Dear Student Leader,

Thank you for your dedication and interest in providing students with amazing extracurricular opportunities. Your efforts to build community and provide a connection to other students are greatly appreciated. Clubs and organizations at the NYU Tandon 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 performing campus and community service. We appreciate the contributions and accomplishments student organizations make on campus and will continue supporting you and your clubs in these efforts. We also recognize the tremendous difference that student clubs and organizations have made and continue to make on campus. This is why we are aware and attentive to the needs of supporting organizations like yours by continually providing opportunities and resources for your organization and its leaders.

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, club management, and membership development. 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 must attend one (1) required Student Leader Orientation (SLO) training per year in the Fall semester. 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 Agreement confirming that you have read, understand, and will uphold the terms and conditions outlined in the Handbook.

The NYU Tandon 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 Tandon School of Engineering community!

Sincerely,

Brittney Anne Bahlman
Director, Student Affairs & Student Activities
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SECTION 1: OVERVIEW OF THE OFFICE OF STUDENT ACTIVITIES AND RESOURCE CENTER

MISSION STATEMENT
The mission of the NYU Tandon 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 Tandon 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.

LOCATION & HOURS
We are located in 5 Metrotech Center (Dibner Library) on the second floor in rooms LC 221 and LC 223. The office is open weekdays Monday - Friday, 9:00 a.m. - 5:00 p.m., throughout the fall and spring semesters, except for University holidays and breaks.
SECTION 2: RECOGNITION OF STUDENT ORGANIZATIONS

TYPES OF ORGANIZATIONS
NYU Tandon 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 Graduate Assistant (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 (through Student Council), 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 Student Activities and Resource Center.
   • 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 (through Student Council), 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 Tandon School of Engineering community. Exclusive organizations should request funding in writing to the Office of Student Activities and Resource Center.

RECOGNITION STATUS FOR ORGANIZATIONS

I. 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 request any of the eligible spaces on campus per the Event Request Form on OrgSync and following the guidelines in 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 incubation period and all the 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 all the terms of this period have been met.

- **OSARC Meetings** – Clubs in incubation must meet with their appointed Graduate Assistant (GA) 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.

**II. Active Status** – Once a club/organization completes their Incubation Period, which includes regularly meeting with an OSARC Graduate Assistant to confirm eligibility standing, the club will enter into Active Status and be eligible for all benefits and privileges associated with Active Status.

**III. Probation** – OSARC will evaluate the status of each club at the end of each semester. If a student organization has gone a significant amount of time during the year without regular activity (relative for each organization) and/or fails to complete tasks as specified for active clubs, that include but are not limited to regular General Body Meetings, campus programs, meetings with assigned GA, compliance with the Handbook, etc. during an academic year, they will be placed on probation for the following semester. They will be required to follow the following terms in order to regain their recognition status for the following semester and beyond:

- Meet with their assigned GA during the first month of the semester to review their mission statement and outline customized goals for the probationary 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 OSARC GA to approve active status.
• Clubs and organizations who fail to meet their probationary requirements will be moved to inactive status.

IV. Inactive Status – Clubs that have failed to meet their probationary terms, maintain membership, and/or decide they no longer want to be recognized on the NYU Tandon campus will be placed on inactive status. Clubs on inactive status are essentially closed. Once placed on inactive status, students must apply for new club recognition if interested in reviving the student club.

BENEFITS AND PRIVILEGES OF RECOGNIZED ORGANIZATIONS
• Use of designated University space for meetings and programs
• Access to funding in support of club events and programs
• NYU 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 and NYU Tandon OrgSync directory.
• Sponsor events and programs that are open to the NYU Tandon 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 Tandon community
• Access to calendar of events and campus wide promotion
• Use of available resources including mailboxes and office materials in the 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)

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 Tandon can provide in our existing NYU Tandon 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 Tandon.
• Clubs with a mission or purpose that conflicts with the mission, purpose and values of the University.
• Social fraternities/sororities or societies not affiliated with an academic or service interest.
• 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 Tandon School of Engineering community’s degree-seeking students.

- Faculty, staff, and alumni may be non-voting members of an organization.
- Students who are not registered for classes in a given semester may not take part in student activities, including membership in student organizations.

Twelve (12) total members are required at minimum, which includes four executive board officers who are NYU Tandon 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 four executive board officers must be NYU Tandon students.

Student organization officers must be currently enrolled or continuing NYU Tandon students, in good standing at the University, with a cumulative grade point average of 2.3 or higher (undergraduate) and 3.0 or higher (graduate).

- Good academic standing must be confirmed by OSARC 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
- Students who are creating a new club or organization will submit this information on the new club application 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 in the form of a Constitution that determines the structure of the organization and the operations processes. All clubs and organizations are required to submit their Constitution annually via OrgSync as part of the re-recognition process. 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. 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 following statements 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 NYU Tandon School of Engineering School of Engineering.
- The NYU Tandon School of Engineering School of Engineering policies and procedures for recognized student organizations will supersede any policies and procedures from [insert parent/affiliate organization name]. (if applicable)
- 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.

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 Tandon 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. 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 executive board members, constitution updates, etc., in order to complete the re-registration process. Failure to complete this process will result in a club being placed on inactive status for the following academic year.

MAINTAINING STUDENT ORGANIZATION RECOGNITION
In order to maintain your status as a recognized student organization at NYU Tandon, your organization must follow the procedures below:
• Submit the **Club Re-Renewal Form** before the spring deadline and at any time your organization elects new officers. All officers listed must be currently enrolled or continuing NYU Tandon School of Engineering students, who maintain at least a 2.3 GPA (undergraduate) or 3.0 GPA (graduate).

• Review and update the club constitution annually.

• Complete a required Student Leader Orientation (SLO) training in the Fall semester. Organizations that elect new officers during the Spring semester are required to complete the SLO training in the Spring semester as well. Only newly elected officers are required to complete the Spring SLO training.

• Report any revision of the name, constitution and by-laws, or officers of your organization to OSARC. 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 be placed on inactive status with the University.

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

• Follow all University policies and procedures.

### CLUB NAME/USE OF UNIVERSITY NAME

Use of "NYU Tandon 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 Tandon Theatre Club" but is authorized to use the name "Theatre Club at NYU Tandon School of Engineering".

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

### WITHDRAWAL OF RECOGNITION AND SANCTIONING STUDENT ORGANIZATIONS

If University procedures are violated, student organization sanctions may 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.

### RELATIONSHIP WITH 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 Tandon School of Engineering name and/or logo must be stamped and approved by the Office of Student Activities and Resource Center. Use of the University's name and/or logo is restricted to the express consent of the University.
• FAILURE to adhere to these 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 Tandon 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** – the organization must have their advisor sign the letter or statement wishing to dissolve the organization or email OSARC directly confirming their understanding that the organization will be dissolved.

• **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 fully dissolve.
  o 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.

FACULTY ADVISORS
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, they 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 them 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 is strongly encouraged and recommended
• Provide guidance in programming, planning, and budgeting as needed
• Understand their role is primarily consultative – the members of the organization are responsible for policies and decisions. An advisor should express their concern if the policies and decisions the group makes are in violation of any policy or guidelines related to NYU Tandon 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 Office of Student Activities & Resource Center.
• 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 OSARC.
• Assist the group in the development and maintenance of a budget.
• Approve group event requests through OrgSync.
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, as well as other counterparts within Student Affairs. The Office of Student Activities and Resource Center and Student Councils assist organizations by funding programs benefiting the entire student population.

General Funding Policies:

- All clubs and organizations will receive an initial funding allocation at the beginning of each semester. This allocation is to be used for programming for the semester in which it is allocated. Organizations are not required to submit requests to use their initial funding allocation for events, but are required to follow the spending guidelines outlined below and follow the reimbursement procedure in order to be reimbursed from their account. Funding decisions are based on amount spent in previous semesters and engagement level, as measured by number of events and attendance. Failure to register events on OrgSync and/or take attendance on OrgSync may result in a reduction in funding for the following semester. OSARC reserves the right to decrease a club’s funding to failure to adhere to policies and procedures outlined in the OSARC Student Club Handbook.

- Funds will not roll over from semester to semester. If any organization would like to roll over their funding, they must meet with their Graduate Assistant prior to the beginning of the new semester. Exceptions will be granted by OSARC on a case-by-case basis.

- All reimbursements must be completed during the semester in which the event happened by the deadline set by OSARC (usually the last day of classes). OSARC reserves the right to deny reimbursement requests made the semester after the event has occurred.

- Student Council allows for supplemental funding requests to be made once per month. Any student organization wishing to obtain supplemental funding must submit the Supplemental Funding Request Form via OrgSync at least three (3) weeks prior to the monthly supplemental funding deadline. Limited supplemental funding is available. Therefore, organizations should ensure that they are using their initial allocation to its full potential before requesting supplemental funding.

Organization Spending Guidelines

- Initial Allocation and/or Supplemental Funding can be used for:
  - Catering ($4-$5/pp for snacks, $7-$10/pp for meals)
  - Advertising, printing, copying, etc.
  - Supplies, decorations, etc.
  - General Body Meetings
  - Speaker/Presenter Fees
  - Off-campus events, with prior approval from OSARC

- Initial Allocation and/or Supplemental Funding cannot be used for:
- Alcohol or other drugs
- Prizes, including giftcards
- Gifts for participants, presenters, or advisors including t-shirts
- Conferences and competitions, unless approved by the organization’s GA AND an OSARC staff member. Organizations are encouraged to solicit outside funding for these opportunities, as they usually only apply to individual students and not the entire organization.
- Events that are not open to the entire student body. RSVP lists are allowed, but funding is not to be used for closed events such as executive board meetings, volunteer appreciation events, etc.
- Fundraisers, including supplies, food, advertising, etc.
- Membership fees, scholarships, etc.

**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 a Fundraiser on said form.

If your organization is holding a fundraising event, you may not use your initial allocation or supplemental funding to purchase supplies, food, advertising materials, etc. 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 with OSARC by completing the Collection of Funds Form available on OrgSync. Under no circumstances should a club/organization keep the cash/checks in their possession.

**NOTE:** If you are planning to sell food on campus – please make sure you contact NYU Dining Services to notify them of this event as well as to gain more support/resources.

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 has created a template of a letter that your organization can use (available on OrgSync) 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

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. This information is used to track your club’s donations in OrgSync.

**Organizational Revenue Accounts**

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 fundraising event and/or receipt of a donation, with the funds being given directly to a staff member. As previously stated, 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/checks in their possession. Monies deposited in the organization’s revenue account may be used for any purchases, including prizes, gifts, conferences, competitions, and other areas where initial allocation and supplemental funding cannot be used, with the exception of alcohol/drugs and any other items, materials, substances, etc. that are defined as illegal and/or against NYU policy.
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 meetings are dependent on the individual organization the overall structure should generally remain as follows:

- **Old Business**
  - Review previous meeting minutes
  - Assessing previous events

- **New Business**
  - Upcoming events
  - Brainstorming, logistics & planning for future events
  - Next meeting’s agenda

PARLIAMENTARY PROCEDURES
Formally, parliamentary procedure is recommended 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 (formal proposals that the group take a specific action) have a definite and logical order.
- 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 they appoint 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/president should make sure that the members share the responsibility for further action and that a timetable for completion of the task(s) is agreed upon

If you would like more information about Robert’s Rules of Order please go to: [http://www.robertsrules.com/](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 deadline 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 chairperson/president must know what constitutes a quorum for a meeting before calling the meeting to order.
To establish that a quorum is present, the chairperson/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 their obligation to inform the chairperson/president of the situation. At that time, no more business can be transacted. Examples of business include, but are not limited to, 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 appropriately deal with 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 are 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 using the “Create an Event” tab on their organization’s portal. Although the process is available online, your Graduate Assistant is still available to assist in the step-by-step process. 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) before submitting an event request. This discussion should be reflected in the minutes of the meeting that are available 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.
- After the form is 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 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 with your Graduate Assistant, including room reservations, catering needs, media requests, Public Safety needs, purchasing supplies, advertising, etc.
- 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.
- To determine if the event is something the group should do again, 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?
- Review the budget and make notations on how money needs to/can be better allocated to meet the goals of the event.

**Programming Checklist**

3+ Weeks Before:
- Create an Event form is completed on OrgSync with layouts attached
For Kimmel Reservations, email kimmel.reservations@nyu.edu

Some spaces that are available for use for an event are classrooms, meeting rooms, and student lounges.

Clubs that are requesting the use of facilities that are directly controlled by a specific department such as academic department (lounges, classrooms, labs) 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.

- Catering request is submitted through Catertrax
- Advertising form is completed
- Contracts for external vendors

2 Weeks Before:
- Submit Tabling Request
- Media Support Request
- Public Safety Requests
- Custodial Requests (extra trash cans, mopping, etc.)
- Advertising should have been approved and flyers, content for digital boards, etc. should be visible
- 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
- 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:
- Check out a card swipe machine from OSARC for tracking your attendance on OrgSync (required)
- Make sure you have your work order numbers (if applicable) and space layout handy
- 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 (required)
Rules and Expectations When Using Campus Space

- OSARC expects clubs 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.
- 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 may be placed on immediate probation and referred to 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 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 Associate Dean of Student Affairs for possible disciplinary action.

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 at least three (3) weeks prior to the event. These events also require permission from the **Office of Facilities Management** and **NYU Public Safety**.
- 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 (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 upon the conclusion of the event.
  - **NYU 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. The organization will be billed for security overtime.
  o Please keep in mind that the role of security is to assist the sponsors in maintaining order and providing a safe and secure environment.

**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.
• Student organizations are responsible for providing Public Safety with a list of non-NYU guests on the day of their event. All non-student guests are required to have proper photo identification (valid photo ID required) showing proof of age (over 18).
• Students assume responsible for the behavior and conduct of their guests while on University property.

**Tabling Requests & Policy**
Your organization may request the use the tables in front of Jasper Kane Cafe 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.
• 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.
• If the fundraiser includes selling or providing food, the organization must receive approval from NYU Dining to bring in outside items (either home-made or purchased).

**Catering Food Services/Policy**

• All student organizations are required to contact NYU Dining for a proposal if they intend on hosting a catered on-campus event.
• If an individual or club is not satisfied with NYU Dining’s proposed price for the event, it is that individual’s or club’s responsibility to obtain another quote from an outside caterer to submit to NYU Dining as an alternative vendor. It is up to the discretion of NYU Dining to either match the outside vendor’s price or provide permission for the organization to use an outside vendor. Permission is required from NYU Dining in order to have catering from an outside vendor reimbursed.
• If you choose to have your event catered by NYU Dining, you must utilize CaterTrax. Below you will find a brief overview of the CaterTrax process.

**Ordering Catering through CaterTrax (subject to change)**

• To access CaterTrax, visit [https://twosquares.catertrax.com](https://twosquares.catertrax.com)

• Next, click Login
  
  - Last Name – OSARC
  - Password – clubfood

• To request catering:
  
  - Click, “Create New Order”
  - Choose **Student Catering Guide** and select which menu items you would like to browse
  - Using the menu categories, choose which food items you would like then click, “**View Details**”
  - 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.

**ADVERTISING POLICY AND RESOURCES**

**The Print Shop**

Clubs and organizations can utilize the NYU Tandon 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 obtain a price quote from the Print Shop.
• After obtaining your quote from the Print Shop, return with the physical quote and have it signed by your GA in OSARC.
• Return the approved form to the Print Shop and have your materials printed.
• Once the materials are printed, you must bring them to OSARC to be stamped before you can post them on campus bulletin boards.

**OSARC Printing Guidelines**
• All publicity must be in support of approved programs and must bear the name of the sponsoring organization.
  o Date, time, location, possible admission charges, if any, as well as the contact information of the club should be included.
  o If there are admission charges, OSARC 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 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 permission from OSARC.
• 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 staff can assist you in posting materials on the digital boards. Please note this on your Advertising Request Form submitted through OrgSync.
• 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.

**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 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](http://www.mplc.org/page/about-copyright-law)

Organizations and individuals desiring to show videotapes or films must secure permission from the holder of the copyright. Generally, this means that videotapes 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 GA and/or another appointed administrator at the beginning of the year to discuss proposed travel including funding and registration.

All student and recognized student organization travel falling within the above definition 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.
  - 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 departure date.
  - Any international travel must be submitted 60 business 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 departure date.
- All students traveling must complete the NYU Traveler registration template available on the Student Travel Form on OrgSync and submit it to OSARC no later than one (1) week (5 business days) before the scheduled departure date.
- 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 or student leading the trip must be submitted utilizing the Student Travel Form via OrgSync.
  - Regardless of whether they are attending the trip, faculty advisors are required to sign off on this form and discuss the NYU Student Code of Conduct and exchange emergency contact information with all students participating in the trip.
- 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, Off-Campus Travel Waiver and Assumption of Risk Forms, NYU Traveler registration sheet, 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.

**Funding for Student Travel**
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 for travel expenses before departure.

- In some cases, the Student Councils may support the recognized student organization travel by providing funding for conference registration.
- In some cases, the Office of Student Affairs or Office of Student Activities & Resource Center may support travel 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.
- In some cases, the Student Senators’ Council may support conference and competition related expenses.
- 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. 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 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 or taxis, which must be pre-approved through 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.
• 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:
  o 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.
  o 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. Students are not permitted to rent 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.
  o 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.
  o The owners/drivers must provide their own insurance coverage.
  o All student participants choosing to ride in a private automobile do so voluntarily and at their own risk.
  o The University shall NOT insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle.
  o 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.
  o 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 party responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student’s participation in trips.
  o All student 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 this policy.
  o 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

CENTER FOR STUDENT ACTIVITIES, LEADERSHIP, AND SERVICE RECOGNITION
Student organizations recognized by the NYU Tandon School of Engineering are also subject to the policies and procedures of the Center for Student Activities, Leadership and Service (CSALS). These policies and procedures are outlined in the CSALS Guide to Club Management, which is available by contacting student.activities@nyu.edu.

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 Tandon does not fund or manage club websites therefore, please review the following procedures for creating your own website:
• It is strongly recommended that you use the website function of OrgSync to build and host your website there.
• 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:
  o The actions and opinions of X, do not necessarily reflect those of the students, staff, faculty, or administration of the New York University NYU Tandon School of Engineering School of Engineering.

SOCIAL MEDIA EXPECTATIONS/STANDARDS
The social media sites represented on the NYU Tandon Office of Student Activities and Resource Center home page are produced and maintained by professional staff members at NYU Tandon. 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 Tandon 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:
  o 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 Tandon School of Engineering Office of Student Activities and Resource Center may use this information for internal and external purposes**.

  • Please note that other participants may use posted information beyond the control of NYU Tandon OSARC.
  • 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 appears 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.
    o If the behavior or online action significantly violates policy, an organization representative should report the matter to the Office of Student Activities and Resource Center, who may choose to refer the matter to the Office of Community Standards and Compliance if appropriate.
  • 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 their organization.
  • The actions and opinions of student organizations on social media outlets, such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, etc., do not necessarily reflect those of the students, staff, faculty, or administration of the NYU Tandon School of Engineering or New York University.