Dear Student Leader,

Thank you for your dedication and interest in providing students with amazing social and extracurricular opportunities. Your efforts to build community and provide a connection to other students are greatly appreciated. Clubs and organizations at NYU School of Engineering are vital to campus life by providing valuable social, academic, and leadership experiences, offering a wide variety of educational programming, enhancing the work of academic departments, and by performing campus and community service. We appreciate the contributions and accomplishments student organizations make on campus and would like to continue supporting this cause.

We also recognize the tremendous difference in student life clubs and organizations have made on campus. This is why we are aware and attentive to the needs of establishing organizations and are continually providing opportunities and resources for your organization. If your organization would like to take an active role on campus, make sure you respond to emails and correspondence sent by the Office of Student Activities and Resource Center (OSARC), with Graduate Student Services (GSS) included.

The Student Organization Handbook contains summaries of the policies, procedures, privileges, and responsibilities of recognized student organizations. It is designed to help you navigate your way to successful event planning, organization, and leadership initiatives. Please read the Handbook carefully and use it as your reference throughout the year. To maintain your recognition status as an organization, it will be necessary to be familiar with the policies and procedures, so that as you conduct business on campus you are in accord with the University. In addition to following University policies and procedures, your entire Executive Board (E-board) must attend one (1) required Student Leader Orientation training per semester (fall and spring). At these meetings your organization will receive updates to any policies or procedures as well as information about the many opportunities for organizations to get involved on campus and sign the Handbook Pledge confirming your agreement to the OSARC terms and conditions outlined.

The NYU School of Engineering Office of Student Activities and Resource Center is committed to providing you with the tools and support necessary to be successful in reaching your organizational and leadership goals. Please feel free to drop by the office and ask questions or garner resources on the endeavors your organization wishes to pursue. We look forward to seeing the creative and purposeful programming from each organization throughout the upcoming school year. Best wishes for a successful year and thanks again for your contributions to the NYU School of Engineering community!

Sincerely,

Alicia Erwin
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SECTION 1: OVERVIEW OF THE OFFICE OF STUDENT ACTIVITIES AND OFFICE OF GRADUATE STUDENT SERVICES

MISSION STATEMENT
The mission of the NYU School of Engineering Office of Student Activities and Resource Center (OSARC) is to support the academic goals of the University by providing services and programs designed to enhance and maximize students’ co-curricular educational opportunities. All programs and services are designed and implemented with the aim of creating a rich educational environment, infused with the core values of: community engagement and civic responsibility, diversity and cultural competency, innovation and creative thinking, interpersonal and leadership development, and connection to the global network university. OSARC strives to increase student satisfaction in Brooklyn, assist in the retention of students leading to graduation, and provide opportunities for students to develop essential life skills.

CORE VALUES
Aligned with the NYU School of Engineering’s goals, the Office of Student Activities and Resource Center will promote a positive school climate that empowers students in regards to:

- Community Engagement and Civic Responsibility
  - We believe in broadening the educational experience through active civic engagement and embracing the NYU tradition of being “a private university in the public service”.

- Diversity and Cultural Competency
  - We believe in developing intercultural competency and fostering an inclusive community that recognizes the value that diversity brings to the campus community.

- Innovation and Creative Thinking
  - We believe in creating a collaborative environment that embraces interdisciplinary thought and social entrepreneurship, to support the development of creative leaders.

- Interpersonal and Leadership Development
  - We believe in the holistic development of intellectual, emotional and interpersonal skills that further individual and community growth.

- Connection to the Global Network University
  - We believe in complementing and supporting the University’s academic mission as an international center of scholarship, teaching and research.

VALUE TO STUDENTS
- To engage students and organizations in meaningful opportunities for learning through service and empower students to become socially responsible, active and contributing members of their local and global communities.
• To encourage students to respect and appreciate the unique qualities, characteristics and perspectives that comprise our campus and create opportunities for students to develop intercultural communication and interaction skills.
• To provide space for students to use their knowledge to address emerging challenges at the campus, community and global level. Encouraging intellectual exploration can occur through the utilization of critical thinking, creativity and innovation.
• To recognize the potential in students to impact the world around them in innovative ways.
• To foster an environment conducive to international education and intercultural awareness through educational and social experiences.

LOCATION & HOURS
We are located in LC 221 and LC 223.

The office is open weekdays Monday - Thursday, 9:00 a.m. - 6:00 p.m.; Friday, 9:00 a.m. - 5:00 p.m., throughout the fall and spring semesters, except for university holidays.

We are available to assist students in starting and maintaining a successful group by providing:
• Leadership Training
• Meeting spaces
• Organizational funding and support
• General advisement

SECTION 2: RECOGNITION OF STUDENT ORGANIZATIONS

TYPES OF ORGANIZATIONS OFFERED/AVAILABLE
NYU School of Engineering is fortunate to have a variety of co-curricular organizations on campus. Organizations are categorized to better communicate their general purposes and activities to interested students. The Office of Student Activities and Resource Center describes organizations as belonging to one of the following categories:

I. Undergraduate Clubs
   • Clubs with a majority (above 50%) undergraduate students on their Executive Board will be identified as an Undergraduate Club and will be assigned a GA from the Office of Student Activities and Resource Center.
   • Clubs that are affiliated with national organizations that charge membership dues may collect dues from their members that correspond with national organization’s fees. Clubs that are funded by the Student Activities Fee, and are not affiliated with a national organization are not permitted to charge their members club dues.

II. Graduate Clubs
   • Clubs with a majority (above 50%) graduate students on their Executive Board will be identified as a Graduate Club and will be assigned a GA from the Office of Graduate Student Services.
Similar to Undergraduate clubs, clubs that are affiliated with national organizations that charge membership dues may collect dues from their members that correspond with national organization’s fees. Clubs that are funded by the Student Activities Fee, and are not affiliated with a national organization are not permitted to charge their members club dues.

III. Exclusive Organizations
- If your organization reserves the right to exclude its membership (choose members), then it is considered an exclusive organization and is not eligible to receive funding from the Student Councils. However, this does not mean that your club cannot be funded. Exclusive organizations may be able to receive funding on a case-by-case basis for events that are open to the entire NYU School of Engineering community. Exclusive organizations should request funding in writing to the Office of Student Activities and Resource Center.

IV. Greek Letter Organizations
- Recognition requirements can be found here:  
- An overview of the requirements in regards to forms are as follows – All Greek Letter Organizations must submit:
  - Current membership roster (required!)
  - Current chapter officer roster
  - Statement of Understanding of Recognition Policy
  - Intent to Recruit form/Membership Intake Intent form (required!)
  - Anti-Hazing Compliance form/ NYU Anti-Hazing Policy
  - Insurance Liability form ($2,000,000 policy)
  - Bid Roster (should be submitted according to the FSL deadline)
  - New Member Roster form (required!)
  - Prospective Member Discontinuation form
  - New Initiate Roster (should be submitted according to the FSL deadline)
  - Attendance of the chapter President or designated representative at FSL retreat
  - Transition/update of Club Pro database (should be submitted by CSALS deadline – completed through OrgSync)
- Should there be a change in membership, please contact OSARC immediately!

Below is the cycle of recognition status for clubs and orgs for BOTH Undergraduate and Graduate Student Organizations:

Incubation Period – Once clubs are accepted into the “incubation period” for the duration or time equivalent of one (1) semester, these forming student organizations are eligible for the following:
- Funding – Clubs may submit funding requests to Student Council as outlined in the OSARC Student Clubs and Organizations Handbook and Finance Committee guidelines, however, these clubs are NOT eligible
for conference/competition funding, are limited to funding for food for one (1) General Body Meeting per month, and are not eligible to request funding exceeding $1,000.

- **Fundraising** – Clubs in incubation must host one (1) fundraiser per semester.*
  - Additionally, we encourage you to participate in a community service project (collaboration with the Poly Project is highly suggested).
  - You are also encouraged to host one program/campus-wide event.
- **On Campus Space** – Clubs may submit paperwork to request any of the eligible spaces on campus per the Program Registration Form and the Handbook.
- **Directory Listing** – Clubs are eligible to receive a listing on the online clubs and orgs directory with the explicit caveat, “in incubation”.
- **Email Alias** – Clubs and orgs may create their own club email address but will not receive an official NYU affiliated email alias until completion of the set incubation period and terms of this period have been met.
- **Locker, Banner, Mailbox in LC 223** – Clubs are not eligible for these items until completion of the set incubation period and terms of this period have been met.
- **OSARC Meetings** – Clubs in incubation must meet with their appointed Graduate Assistant (GA) Advisor on a bi-weekly basis to work through OSARC processes and club goals.
  - Clubs must complete the Student Leader Orientation (SLO) training with their appointed GA.
  - Clubs must submit ALL General Body Meeting minutes to their GA within seven (7) days of the meeting date.
  - Clubs must submit the membership roster at the final incubation meeting of the semester to be eligible for “Active Status”.

*If clubs fail to be officially recognized at the end of their incubation period, any fundraised money will be incorporated into Student Council funding to be allocated to clubs requesting funding.

**Active Status** – Once a club/organization completes their Incubation Period, which includes regularly meeting with an OSARC/GSS Graduate Assistant to confirm eligibility standing, the club will enter into Active Status and be eligible for all benefits and privileges associated, including being listed on the online Clubs & Orgs Directory.

**Inactive Status** – The OSARC and GSS will evaluate the status of each club at the end of each spring semester. If these offices find that a student organization has gone a significant amount of time during the year without regular activity (relative for each organization) and has not completed the following steps for Returning Organizations, the club will be listed as “inactive” and placed on Probation (see below).

**Probation** – If a recognized student organization fails to remain active and/or fail to complete tasks as specified for active clubs that include but are not limited to regular General Body Meetings, events, etc. during an academic year, they will be placed on probation for the following fall semester. They will be required to follow the following terms in order to regain their recognition status for the spring semester and beyond:
• Clubs placed on probation will meet with their OSARC/GSS Graduate Assistant during the first two months to review their mission statement and outline customized goals for the probationary period, which is equal to that fall semester.
• Bi-weekly meetings with their respective GA are required.
• Meeting the goals outlined in the initial meeting is required.
• Final recognition review meeting with the OSARC/GSS and Student Council to approve active status.
• Clubs and organizations who fail to meet their probationary requirements will be moved to inactive status. Once placed on inactive status, students must apply for new club recognition if interested in reviving the student club.

Returning Organizations – In order to maintain eligibility from one academic year to the next, follow these steps:
• Complete and submit the Club Re-Renovation Form to the Office of Student Activities and Resource Center.
• Review your mission
  o Is it still applicable?
  o If not applicable, re-submit updated Constitution.
• Confirm your membership and leadership.
• Confirm the executive board information.
• All forms can be found online on the Student Activities and Resource Center page
• ALL RETURNING GROUPS MUST BE RE-REGISTERED with NYU SOE AND NYU Washington Square.
• You can re-register with NYU AFTER you are cleared with the NYU SOE Office of Student Activities and Resource Center at http://www.osa.nyu.edu/content/new.school.club.registration/

Benefits and Privileges of Recognized Organizations
• Use of designated University space for meetings and programs
• Can request startup funding in support of campus-wide events serving the entire NYU SOE student body
• NYU SOE email alias to be connected/redirected to a general club email
• All organizations recognized will also be listed in the club directory on the Office of Student Activities and Resource Center website.
• A recognized group may sponsor events and programs that are open to the NYU SOE community
• Leadership retreat and workshop participation
• Advisement and support for further development
• Networking opportunities with other students, faculty and administrators
• Opportunity to make a difference within the NYU SOE community
• Access to calendar of events and campus wide promotion
• Use of available resources including mailboxes and office materials in “Leadership Hub”
• Use of a (1) locker for your organization’s materials.
• Eligible for a (1) banner with club name/logo (Please see the Banner Request Form on OrgSync for additional details)
• All recognized clubs and organizations are registered through New York University Center for Student Activities, Leadership and Service (CSALS)

RESTRICtIONS
Clubs **WILL NOT** be considered for recognition beyond not meeting the following basic criteria:
• Clubs engaging in activities the University deems as posing personal health or safety risks to participants.
• Clubs requiring additional insurance.
• Clubs requiring specialized practice/rehearsal spaces or other specialized facilities beyond the availability and scope of what NYU SOE can provide in our existing NYU SOE facilities.
• Clubs providing services more appropriately provided by University offices or government agencies.
• Clubs with membership restrictions.
• Clubs incorporated as for-profit business or non-profit organizations.
• Clubs planning to hold off-campus activities or to attend off-campus activities without the official sponsorship of an academic or administrative office at NYU SOE.
• Clubs with a mission or purpose that conflicts with the mission, purpose and values of the University.
• Honorary fraternities/sororities or societies affiliated with an academic program.
• Any club sports or organizations of a recreational nature.

**SIMPLE STEPS FOR RECOGNITION: A CHECKLIST**
The following procedures are required of NEW organizations and are detailed instructions which expand upon the descriptions presented in the section above:

**Step 1: Recruit Leaders and Members**
Membership must be comprised of and open to all of the NYU School of Engineering’s community’s degree-seeking students.
• Faculty, staff, and alumni may be non-voting members of an organization.
• Students on leave of absence or those required to withdraw may not take part in student activities, including membership in student organizations.

Twelve (12) total members are required at minimum which includes the four executive board officers who are School of Engineering students.
• NYU students enrolled in a full-time program with another school of NYU may join the organization, however, their total amount should not exceed 30% of the general membership and at minimum, and four officers must be SOE students.

Student organization officers must be currently enrolled or continuing NYU SOE students, in good standing at the University, with a cumulative grade point average of 2.3 or higher.
• Good academic standing must be confirmed by the OSARC or GSS each semester.
• Students on academic probation should have limited status as a member. They should also consult with their faculty advisor about participation in programs.
When completing the **Club Re-Recognition Form** (through OrgSync), officers, through their submission of their information, provide consent to disclose student academic records. The link to the School of Engineering’s policy regarding FERPA is: [http://engineering.nyu.edu/academics/code-of-conduct/ferpa](http://engineering.nyu.edu/academics/code-of-conduct/ferpa)

Students who are creating a new club or organization will submit this information on the Club Re-Recognition form as well.

Student organizations may not restrict membership because of race, color, religion, sex, sexual orientation, national origin, age, marital status, pregnancy, disability, genetic information, disabled veteran’s or Vietnam veteran’s status, or any other classification that discriminates against individuals.

- Social fraternities and sororities are exempt from membership practices based on gender under the provisions of Section 86.14 of Title IX, United States Code.

**Step 2: Find an Advisor**

All recognized student organizations are required to have an advisor. Advisors may be part-time or full-time faculty or administrative staff members of the university. Student organizations that cannot secure an advisor should consult with the Office of Student Activities and Resource Center.

**Step 3: Prepare a Constitution**

All student organizations must have a written document, either in the form of a "Constitution" that determines the structure of the organization and the operations processes. Please submit an electronic copy to the Office of Student Activities and Resource Center ([nyuengrosarc@nyu.edu](mailto:nyuengrosarc@nyu.edu)) for undergraduate clubs or Office of Graduate Student Services ([nyuengrgradlife@nyu.edu](mailto:nyuengrgradlife@nyu.edu)) for graduate clubs, to keep on file.

**Step 4: Create a Recruitment Strategy and Plan Your Events**

Think about how you will participate in Club Fest and recruit (and retain) members. Start planning events by thinking of 2-3 activities, programs, socials, presentations you would like the organization to execute. These should be the kinds of activities that support your mission, would be of interest to your members and to the NYU SOE community. Returning organizations need to submit a review and assessment of these activities at the end of each school year in order to be eligible for re-recognition.

**Step 5: Submit a COMPLETED Club/Org. Registration Form via OrgSync**

All registration and re-registration forms will be completed and submitted through OrgSync. The deadline to re-register for the 2015 -2016 academic year was May 8, 2015. Re-registration for all clubs is done by clicking “Update Now” or “Manage Profile” under the profile tab on OrgSync. You must update all information including incoming e-board members, constitution updates, etc., in order to complete the re-registration process. For clubs who did not complete the process, their organization will not be active for the 2015-2016 academic year.

**MAINTAINING STUDENT ORGANIZATION RECOGNITION**

In order to maintain your status as a recognized student organization at NYU SOE, your organization must follow the procedures below:
• Submit the **Club Re-Recognition Form** before the spring deadline and at any time your organization elects new officers. All officers listed must be currently enrolled or continuing NYU School of Engineering students, who maintain a 2.3 GPA or higher.

• Must maintain membership guidelines as outline on page 7 for NEW student organizations, including both general membership and officers.

• Returning organizations must review their constitution or business plan and confirm that it remains applicable.

• Complete a required student leader orientation meeting once each semester. This meeting is conducted by the OSARC/GSS. All E-board members of the organization must attend the **entire** training and sign in.

• Report any revision of the name, constitution and by-laws, or new officers of your organization to the OSARC/GSS. All revisions and changes must be made in accordance with the procedures prescribed within your existing constitution and by-laws.

• All student organizations that are affiliated with national or international umbrella organizations or headquarters must remain in good standing with those entities to maintain University recognition. For example, organizations that are suspended by their national or international headquarters will have their University recognition suspended as well.

• Attend Student Council General Assembly meetings (one representative from each organization must be present).

• Follow all University policies and procedures.

**CLUB NAME/USE OF UNIVERSITY NAME**

Use of "NYU School of Engineering" or “New York University Polytechnic School of Engineering” as part of a club name is restricted to "at NYU" or "at New York University". For example your club is not authorized to use the name "NYU SOE Theatre Club" but is authorized to use the name "Theatre Club at NYU School of Engineering".

New clubs may not identify themselves as an "Office", "Council", "Board", "Center", "Department", or other names commonly used to identify official governing bodies, administrative or academic areas of the University. In cases where a club is a campus chapter of a national organization that includes these terms, the Student Council will take consideration of an exception of this policy.

**WITHDRAWAL OF RECOGNITION AND SANCTIONING STUDENT ORGANIZATIONS**

If University procedures are violated, student organization sanctions include but are not limited to: written warning; suspension of the organization recognition; and withdrawal of organization recognition. Individuals may also be sanctioned by the University for their role in violating policy, with sanctions including but not limited to written warning, removal from office, and disqualification of candidacy.

**RELATIONS TO THE UNIVERSITY**

• NO organization will be allowed to appear on a commercially sponsored or radio or television program.

• NO organization shall be in any publication, radio or television broadcast, public performance, or otherwise purport to represent the views or opinions of NYU.
ANY form of advertising for a student organization sponsored event using the NYU/NYU School of Engineering name and/or logo must be stamped and approved by the Office of Student Activities and Resource Center or Office of Graduate Student Services. Use of the University’s name and/or logo is restricted to the express consent of the University and the OSARC/GSS.

FAILURE to adhere to said policies may result in loss of recognition status or sanctions to the organization or individual as determined by the Office of Student Activities and Resource Center as well as the Office of Student Affairs.

DISSOLUTION OF AN ORGANIZATION
If an organization wishes to dissolve its chapter as a recognized student organization of NYU School of Engineering it must do the following steps:

- **A Written Statement/Letter** – an executive officer of the organization must put in writing that they are planning to dissolve the organization.
- **Get Advisor consent** – you should also have your advisor sign the letter or statement wishing to dissolve the organization.
- **Submit the written statement to the Office of Student Activities as soon as the decision is made and consent is placed in writing** – All financial accounts and outstanding budgetary issues must be settled before the organization is allowed to be fully dissolved.
  - During the process, all executive board members are responsible for any outstanding issues related to the organization, including but not limited to financial issues and administrative areas.

CREATING A CONSTITUTION
Each student organization must operate according to a constitution. Student organizations must maintain current constitutions and by-laws with the Office of Student Activities and Resource Center. The constitution and by-laws on file are the only constitution and by-laws recognized by the University as governing an organization’s recognition status. It is important to note that University policies will supersede the constitution of the organization. In keeping with the i2e mission, the Office of Student Activities and Resource Center is allowing student organizations to submit their constitution and by-laws in the form of a Business Plan. Business Plans must address each article required from the Constitution. Incomplete business plans are subject to disqualification.

REQUIRED TEXT IN YOUR CONSTITUION
The following statement must appear verbatim on all constitutions, bylaws, and printed publicity:

- *The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of the “New York University Polytechnic School of Engineering.*

Because University policies and procedures for recognized student organizations will supersede any policies and procedures from parent or affiliate organizations, an article of the Constitution must make reference to policies where applicable to a club or organization affiliated with a parent organization. The statement should explicitly...
express understanding from the members that:

- **The NYU Polytechnic School of Engineering policies and procedures for recognized student organizations will supersede any policies and procedures from [insert parent/affiliate organization name].**

Additional statements for the Constitution are:

- **Organization officers and members understand that they will be financially responsible for any damage to, or loss of, University property.**

- **Student organizations are required to comply with all appropriate Federal, state and local laws and ordinances as well as all University and Office of Student Activities and Resource Center policies and procedures, which include the University Student Code of Conduct.**

### YOUR Advisor and THEIR Role

The relationship your advisor and the members of your group develop is critical to the overall success of your group. Group members should look for an advisor who is committed to the purpose and goals of your organization, who is willing to listen and support the goals and objectives of the membership. Your advisor can serve as a great resource, especially in the following ways:

- Serve as “sounding board” off of which you can bounce new ideas
- Intervene in conflicts between members or officers
- Be knowledgeable of policies that may impact your organization’s programs and decisions
- Act as a liaison with academic departments
- Provide continuity and stability when student leadership changes
- Provide a different and/or alternative perspectives regarding issues

Faculty and staff who serve as advisors to student organizations do so voluntarily. Steps should be taken to make sure the involvement is a rewarding experience for the entire group including the advisor. Therefore, group leaders and members should:

- Discuss expectations with the advisor from the beginning.
- Notify the advisor of all meetings well in advance, and encourage their attendance.
- Send the advisor a copy of all meeting minutes.
- Consult with the advisor prior to making changes in the structure or policies of the organization and before major projects are undertaken. (An advisor’s experience can be most helpful.)
- Inform the advisor of all planned programs and events.
- Understand that although the advisor does not vote, s/he should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
• Periodically evaluate the advisor and provide him/her with constructive feedback about how s/he might be more helpful to the group.
• Acknowledge the advisor’s service to the group and remember to say “thank you.”

As an advisor to a student group, the advisor should:
• Be familiar with the purpose of the student organization as stated in the organization constitution;
• Understand the critical role that advising and faculty interaction have in the success and overall development of our students and their effective functioning in a multicultural and diverse society;
• Have knowledge of and advise the group on the policies and procedures of the Office of Student Activities and Resource Center
• Have knowledge of and advise the group on University policies as referred to in the Student Organization Handbook
• Meet with the group regularly – and help them set their goals for the year. Attendance at group meetings strongly encouraged and recommended.
• Provide guidance in programming, planning, and budgeting as needed;
• Understand his/her role is primarily consultative – the members of the organization are responsible for policies and decisions. An advisor should express his/her concern if the policies and decisions the group makes are in violation of any policy or guidelines related to NYU School of Engineering as well as city, state, or federal law. If the advisor expresses a concern and the group does not listen, the advisor is obligated to report the issue to the Director of Student Activities.
• Attempt to attend all of your group events, on and off campus, or make arrangements for another member of the faculty or staff to support the program in their absence.

Areas of General Advising, which include budgeting, are:
• Assist group members in the development of a Mission Statement including goals for the organization and a Constitution.
• Provide support and serve as a resource for the group throughout the entire academic year.
• Advise group officers on the University’s policies for recognized student organizations.
• Assist group in election of officers and support group through the transitions.
• Assist group members in the development of a yearly calendar of events.
• Serve as a liaison between the group and the OSARC.
• Assist the group in the development and maintenance of a budget.
• Approve and sign all budget requests prior to submission to the OSARC.

SECTION 3: FUNDING RESOURCES & PROCEDURES

GENERAL FUNDING PROCESS
Student organizations recognized by the University receive various forms of support from the Office of Student Activities and Resource Center and Student Council. A major portion of the annual Student Activities budget is allocated to student organizations to support programs executed by student groups and the Office of Student
Activities and Resource Center, GSS included, as well as other counterparts within the Division of Student Affairs. The Office of Student Activities and Resource Center and Undergraduate Student Council assist organizations by funding programs benefiting the entire student population.

Here are some areas to keep in mind:

- Requests for funding can take up to three (3) weeks to process.
- The OSARC/Student Council and Office of GSS do not fund events that have already happened.
- Requests for funding may be submitted as early as one (1) semester before the event.
- Keep in mind that funding requests should be submitted for approval at least (3) three weeks prior to the event.
- All receipts must be returned to the OSARC/GSS within a month after the event date. Late receipts will be revoked funding. It is your responsibility to reconcile these monies in a timely manner.
- Prior to the request for funding, an officer of your organization (listed on the Student Organization Officer Information Form) must attend a Student Leader Orientation. These workshops are held once each semester and the entire process of funding (from request to check) is covered in detail. After an officer of your organization has completed the Student Leader Orientation, requesting funding is a three (3) step process.
  1) Develop the program by determining what your organization would like to do and what resources will be used. (Who will staff the event? What types of publicity will be used? Will there be food? Will you hire a performer?). You should refer to the Event Planning section of the manual for more information.
  2) Prepare for the event. If you will be requesting money for food, you will need to submit an estimate from the caterer or vendor detailing the full costs of food and beverages. Be aware that it is customary for caterers to charge tax (we are a tax-exempt institution) and gratuity and we will not adjust your funding once awarded.
  3) Submit the request for funding. A representative from your organization must attend the Finance Committee meeting during which your request is being heard. It is also an opportunity for the committee to address any concerns that they may have about the request. Questions most often raised involve turnout, the number of NYU SOE students involved, etc.

**NOTE:** If the amount requested for the event is above $1,000, your request must be reviewed by the Finance Committee and then forwarded to the general student council members-at-large. If the event is less than $1,000 the Finance Committee can make a decision at their regular meeting.

4) NYU is a TAX EXEMPT institution; therefore, all purchases should be made using a tax exempt form. However, only professional staff is permitted to use Tax Exempt forms; therefore, arrangements must be made, in advance, with the Coordinator of Student Activities when Tax Exempt forms for purchases are required.

5) The Office of Student Activities and Resource Center policy states that recognized student organization travel expenses shall not be paid for by student activity fees and Student Council funding. Moreover, the Student Council Finance Committee limits conference funding to paying for the registration of participants, not to exceed five hundred dollars ($500) for all participants.
This information is a portion of the complete policy on Student Organization Funding. For more information or a copy of the entire policy, please see the Appendix for the full copy of the Funding Request Form and Policies.

**FUNDRAISING, SPONSORSHIP & REVENUE ACCOUNTS**

**FUNDRAISING**
Any fundraising activity related to your organization is considered an event. If your organization would like to hold a fundraiser, please complete the Event Request Form on OrgSync at least three (3) weeks prior to the event and identify that the event is aFundraiser on said form.

**Please note:** If your organization is holding a fundraising event, Student Council does not approve funds for these events. A club may refund members for out-of-pocket expenses related to the event, in exchange for receipts, out of funds collected before depositing them. Under no circumstances should a club/organization keep the cash.

**NOTE:** If you are planning to sell food on campus – please make sure you contact Edna Castillo (Lackmann Catering Services – Ecastillo@lackmann.com) in the cafeteria to notify her of this event as well as to gain more support/resources from her.

Successful Fundraising Strategies include, but are not limited to:
- Bake/Candy/Cultural Food Sale
- Donation/Entrance fee to participate in an activity
- Admission fee to an event
- Collecting donations at meetings, events, or tabling

**SPONSORSHIP**
If your club/organization plans on soliciting funds from NYU Alumni, NYU Faculty, Staff and Administration or external corporate donors, your club MUST meet with OSARC prior to solicitation for specific feedback and protocol.

Prior to meeting with OSARC, please prepare a drafted letter and a list of all potential donors you plan to contact for donations. OSARC have created a template of a letter, your organization can use or create its own to meet the organization’s needs. Items that should be included in the letter are:
- Introduction of your club and its mission
- Reason as to why you are reaching out to this individual/department/company
- How the organization will utilize the funds that are being requested
- List of the goals for the upcoming academic year
- A brief description of what your organization does outside of the planned use of funds
- Information of where to send payment, if they agree to donate to the organization
  - Create a sponsorship form (see OSARC template for example)
After meeting with OSARC and distributing donation requests, update OSARC as donations are confirmed so that the office is aware of incoming checks and deposits. We use this information to track your club’s donations in OrgSync.

**COLLECTING FUNDS**
Eventbrite and PayPal are acceptable platforms to assist your organization in the collection of funds when hosting a fundraiser. These platforms are to only be used for events that require tickets or an entrance fee. For collecting funds that have been donated, organizations should receive a check from the individual or organization.

To utilize Eventbrite or PayPal for a fundraising event, a student organization has two (2) options:

**Option 1**
- The organization creates an account specifically for the organization
- The setting must be selected to have a check cut for withdrawal *(DO NOT LINK A BANK ACCOUNT)*
- The “Check Details” are the following:
  - Payable to: New York University
  - Address: Office of Student Activities and Resource Center
    5 Metrotech Center, LC 223
    Brooklyn, NY 11201
- The balance must be withdrawn from the account within **48 hours** of the completion of the event – Most checks take 2 -3 weeks to arrive
- Must submit a **Collection of Funds** form to OSARC with an attached list of ticket purchasers AFTER requesting a check
- Once a check is received, funds will be deposited into the organization’s **Revenue** account – see below

Reminder: It is **MANDATORY** that all organizations meet with OSARC to receive approval to use Eventbrite or PayPal in their fundraising plans.

**CLUB & ORGANIZATION REVENUE ACCOUNT**
Revenue accounts are created for clubs that raise funds through active fundraising and donations. Revenue account balances roll over from year to year and may be used in a future fiscal year.

All monies raised by the organization must be submitted with the completed **Collection of Funds** form to OSARC in order to be deposited into your organization’s account to be used ONLY by your organization. Organizations must return the form with any money that was collected to LC 221 for deposit into the organization’s account on the next business day following the event with the funds being given directly to a staff member. As previously states, a club may refund members for out-of-pocket expenses related to the event, **in exchange for receipts**, out of the funds collected before depositing them. Under no circumstances should a club/organization keep the cash. You will not need a **Funding Request** form in order to spend the raised money.
If the deposited funds are a donation, the deposit will be processed through the Universities’ Donor Relations so that the donor can be appropriately acknowledged. Be sure to specify into which account you would like the money. A donation letter should be included with the check and/or cash to specify what intention of the funds are.

**Conference Funding**

Conference funding is open to all undergraduate, graduate, and Ph.D. students. Below are the specific guidelines regarding funding:

- Domestic conferences can be funded up to $750 and international conferences can be funded up to $1,000.
- The link to apply for conference funding is: [https://orgsync.com/63383/forms/154757](https://orgsync.com/63383/forms/154757)
- Please be specific as possible when applying for funding down to the last cent!
- Written approval must be submitted from faculty or advisor

**SECTION 4: MEETINGS**

**RUNNING A MEETING**

Meetings are vital to the sustainment of organization and your members. You should use these times to communicate important announcements, dates, and plan events. While the specific details of meeting are dependent on the individual organization the overall structure should generally remain as follows:

- **Old News**
  - Review previous meeting minutes
  - Assessing previous events
- **New News**
  - Upcoming events
  - Brainstorming, logistics & planning for future events
  - Next meeting’s agenda

**PARLIMENTARY PROCUDURES**

Formally, parliamentary procedure is recommended to be used for all your group’s business meetings. By following the rules of parliamentary procedure (Robert’s Rules of Order) the Chairperson/President is able to conduct the meeting in an orderly, respectful manner allowing everyone the opportunity to participate. These principles and procedures help maintain order and ensure fairness in all decision making processes. Robert’s Rules of Order has become the leading authority in most organizations today.

The basic principles behind parliamentary procedure are:

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

Duties of the Chairperson/President:
The chairperson/President runs the meeting, unless s/he appoints someone else to fill this role. The chairperson/President should:
• Call the meeting to order
• Announce the business according to the agenda
• Entertain motions, encourage discussion (recognizing one person at a time)
• Make sure members follow the rules of order
• State and put to a vote all motions
• Take the vote (usually a majority vote is needed to pass a motion)
• Once a vote is taken the chairperson should make sure that the members share the responsibility for further action and that a timetable for completion of the task(s) be agreed upon

If you would like more information about Robert’s Rules of Order please go to: http://www.robertsrules.com/

Preparing an Agenda
In a meeting the person leading the meeting should work from the agenda. The meeting agenda should clearly outline the intended objectives of the meeting including the issues to be discussed, the order of discussion, and the time available to accomplish them. It should also provide the framework for keeping the meeting on target.

The agenda should be headed with the date, time and location of the meeting. Be sure to submit the agenda to the participants with any necessary additional paperwork as early as possible to give them enough time to prepare. This is the best way to ensure that those attending your meeting will be clear about the purpose of the meeting. You should request agenda items ahead of time and place a time certain on when items can be submitted for integration into the meeting.

The following is a sample of items for meeting agenda according to Robert’s Rules of Order:
• Approval of previous meeting minutes
• Reports of officers and standing committees
• Reports of special committees
• Unfinished Business
• New Business
• Adjournment

Minutes and Attendance
All clubs and organizations are required to keep minutes of their meetings. Minutes should reflect all the decisions reached by the group, including budget recommendations and requests to modify budgets.

- Members should be asked to sign an attendance list, which must be attached to the minutes of the meeting.
- Minutes and the attendance list for clubs should be kept on file for your own use.
- The easiest way to organize minutes is to follow the agenda outline for your meeting.
  - The minutes should be typed and signed by the person who recorded them.
  - Then, you should make a copy of the minutes available to all group members and your organization’s advisor.

**Quorum**

*All groups must have an agreed and stated quorum for their meetings included in their constitution.* A quorum is the minimum number of members who must be present in order to conduct business. The presiding officer must know what constitutes a quorum for a meeting before calling the meeting to order. To establish that a quorum is present the president can take an actual head count, the secretary can call the roll, or members can sign in. Never conduct a business meeting without a quorum present. If business is transacted without quorum it is considered null and void. It is also important that the quorum be present for the entire meeting. If a member notices that a quorum is no longer present it is his/her obligation to inform the presiding officer of the situation. At that time no more business can be transacted. Examples of business would be voting on issues/activities and major decisions related to the organization.

**Meeting Tips**

- Do what you can to maintain the group’s interest and do not permit one individual to dominate the meeting.
- Watch out for “group think”; don’t allow conformity to control decision-making.
- Attack problems, not the people who cause them.
- Be firm with ramblers and ignore irrelevant comments.
- Avoid words that may have multiple interpretations and generalizations (words such as “always” and “never”).
- Avoid hurtful, bias, offensive language. As well as words or phrases that is emotionally charged.
- Present information by first providing a framework for it.

**SECTION 5: EVENT PLANNING**

Event planning has been made easy through the utilization of OrgSync. Formerly known as the *Program Registration Form*, student clubs and organizations can now create events using the “Create an Event” tab on OrgSync. Although the process is available online, your Graduate Assistant is still available to assist in the step-by-step process. Thus, below are the steps for creating an event:

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

- Make sure you coordinate and organize all the logistics for your event. Areas to consider and include are: space requests, catering, facility needs and A/V equipment, publicity, etc.

**Step 2:** Complete the **Create an Event Form** on OrgSync as well as the **Funding Request Form** and **Catering Request Form** – again, all found on OrgSync.

- After the forms are submitted, you and your Graduate Assistant will receive a notification regarding the submission.
- Only after the faculty advisor approves the event submission will your Graduate Assistant then approve of the event and provide additional information regarding room locations.

**Step 3:** Event Planning Meeting – This meeting should include your executive board members and your adviser. You will review all of the details of your event, review forms submitted on OrgSync, and await confirmation from your Graduate Assistant.

- Should you require further assistance, remember, your GA, OSARC and GSS will be available to provide additional support and resources so do not hesitate to ask.
- It is the responsibility of the event organizer that all event details are handled in a timely manner. Review the timeline below for assistance with determining the time needed for event preparation. Failure to complete forms within the timeline may result in the cancellation of your event.

**Step 4:** After the event is held, evaluate your event!

- Clubs and organizations can evaluate their events courtesy of the “Club Post-Event Assessment Form” found on OrgSync. The link is: https://orgsync.com/89838/forms/131300/submissions
- To determine if the event is something the group should do again and to answer key questions:
  - Did the event meet group goals?
  - Did participants enjoy the event?
  - What could be done differently?
  - What should stay the same?
  - Did the group allocate adequate time to plan the event?
  - What is the timeline for planning and when should things happen in the future?
- To review the budget and make notations on how money needs to/ or can be better allocated to meet the goals of the event.

**School of Engineering Student Organization - PROGRAMMING CHECKLIST**

**3+ Weeks Before:**

- **Create an Event** form is completed on OrgSync with layouts attached
  - For Kimmel Reservations, email kimmel.reservations@nyu.edu
  - CC the GA on the email

- **Funding Request form is completed**
- **Catering Request form is completed**
Advertising form is completed
All requests go to Lackmann for initial price quote

2 Weeks Before:
- Submit Tabling Request
- Media Support
- Campus Facilities/Security/Custodial
  - Some spaces that are available for use for an event are classrooms, meeting rooms, lounges, the gymnasium (subject to change) and limited outdoor facilities.
  - The OSARC and GSS can assist you in coordinating reservations for your event.
  - Exceptions are:
    - Clubs that are requesting the use of facilities that are directly controlled by a specific department such as academic department (lounges, classrooms, labs) or Greenhouse, Incubators, etc. may use such facilities with permission granted by the controlling department.
    - The Office of Student Affairs (or designee) may give special permission for non-registered/recognized clubs to use campus facilities that are not otherwise in the control of a specific department.

- Advertising should have been approved and flyers, content for digital boards, etc. should be visible
- Outside speaker/company contracts
- Verify that you have all supplies and materials you need

1 Week Before:
- Any and all materials regarding the event should be approved by OSARC and GSS
- Email volunteers about event and what they will be doing

A Few Days Before:
- Set up duties/locations for volunteers should be specified
- Marketing (social media, flyers and digital boards) should continue

Day Of:
- Make sure you have your work order number if applicable and space layout
- Designate a volunteer check-in
- Have fun!

After:
- Follow up on any payments for vendors, etc.
- Evaluate your program and document your success, this will be important in any future funding efforts
- Submit forms for reimbursement
- Thank volunteers and celebrate your success!
- Have debriefing meeting with e-board and adviser
- Fill out Club Post-Event Assessment Form
Common Space Capacities

- LC400 – 75 max
- Regna Lounge – 75 max
- Silleck Lounge – 50 max
- Pfizer – 348 max
- Gym - TBD

Rules and Expectations When Using Campus Space

- Drugs, alcohol (unless approved), and smoking are not permitted in any building at NYU.
- **Alcohol Policy** – No alcoholic beverages of any kind may be served on campus without the written permission of the Associate Dean of Student Affairs.
  - Such permission may be granted only if attendance at the event is limited to individuals 21 years of age or older.
  - At such events, the sponsoring organization will be required to legally proof (double identification) all persons seeking admission to the event.
  - In the event this policy is breached, the organization’s status will be in jeopardy as well as possibly judicial action will be ensued by the Office of Community Standards and Compliance.
- Misuse of any assigned space, including but not limited to destruction of property or use of illegal substances, may result in immediate loss of that room assignment, in addition to the possible loss of further assignment privileges for the club or organization.
- Individuals who continue to show disrespect for campus property may be referred to the Office of Community Standards and Compliance and the Dean of Student Affairs for possible disciplinary action.
- Please be sure to clean up any mess created by your organization after your meeting or event. Furniture that is moved by your organization should be replaced, and garbage should be placed in the nearest receptacles.

Late Night/Weekend Events

- Any student organization wishing to host an event of any kind that will continue past normal University building hours must obtain permission from the Office of Student Activities and Resource Center or Office of Graduate Student Services at least three (3) weeks prior to the event. These events also require permission from the Office of Facilities Management and NYU Public Safety.
- Late night events may NOT continue past 1:00 AM. Additionally, a late night event may have duration of not more than six (6) hours. For example, a party starting at 6:00pm ends at 12:00am; parties ending at 1:00am start at 7:00pm or later.
- Organizations sponsoring late night or weekend events may be required to have a faculty or staff adviser present at the event. The adviser must be aware that they will be acting as a chaperone and must remain at the event until all guests have left the building. All chaperones must be approved by OSARC/GSS (or designee).
- All guests at a late night event must present a valid photo ID and sign in with Public Safety.
- The sponsoring organization should notify security of the chaperone and/or the student member “in-charge”.
- The sponsoring club is responsible for ushering all guests out of the building 15 minutes prior to the end time of the event.
- No new guests will be permitted to enter an event during its last hour nor will guests be permitted to re-enter during the last hour.
- Public safety has the right to limit access to the building at any time.
  - The sponsoring organization is responsible for clean up and trash removal after a late night event and may be charged for extra cleaning by the Office of Facilities Management. If required, the organization will be responsible for paying security overtime or for additional security personnel (see below).
  - Any event that runs past normal University building hours must schedule security to stay late. Such scheduling can be done through OSARC or GSS. The organization will be billed for security overtime.
    - Please keep in mind that the role of security is to assist the sponsors in maintaining order and providing a safe and secure environment.
    - If the anticipated attendance for any late night event exceeds 75 people, additional security is required even if the majority of attendees are expected to be School of Engineering students.
    - The sponsoring organization will be billed for this expense.

**Guest Policy**

Fire code and campus safety guidelines require that attendance at all events be limited to the legal capacity of the room in which the event is taking place. These procedures may include but shall not be limited to restrictions such as the following:

- Pre-registration to attend events may be required.
- All NYU students, staff or faculty members must present a valid University ID upon entry to the event.
- All students attending the event, including those from invited student groups, will be required to sign in before entering.
- Student members of the organization may be permitted to invite up to two guests based upon review by the OSARC/GSS.
  - This privilege is not transferable, an example would be if another student cannot attend they may not offer their 2 guests to another student so they may bring 4 guests.
- Students may not assume responsibility for another student’s guest. The guest does not need to be a student, but must have proper photo identification (valid photo ID required) showing proof of age (over 18).
- Request for additional security.

**Tabling Requests & Policy**

Your organization may request the use the tables in front of Lackmann for promotional activities such as the distribution of literature, fundraisers, petition signature drives, etc. Listed below are guidelines that must be followed:

- Reservations for table space can be made by completing the Create an Event tab on OrgSync.
• Reservations and forms must be completed at least two weeks in advance of the tabling event.
  o Requests for tables for special events (e.g., fairs) must be submitted at least four weeks in advance of the event.
• Tables are allocated on a “first come, first served” basis.
• When conducting fundraising events, an approved fundraiser form must be in place before the table assignment will be made.
• It is the organization’s responsibility to schedule a member to be present at all times during any tabling activity.
• Any cancellation of a tabling event must be communicated to the club’s GA ASAP.
• Student groups are responsible for clean up after their event.

Catering Food Services/Policy
• All student organizations are required to contact Lackmann Culinary Services if they intend on hosting a catered on-campus event.
  o Lackmann, in turn, will issue a detailed proposal, which will include the catering cost for the event.
• If an individual or club is not satisfied with Lackmann’s proposed price for the event, it is that individual’s or club’s responsibility to obtain another quote from an outside caterer.
  o However, this second quote must first be submitted to Lackmann.
  o The outside vendor’s proposal must be comparable to Lackmann’s quote and must exhibit the same level of detail provided through the Lackmann proposal.
• If Lackmann cannot provide a food price, portion size and labor cost within 5% of the outside vendor’s total quote, then Lackmann will refuse the order and, in turn, the individual or club will be permitted to use the services of the outside vendor.
  o A written confirmation of Lackmann’s "refusal" will be issued in order for the Business Office to honor an outside caterer’s invoice.
  o If this procedure is not followed, the Business Office will not process payment to another food/service provider.
• If you choose to have your event catered by Lackmann, you must utilize CaterTrax. Below you will find a brief overview of the CaterTrax process. For a more detailed overview of the process, be sure to either attend an in-person Student Leader Organization (SLO) training and/or complete the online SLO.

CaterTrax
• To access CaterTrax, visit http://nyupoly.catertrax.com
• Next, click Login
  o Last Name – OSARC
  o Password – clubfood
• To request catering:
  o Click, “Create New Order”
  o Choose Student Catering Guide and select which menu items you would like to browse
  o Using the menu categories, choose which food items you would like then click, “View Details”
  o Then, enter the quantity of food you wish to order
- **Per person** packages: enter number of attendees (i.e. afternoon pick-me-up)
- **Per order** packages: enter the number of packages (i.e. pizza party)
  - Add special instructions for your order – Example: sandwich platter – half vegetarian, half turkey
  - Click, **“Order”** then continue if you are satisfied with your order.
  - Click “add more” and repeat the above process if you would like to add more to your order
  - Finally, click “Checkout” to move forward with your request.
- A detailed explanation of the checkout process can be given during the SLOs.

**Publicity Policy & Printing Support**

**The Poly Print Shop**

Clubs and organizations can utilize the NYU School of Engineering Print Shop for all of their advertising and printing needs. The following steps are necessary to ensure that all materials are printed without error, hassle and follow University guidelines:

- Clubs should complete the Advertising Request Form via OrgSync.
- You must upload an original copy of content you wish to be printed for approval by your club’s GA.
- Once your image has been approved, you will be notified by the GA.
- Then, you can begin to obtain a price quote from the Print Shop
- After obtaining your quote from the Print Shop, return with the quote and have it signed by OSARC/GSS.
- Return the approved form to the Print Shop and have your materials printed.
- Once the printed materials have been approved by OSARC/GSS, they will be ready to distributed, posted on the bulletin boards and/or uploaded onto the digital boards.

**OSARC/GSS Printing Guidelines**

- All publicity must be in support of approved programs and must bear the name of the sponsoring organization.
  - Date, time, location, possible admission charges, if any, as well as the contact information of the club should be included.
  - If there are admission charges, OSARC or GSS must approve admission charges.
- **No posting is allowed on walls, doorways, windows, glass, trees, vending machine, inside elevators or any surface other than bulletin boards.**
- Any materials that are not posted on bulletin boards will be removed.
- Any materials without an official stamp from OSARC/GSS will be removed from the bulletin boards.
- Postings should not exceed 11x17 poster size. Any postings that exceed the size limit should be placed on an easel with support from OSARC or GSS.
- Advertisements posted in foreign languages must also be translated into English.
- Where appropriate, the funding body should be credited for their support of a program.
- The OSARC/GSS staff can assist you in posting materials on the digital boards.
  - Please email nyuengrosarc@nyu.edu or nyuengrgradlife@nyu.edu for digital board postings with an attached Advertising Request Form.
• Remember to respect others. Do not post over or tear down materials belonging to other groups. This will result in disciplinary measures through the Office of Student Affairs.
• After your event, make sure you remove your outdated flyers.
• You may post information on three (3) major outlets for information: The Events Calendar on OrgSync, Digital Boards and Bulletin Boards.

MOVIE/VIDEO VIEWING POLICY
Only videos and films that have been acquired in compliance with the Copyright Act for public or semi-public viewing can be shown at NYU.
• Contact the OSARC/GSS for more information about appropriate ways to acquire a license to show movies and videos.
• For more information regarding Motion Picture Licensing Corporation’s copyright laws, visit: http://www.mplc.org/page/about-copyright-law

Organizations and individuals desiring to show video tapes or films must secure permission from the holder of the copyright. Generally, this means that video tapes or films must be rented from companies who hold the rights. Neighborhood DVD/video stores and sites such as Netflix.com do not hold these rights. Even if a film has been purchased and is owned by a member of the community, it may not be shown outside of the student’s room. Criminal penalty for willful violation of the Copyright Act is up to one year in jail and/or a $25,000 fine. Inadvertent or innocent violations may bring substantial civil penalties.

SECTION 6: STUDENT and STUDENT ORGANIZATION TRAVEL POLICY
This travel policy pertains to a University sponsored event or activity which is one that is initiated, actively managed, planned and arranged by a department, member of the University’s faculty and staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

Each student organization should make an appointment with their OSARC club advisor and or another appointed administrator, at the beginning of the year to discuss proposed travel including budget and funding.

All students and recognized student organization travel falling within this policy above must meet the following requirements:
• Recognized student organization travel must be consistent with the organization’s mission statement and constitution on file with the Office of Student Activities and Resource Center.
  o Travel must be planned so as not to create an undue interference with academic responsibilities.
• An individual student or recognized student organization must complete and submit the Student Travel Form, found on OrgSync, to the Office of Student Activities and Resource Center no later than three (3) weeks (15 business days) before the scheduled trip.
  o Any international travel must be submitted 60 days prior to departure.
- All students traveling must complete, sign, and submit an **Off-Campus Travel Waiver and Assumption of Risk Form** to OSARC no later than one (1) week (5 business days) before the scheduled trip.

- All pertinent trip details must be entered into the NYU Traveler system prior to the student or student organization departure.

- A faculty or staff advisor must chaperone all travel, except with the approval of an appropriate administrator.
  - A student officer from the recognized student organization may serve in this capacity, and must accompany the trip.
  - NYU will view this student officer as the party responsible for the trip.
    - Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.

- The name, address, and telephone number of the faculty/staff advisor to the recognized student organization must be submitted utilizing the Student Travel Form via OrgSync.
  - Faculty/staff mentor are required to sign off on this form and discuss the NYU Student Code of Conduct with the recognized student organization leader(s) organizing the trip.
  - The faculty/staff advisor is expected to exchange emergency contact members with students and obtain an indication of who each student desires to be notified in the event of an emergency.

- All travel related logistics must be confirmed with the OSARC prior to the student organization making any arrangements or making any purchases.

- Any trip taken without submission of a complete and accurate Student Travel Form and Off-Campus Travel Waiver and Assumption of Risk Form or other violations of this policy may result in individual and/or organizational discipline, together with such additional action as may be deemed appropriate under the circumstances.

### University Sponsored Student Travel

- To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator.
  - The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Travel Guidelines below.

- The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events which occur beyond the boundaries of New York City:
  - To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities must submit a completed **Student Travel Form**, via OrgSync, to the Office of Student Activities and Resource Center for approval.
    - The request must be submitted at least three (3) weeks in advance of travel for domestic trips, an at minimum 60 business days prior for international trips.
  - All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator.
- A student officer from the recognized student organization may serve in this capacity, and must accompany the trip.
- Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.
  - The President of the student organization, or another appointed designee, must meet with an administrator in the OSARC prior to the trip to review specific trip details.
  - All students traveling must complete, sign, and submit an **Off-Campus Travel Waiver and Assumption of Risk Form** to the OSARC no later than one (1) week (5 business days) before the scheduled trip.
  - As soon as a travel itinerary has been secured, the student organization must register their trip through NYU Traveler here: [http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html](http://www.nyu.edu/life/travel-and-transportation/nyu-traveler.html); and submit all documentation to the OSARC.

**Funding for Student Travel**

*The University deems permissible those expenses related to business travel that are reasonable and necessary to conduct University business.*

Comparable to University policy pertaining to individual business travel, recognized student organizations are responsible for verifying availability of funds, permissibility of expenses, and obtaining necessary approval before departure.

- In some cases, the Student Councils may support the recognized student organization travel by providing funding for conference registration.
  - Reminder, travel expenses from the student organization shall not be paid for by Student Council funding.
  - Also, the Student Council Finance Committee limits conference funds to $500 for all participants.
- In some cases, the Office of Student Affairs or Office of Student Activities may support travel related expenses.
  - These funds must be applied for via the Student Conference Fund form found on OrgSync, and must be pre-approved prior to travel.
  - Funds will not be given retroactively.
- Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support travel.

**Expenses and Travel Arrangements**

Travel arrangements for student clubs are processed through the University’s system of approved vendors. The OSARC will work with each club’s designated representative to secure travel (bus, airline, train, etc.) and hotel accommodations.

- Student travelers are not permitted to travel to or from an approved event/program in vehicles or other forms of transportation (excluding, when applicable, taxi and public transportation) other than those contracted by OSARC on behalf of the club.
Student travelers are prohibited from making changes to hotel or transportation accommodations.

- Club officers should advise the OSARC of any needed changes to hotel or transportation accommodations at least one (1) week prior to travel.

To note: Students are **NOT allowed to rent vehicles** in order to drive themselves to their destination. All student transportation must occur via approved NYU third-party vendors, unless in the case of public transportation which must be pre-approved through the OSARC.

**Student Travel Guidelines and Policies**

The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable law. Without limiting the foregoing, all trip participants are required to:

- Comply with the standards set forth in the NYU Code of Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and the University’s willingness to permit future similar activities
- Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
- Also, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as vehicle safety.
- The following additional guidelines also apply to travel activities subject to the NYU Student Travel Guidelines:
  - **Pre-trip Meeting** – The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
  - **Transportation** – The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles.

The following rules apply to the use of vehicles:

- **Contract Bus Service** – Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
  - Please see contracts to ensure that the rental is appropriately covered for these items.
- **Regularly Scheduled Carriers** – Regular scheduled bus transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
- **Personal Vehicles** – Personal vehicles should ONLY be used on a voluntary basis.
  - The owners/drivers must provide their own insurance coverage.
  - All student participants choosing to ride in a private automobile do so voluntarily and at their own risk.
  - The University shall NOT insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle.
The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.

The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

- **Accident and Medical Insurance** – The faculty member or administrators responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student’s participation in trips.
  - All students participants shall be responsible for any medical costs they incur during and/or as a result of a trip.

- **Participation** – Except with the permission of the appropriate administrator, friends and family of students are NOT eligible to participate in travel opportunities falling under travel policy.
  - All participants are required to engage in the planned activities of the trip.
  - Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
  - The sponsoring department or organization should keep a list of all participants involved in the trip.

**SECTION 7: ADDITIONAL POLICIES & STATEMENTS**

**ANTI-HAZING STATEMENT**

The term hazing shall include, but is not limited to, any brutality of a physical nature (whipping, beating, branding, forced calisthenics, etc.), exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced activity which could adversely affect the physical health and safety of an individual.

Hazing also includes any activity which would subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property.

Any action taken or situation created which recklessly or intentionally endangers the mental or physical health or safety of any person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition for continued membership in any organization at NYU will be classified as hazing.

**INTERNET/COMPUTER USAGE/WEBSITE POLICY**

All hardware, software, and related systems and services are provided by NYU for the sole purpose of enhancing and attaining the NYU mission statement as outlined in the NYU Strategic Plan, the student handbook, the University’s Code of Conduct, and other code of ethics / responsibilities documents. The School of Engineering
expects all access to its systems to be authorized and pre-approved, and that users understand that laws currently exist that prohibit the following:

- Electronic labeling or defamation
- Sending / Posting / Broadcasting messages that incite hate or discontent
- Transmitting repeated unwanted advances
- Falsifying information or impersonation
- Unauthorized use, providing, or copying protected intellectual or copyrighted property

NYU also states definitively that its network is a private network separate and distinct from the public Internet. As such, access and use must comply with all campus rules and regulations as well as compliance and adherence to all local, state, and federal laws. Examples of prohibited activities include but are not limited to:

- Posting or transmission of confidential or classified information
- Use of offensive or discriminatory language
- Transmission of graphic images, sounds or text that is sexual or offensive in nature
- Sharing passwords with peers who do not own the account
- Utilization of the NYU logo
- Unauthorized use of other’s passwords or accounts
- Use of campus resources for personal profit or gain
- Use of campus resources to harass, threaten, or otherwise invade the privacy of others
- Initiate or forward email chain letters or messages
- The installation or use of any servers on the network not expressly approved by Information Services or the Administration
- Deliberate attempts to cause breaches of network, servers, telecommunications systems or security or to examine network traffic
- Initiation of activities which unduly consume computing or network resources
- Leaving your computer unlocked and unsupervised for extended periods of time
- Use of applications, for example P-2-P, to receive and/or distribute copyright materials, such as movies, music, and videos

NYU SOE does not fund or manage club websites therefore, please review the following procedures for creating your own website:

- If creating a website on your own, please transition to the website to the new webmaster at the end of each term or dismantle if the club is no longer able to update the content.
- You must also include this tagline on the welcome page of your website:
  - The actions and opinions of X, do not necessarily reflect those of the students, staff, faculty, or administration of the New York University Polytechnic School of Engineering.
SOCIAL MEDIA EXPECTATIONS/STANDARDS

The social media sites represented on the NYU SOE Office of Student Activities and Resource Center home page, as well as the Office of Graduate Student Services, are produced and maintained by professional staff members at NYU SOE. Below are a few guidelines regarding social media policies at the School of Engineering:

- Links to content or other Internet sites should not be construed as an endorsement of the organizations, entities, views or content contained therein.
- NYU is not responsible for the content of those external web sites or other social media sites managed and maintained by other parties, including student organizations.
- NYU SOE does not regularly review content posted on social media sites but, it shall have the right to remove any content for any reason such as:
  - Content that is deemed threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off-topic, commercial or promotion of organizations or programs not affiliated with the University.
- Users are fully responsible for the content they load on any of NYU social media sites as well as their own student organization created pages.

By submitting content to any of NYU affiliated social media sites, users understand and acknowledge that this information is available to the public, and that NYU School of Engineering Office of Student Activities and Resource Center and/or Office of Graduate Student Services may use this information for internal and external purposes.

- Please note that other participants may use posted information beyond the control of NYU SOE OSARC/GSS.
- Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted, should not post on the social media sites.

As organizations create and use social media outlets, here are some guidelines and expectations for use:

- All student leaders and organizations should be cognizant of the type of information and content that is being disseminated and/or posted on their social media sites.
- When using the Internet for social networking and promotion, student organization leaders should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently.
- If they interact with students and other parties on the Internet, student leaders must maintain appropriate boundaries such as separating personal and professional/organizational content online.
- When students see content posted by others that appear unprofessional they have a responsibility to bring that content to the attention of the officer or student leader who monitors the site, so that they can remove it and/or take other appropriate actions.
  - If the behavior or online action significantly violates policy an organization representative should report the matter to the Office of Community Standards and Compliance as well as the Office of Student Activities and Resource Center.
• All organizations must recognize that actions online and content posted may negatively affect their reputations among the NYU community, may have consequences for their academic career, and can undermine the integrity of your organization.

• The actions and opinions of student organizations on social media outlets, such as Facebook, LinkedIn, Twitter, etc., do not necessarily reflect those of the students, staff, faculty, or administration of the NYU School of Engineering or NYU at large.