

A list of vendors is available at Club Central home page or by following the link below:
[Approved Vendors for Club Events](#)

DELIVERY OF PACKAGES

Keep in mind all packages are received by the Campus Mailroom and later delivered to the Office of Campus Life.

Packages can only be received when the Mailroom is open. Packages arriving weekdays after 4 PM, or on holidays and weekends, will be received the following business day.

Place orders two weeks in advance (10 business days) to avoid package delays.

ANATOMY OF A FLYER

A good flyer should be able to answer the questions of what, where, when, why and whom, with the least amount of text, images and colors possible. Take in consideration the following suggestions:

- Your header and your main image are the first elements of your flyer the public will see. These two elements must always be prominent and attractive.
- The key to structuring a flyer is to write your text first before adding any images or color.
- Give larger font size and better position to important information.
- Use a consistent font throughout the flyer. You may use a different font to highlight your header.
- Images should take spaces that the text has not taken. Try to avoid overlapping text over images, as it is harder to read. Images are there to highlight your text, not overpower it.
- When using colors, two to four should be enough.
- You can add a QRcode to your flyer. You can download a QRcode for your event from Club Central. Find your event in Club Central, click "Manage", followed by "View QR Code".
- Avoid images depicting alcohol, drugs, or violence.
- Finally, remember that your flyer must be approved and stamped by Office of Campus Life.



Supporting Image

Helps people visualize what will occur during the event

Event Name

Prominent and highly visible

Date, Time, and Location

Call to action

What are you asking them to do? Join, donate, fill survey, etc.

Additional Information

Useful but not critical

Club Name and Contact Information

Without a name and contact information flyers will not be approved. Organizers cannot be anonymous.

Money

All registered clubs have an account with the Office of Campus Life and the College Business Office, Shuster Hall, room 080. All club money collected at a fundraising event, 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 club will be given a deposit receipt and the funds will be credited to the club's 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 (June 30). This means, monies allocated in the Fall semester roll over to the Spring semester, but they do not from Spring to Fall.

Acquiring Funding from Student Government

The Lehman College Association for Campus Activities determines the annual budget for Student Government, which includes funds for clubs. The Student Government's Committee for Co-Curricular Development (CCD) establishes guidelines each semester for funding activities. The committee is run by three Student Government Executive Board officers and two student senators and is advised by the Director of Campus Life. CCD funds activities which clubs sponsor on campus for the entire college community.

All registered clubs have the right to request funding to The Student Government Association's Committee for Co-curricular Development (CCD). CCD collects funding requests at the beginning of each Spring and Fall semesters. Clubs will be notified by CCD regarding the deadlines for submitting budget requests.

Club officers must submit their funding requests using the Budget Request Form available at Club Central. All funding requests must be associated with an event the club will be organizing during that semester. Expenses that are not related to the event, will not be funded. Club leaders are responsible to explain the nature of the event and how they will utilize the funding to host a successful event. CCD may ask club leaders to further explain their budget requests.

Funding requests may be modified or denied if available funds are limited, event does not align with the objectives of the college, or the club has already received funding for other events.

Purchasing

Club funds can be spent using a Purchase Order. A Purchase Order is an online form that the club fills with the Office of Campus Life in order to pay for goods or services. This form asks for the name of the individual or business, the items or services required, as well as the price of each requested item. If it is an online purchase, such as through Amazon.com, a link to the item is required. The Purchase Order form can be found at Club Central.

When contracting some goods or services, only the Business Office staff can sign any agreements or contracts. Students do not have the final authority on the purchasing process. The Business Office may select a different vendor than the one provided by the club.

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

- In order for an individual or business to get paid, they must be registered with CUNY as a vendor. If a vendor is not registered, allow an additional week to complete your purchase. Vendors submit required information directly to CUNY.
- Purchase orders must be submitted at least two weeks prior the date these items or services are needed. Additional time may be required for expensive purchases.
- Monies allocated to the club by Student Government can only be spent on the specified categories of the allocation. Fundraised monies do not have this restriction.
- All club funds must be used by the last day of classes of the spring semester. Unspent money returns to the Lehman College Association at the end of the Fiscal Year (June 30).

Selling and Fundraising

Clubs have the privilege to fundraise within campus. Clubs must be aware of the following:

- Fundraising activities, either by selling items (i.e food, beverages, crafts, etc.) or services (i.e. event performances) must first be approved by the Office of Campus Life. Submit an Event Form in Club Central at least 2 weeks prior to the requested date.
- Fundraised monies must be deposited in the club account with the college and be used for purposes that are aligned with club's objectives and goals.
- A club may not sell anything on campus which provides profit to an individual or outside organization.
- Fundraising activities are not funded with student activities monies. Clubs who wish to do a fundraising activity must pay for it with their own funds.
- No more than two bake sales will be scheduled for a single day to avoid competition and to make sure that your fundraiser is successful. All requests will be accepted on a first come, first serve basis.
- All items sold at bake sales and food sales must be prepared by a licensed vendor. The sale of home cooked items is prohibited.

Prizes, Lotteries, and Raffles

Lotteries and raffles as fundraisers are not permitted and are considered illegal gambling.

Gambling is heavily regulated in New York State and is defined as an act of "staking or risking something of value upon the outcome of a contest of chance or a future contingent event not under a person's control, upon an agreement that he/she will receive something of value, given a certain event."

Raffles and lotteries are permitted as long as payment is not required to participate. Prizes given cannot be purchased using funds from the Student Government's Committee for Co-curricular Development (CCD). Club must purchase prizes using their fundraised monies.

Donations to Charity

Donations may be made to registered charities as long as the club has received written permission on a charity letterhead 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 Student Government's Committee for Co-Curricular Development (CCD) cannot not be donated to not-for-profit organizations. All donations made to charity must be fundraised.

Hazing Policy

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 City 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)

Sexual Misconduct

Every member of The City University of New York (CUNY) 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:

Conrad Walker, Dean of Students

718 960 8241 | conrad.walker@lehman.cuny.edu

Acquiring Office Space at Student Life Building

The Student Life Building has a limited number of club offices available. Clubs interested in obtaining an office must apply for one through the club registration form, available at the beginning of each Spring and Fall semesters. The allocation of office space is done by the Student Government's Campus Facilities Officer based on the club's previous semester performance, including number of events, number of active members, and frequency of club office usage.

Keys to the club office space are not given to students. For gaining entry to club offices, club members must sign in at the CIS Window of the Office of Campus Life. Unless otherwise specified, only club officers are permitted to open a club room. To update the access list to a club room, please update your roster at Club Central and contact the Office of Campus Life administrative staff.

Clubs holding office space are responsible for the upkeep of that space. Clubs must observe the following:

- 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.
- Clubs are responsible for the behavior of their members.
- Noise levels must be kept to an appropriate degree. Clubs may not interfere with the activities of other clubs, 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 the normal operations of another club or event.

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. All common facilities used by the club, such as conference rooms, 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, smoking, and vaping are not allowed in the Student Life Building or on campus.
8. All persons must evacuate the Student Life Building immediately when the fire alarm rings.
9. A validated ID card should be carried at all times. Access to the Student Life Building is limited to enrolled Lehman Students with a valid ID.
10. The Office of Campus Life shall not be responsible for any personal articles left in club rooms.
11. Bumper stickers may not be placed on walls, windows, doors, or bulletin boards.
12. No appliances are allowed in club offices.
13. Food items, including candy, soda, and water, must not be stored in club rooms for an extended period.
14. Club office doors must be left open when club members are present in the room.
15. Please report all damages and needed repairs to the Office of Campus Life, Room 219, 718-960-2590.

Relevant Policies Governing Clubs

A comprehensive list of CUNY Student Policies and Procedures can be found at: [cuny.edu/about/administration/offices/ovsa/policies/](http://www.cuny.edu/about/administration/offices/ovsa/policies/)

- **CUNY Fiscal Handbook for the Control and Accountability of Student Activities Fees**
https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/advocacy-referral/fiscal_accountability_handbook.pdf
This handbook sets purpose, limitations, and procedures that monies collected by the Student Activity Fee must follow. The monies that Student Government awards to Clubs come from the Student Activity Fee.
- **CUNY Student Domestic Trip and Travel Guidelines**
<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Domestic-Travel-Guidelines-2018-REVISED-fixed.pdf>
- **CUNY Bylaws – Article XV – Students**
<https://policy.cuny.edu/bylaws/article-xv/>
Student conduct, and student organizations, student government, and disciplinary action
- **Rules for Maintenance of Public Order (Henderson Rules)**
<http://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/>
- **Student Sexual Misconduct Complainants' Bill of Rights**
<http://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/CUNY-Bill-of-Rights-10.1.2015.pdf>
- **CUNY Tobacco Policy**
https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/policies/TOBACCORESOLUTIONREVISED_POLICY.pdf
- **CUNY Policy on Drugs and Alcohol**
<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Drug-alcohol-policy-amended-5.2.2011.pdf>
Lehman Campus is a dry campus and a smoke-free campus.

Henderson Rules

CUNY Rules for Maintenance of Public Order

RULES & REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATIONAL LAW (HENDERSON RULES & APPROVED SANCTIONS)

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his education unit, shall:

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
2. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his educational unit."

RULES

1. A member of the academic community shall not intentionally obstruct and /or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by their representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from or damage to University/college premises of property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrated against, or spectators.
6. Actions may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled

substances by University students or employees on University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than (5) days after such conviction.

11. The unlawful possession, use or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded. Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

APPENDIX

Sanctions Defined:

- Admonition: An oral statement to the offender that he has violated university rules.
- Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of the time stated the warning, may cause far more severe disciplinary action.
- Censure: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- Disciplinary Probation: Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall in the order of expulsion.

A true copy of the resolution adopted by the Board of Trustees of The City University of New York on June 23, 1969, as amended on October 27, 1980, May 22, 1989, and June 25, 1990.



CLUBS.LEHMAN.EDU