

The Beaver Handbook

A Guide for Club Leaders

Academic Year 2025-2026



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Welcome Message

Dear City College Students,

Welcome to City College of the City University of New York! As we usher in the 2025-2026 academic year, I am thrilled to extend a warm welcome to both our new and returning students. You are part of a community rich in diversity, tradition, and academic excellence. As your AVP of Student Affairs, I am committed to ensuring that your journey here is not only educational but also enriching and transformative.

At City College, we take pride in fostering an environment that is inclusive, supportive, and conducive to your academic and personal growth. Our mission in Student Affairs is to enhance your student experience by empowering you to pursue your educational goals. We aim to stimulate social interaction and foster self-discovery, community building, and leadership development. Our campus is a mosaic of cultures, ideas, and aspirations, and it's this diversity that makes our college a dynamic and vibrant place to learn and grow. Every student's voice adds a unique tone to our collective narrative, and we are dedicated to nurturing those voices while respecting diverse points of view and seeking to understand different opinions.

Our esteemed faculty, dedicated staff, and various student resources are here to support you every step of the way. Our comprehensive programs, services, and resources are designed to promote your holistic well-being, academic achievement, and active student engagement. Whether you're pursuing research, engaging in creative endeavors, or seeking academic guidance, our doors are always open. I encourage you to take full advantage of the myriads of opportunities that City College has to offer. Get involved in our student organizations, partake in our community service initiatives, engage in diverse conversations, or simply enjoy the beauty and history of our campus.

Remember, your time at City College is a journey of self-discovery, learning, and growth. Embrace challenges, cherish friendships, and seize opportunities. We are here to support you, guide you, and celebrate your achievements. Our efforts in Student Affairs are dedicated to preparing you for a lifetime of learning and positive societal impact. Please remember that our dedicated Student Support Resources team is here to assist you on your journey. Don't hesitate to reach out for support.

Once again, wishing you a successful Fall 2025 and Spring 2026! I am excited to see the remarkable things you will accomplish and the indelible mark you will leave on our beloved institution.

See you around the campus!

Warm regards,

Ramón De Los Santos, Ed.D.
Assistant Vice President of Student Affairs



Purpose of the Handbook

Introduction and Context

Welcome to the CCNY Student Club Handbook, a comprehensive guide designed to empower and support student organizations on our vibrant campus. Recognizing the pivotal role that student clubs play in enhancing the college experience, this handbook aims to provide a clear framework and valuable resources for the successful establishment, operation, and growth of clubs at CCNY.

Fostering Community and Engagement

At the heart of this handbook lies our commitment to fostering a sense of community and engagement among students. We believe that student clubs serve as catalysts for personal and academic growth, offering unique opportunities for networking, skill development, and cultivating lifelong friendships. By outlining the processes of club formation, registration, and effective leadership, we aim to empower students to take an active role in shaping their college journey.

Empowering Student Leaders

Central to the success of any club are its leaders. This handbook is a guide for student leaders, providing insights into leadership roles, responsibilities, and effective management strategies. We believe in nurturing a generation of leaders who are academically adept and possess the interpersonal and organizational skills necessary to positively impact campus and beyond.

Inclusivity and Diversity

CCNY is a diverse and inclusive community, and we are committed to reflecting these values in our student clubs. The handbook emphasizes the importance of creating clubs that welcome individuals from all backgrounds, fostering an environment where diverse perspectives are not only respected but celebrated. Our commitment to inclusivity is embedded in the club constitution template and the code of conduct to ensure every student feels a sense of belonging.

A Dynamic Resource for Growth

The CCNY Student Club Handbook is a dynamic resource that evolves alongside our student body's needs and aspirations. Whether you are a seasoned club leader or embarking on the journey of establishing a new organization, this handbook is your compass, offering guidance, policies, and a wealth of information to help you navigate the exciting world of student clubs at CCNY. Together, let us build a campus community that thrives on collaboration, innovation, and the shared pursuit of knowledge and excellence.

The City College of New York reserves the right, at any time, to amend, modify, suspend, or revoke policies, procedures, requirements, and guidelines governing student organizations in response to changing conditions, institutional needs, and/or compliance with applicable Federal, State, and City laws, as well as policies of The City University of New York and/or City College.

Student Government

The City College has two student governments: the Undergraduate Student Government (USG) and the Graduate Student Council (GSC).

The Undergraduate Student Government (USG) here at the City College of New York have represented undergraduate students since 1867, making them the oldest USG. Their mission is to serve as representatives on behalf of the students to the faculty and administration of the college, and to the persons or groups outside of the college whenever such representation is called for. They are also here to promote the development and organization of the City College community, financially supporting student organizations, representing student interest, and advocating student rights. USG is here to create a college community that supports student needs.

The Undergraduate Student Government (USG)

The USG is elected by the undergraduate student population. The USG is responsible for the following:

1. To represent the needs and aspirations of all undergraduate students at CCNY.
2. To seek, maintain and enhance reciprocal channels of communication among students, faculty, and administration.
3. To secure meaningful participation in decision-making organizations within the academic community.
4. To engage in all other activities necessary to represent undergraduate students.

The Graduate Student Council (GSC)

The GSC is elected from and by the graduate student population. The Graduate Student Council represents the interests of all Graduate Students. Their responsibilities include:

1. To represent the needs and aspirations of all graduate students at CCNY.
2. To seek, maintain and enhance reciprocal channels of communication among students, faculty, and administration.
3. To secure meaningful participation in decision-making organizations within the academic community.
4. To engage in all other activities necessary to represent our graduate students.

Student Organizations

Definition and importance of student clubs

Student clubs at CCNY are vital components of campus life, playing a pivotal role in enhancing the overall college experience. These clubs serve as dynamic hubs where students with shared interests, passions, and goals come together to form close-knit communities. The diverse array of student clubs at CCNY spans academic, cultural, recreational, and service-oriented pursuits, offering a platform for students to explore and express their individuality while fostering connections with like-minded peers. By participating in these clubs, students can engage in meaningful extracurricular activities that complement their academic pursuits, contributing to a more well-rounded and fulfilling college experience.

The importance of CCNY student clubs extends beyond social interactions. These clubs serve as incubators for leadership development, providing students with the chance to assume various roles, such as president, treasurer, or event coordinator. Leadership experiences gained within these clubs equip students with valuable skills such as communication, teamwork, problem-solving, and project management, enhancing their employability and preparing them for future endeavors. Moreover, student clubs contribute to the overall vibrancy of campus life, fostering a sense of community and school spirit. They organize events, workshops, and initiatives that not only enrich the lives of their members but also contribute positively to the broader CCNY community, creating a dynamic and inclusive campus environment.

Benefits of joining a club

Joining a student club at CCNY offers a myriad of benefits that extend far beyond the classroom. Through active participation, students have the opportunity to develop leadership skills, enhance their communication abilities, and refine their teamwork and collaboration capabilities. Additionally, student clubs at CCNY serve as vital networking platforms. Joining a club allows students to connect with like-minded peers who share similar interests and passions. These connections can lead to lasting friendships, mentorship opportunities, and a supportive community that extends beyond the academic realm. The networking potential within these clubs also introduces students to alumni, faculty advisors, and industry professionals, providing valuable insights and potential pathways for internships or future career opportunities. Ultimately, by actively engaging in student clubs, individuals not only enrich their college experience but also lay the groundwork for a well-rounded and successful post-graduate journey.

Services for Clubs/Organizations:

Student Life and Leadership Development offer the following services to all registered clubs/organizations:

Services	Benefits
Event Planning (an application must be completed)	Student Life and Leadership Development staff are available to help you plan your event. They will inform you of the regulations and help you process the paperwork.
Use of Conference Rooms	Use our conference room to hold meetings, lectures, or workshops.
Use of Ballroom Facility	With a capacity of 100-150 people, the Ballroom offers the opportunity to host dinners, conferences, parties, dance classes, and other social events.
Use of Aronow Theater	Planning a concert or a theatrical event? Use the Aronow Theater and host over 300 guests.
Club Hours/ Conference Room	In conjunction with the Registrar's Office, Student Life and Leadership Development offers every registered student organization a classroom where club members can meet during club hours to discuss important issues. Club hours take place 12:30pm-1:45pm.
Use of audio/visual Equipment	Reserve an audio system, microphone or video set up for your events, conferences, awards ceremony or dance.
Mailbox service	All registered clubs are provided with a mailbox at the Student Life and Leadership Development office (NAC 1/210) where they can receive information from student government, academic departments, other student organizations and other sources on and off campus.
Table Requests	Set up a table in the lobby area of a building (ex. NAC Rotunda) to distribute club literature, recruit members, etc.
Permission to Advertise	Upon receiving an approval stamp from the Department of Student Life and Leadership Development, registered clubs can post flyers on bulletin boards throughout campus to advertise upcoming events.
Funding	Registered clubs can request funding from their respective Student Government.
Recognition	Registered clubs are often listed in official publications of the College.
Other services	Access to college services, leadership programs, and the expertise of a faculty/staff advisor.

Steps to form a Club

Before you begin this process, you should ask yourself the following:

- Why are we starting this club/what is our purpose?
- What do we want to achieve as a club?
- How will we differ from other clubs?
- Do we have enough students who share the same interests?
- What do we, as a club, have to offer the campus community?
- What will our members gain from this club experience?
- Is there already a club listed in the club directory that may resemble the purpose behind the club you want to create?

STEP 1:

To receive a link to the Club Registration Application on Campus Groups, you and another club representative must attend a club registration orientation session at the beginning of the Spring semester. To sign-up for the club orientation session, look for a broadcast email from the Department of Student Life and Leadership Development during the first few weeks of the Spring semester. Failure to register will result in not being chartered by the campus. The following are the requirements necessary to begin a club:

Undergraduate club requirements are:

1. All executives must be undergraduate students (Part-Time students may hold office positions).
2. The President, Vice-President, Secretary, and Treasurer must have a minimum CCNY GPA of at least 2.5.
3. All faculty advisors must be current faculty or staff of The City College of New York.
4. All organizations must have at least 16 currently registered members (in addition to four executives).
5. Your club may apply for funding with the Undergraduate Student Government (usg@ccny.cuny.edu) when you are an approved club/organization.
6. A student may hold an executive position (President/Vice President /Secretary/ Treasurer) in **ONLY** one club at any given time.
7. A student may **NOT** be a member of the Undergraduate Student Government and hold an **executive position** in an undergraduate student club at the same time.

Graduate club requirements are:

1. All executives must be graduate students.
2. The President, Vice-President, Secretary, and Treasurer must have a CCNY GPA of at least 3.0.
3. All faculty advisors must be current faculty or staff of The City College of New York.
4. All Graduate organizations must have at least 12 currently registered members (In addition to four executives).
5. Your club may apply for funding from the Graduate Student Council (gsc@ccny.cuny.edu) when you are an approved club/organization.
6. A student may hold an executive position (President/Vice President/Secretary/Treasurer) in **ONLY** one club at any given time.
7. A student may **NOT** be a member of the Graduate Student Council and hold an **executive position** in an undergraduate student club at the same time.

STEP 2:

An application must be submitted by one of the executive board members via Campus Groups, using their CityMail credentials. The application link will be provided after two club representatives have been checked in for attending the orientation and passed their post orientation quiz. The application requires the information and documents listed below, which will be shared in an email after completion of Step 1.

CLUB REGISTRATION FORMS

Below are the forms that all clubs/organizations must submit along with your Club Registration Form Submission:

- A signed **Club Contract**.
- A completed and digitally signed Advisor's Commitment Form. (***This form will be emailed to your advisor after the club registration form submission period ends***)
- A **club constitution** with your application. (***See next section***)
- All the above must be completed digitally to be submitted to Student Life and Leadership Development by the designated deadline.

**** You will receive an Email Confirmation of Registration from the Department of Student Life and Leadership Development once the Club Relations Team verifies all the information! ****

STEP 3:

After you have registered with Student Life and Leadership Development and chartered with your respective student government, your club will be officially recognized as a CCNY student organization as mandated by the CUNY Board of Trustees By-Laws and will be listed on the official CCNY Club directory page.

Club Listing

[Undergraduate Club Listing- click here](#)

[Graduate Club Listing- click here](#)

CLUB CATEGORIES

Every club that applies for registration should identify itself using one of the following categories:

[**Academic Clubs | Cultural Clubs | Special Interest Clubs | Social Clubs | Religious Clubs |**](#)
[**Performing Arts Clubs | Social Service Clubs | Spiritual Organization| Sorority | Fraternity**](#)

Top of Form

Club Constitution Guidelines

Creating a robust and effective constitution is crucial for the successful establishment and functioning of a CUNY student club. The following guidelines outline key elements to consider when crafting a constitution that reflects the club's mission, structure, and operational principles.

Introduction and Purpose:

Begin your constitution with a clear and concise introduction that outlines the purpose and mission of the club. Define the club's goals, objectives, and the intended impact it seeks to make within the CCNY community. Clearly articulate the values that guide the club's activities and how they align with the broader mission of CCNY. This section serves as the foundation for the constitution, providing a comprehensive overview of the club's identity and purpose.

Club Structure and Leadership:

Detail the organizational structure of the club, including the positions and responsibilities of key leadership roles. Define roles such as president, vice president, treasurer, and secretary, along with any other positions relevant to the club's activities. Clarify the process for electing or appointing leaders, including eligibility criteria and term lengths. A well-defined leadership structure ensures accountability and a smooth operational flow within the club.

Membership and Eligibility:

Establish clear guidelines for membership, specifying who is eligible to join the club, and any associated requirements. Define the rights and responsibilities of members, including expectations for attendance, participation, and adherence to the club's code of conduct. This section ensures transparency and inclusivity, fostering a sense of community among club members. Consider outlining any membership fees, if applicable, and the process for renewing or revoking membership.

Meetings, Decision-Making, and Amendments:

Outline the procedures for club meetings, including frequency, quorum requirements, and the format of meetings (e.g., in-person, virtual). Clearly define the decision-making processes, especially for significant club matters such as amendments to the constitution or major initiatives. Provide a step-by-step guide for proposing and approving amendments to the constitution, ensuring a democratic and transparent approach to governance. This section ensures that the club operates efficiently, with mechanisms in place for adapting to changing circumstances.

By following these guidelines, CCNY student clubs can create well-structured and comprehensive constitutions that serve as guiding documents for their activities and contribute to a positive and organized club environment.

[Club Name]
of
The City College of New York

Model Constitution

This model constitution is a guide for you to use when preparing a constitution for your organization if you are seeking official City College Student Government Recognition.

A Constitution, besides stating the purpose and structure of an organization, is the basic ground rules by which the members agree to function. It tells both the officers and the members what their respective duties and rights are. Some groups are complex in both scope and structure and need complex constitutions; other groups require only a series of simple statements.

Statements that are underlined must be included in the constitutions of all City College student clubs/organizations (excluding this one).

Title

Constitution of the [Insert Club Name] of the City College of the City University of New York.

Preamble

The preamble is a statement of purpose for your organization that may include general goals, functions, and purpose. It may include the principles or beliefs to which your club/organization may adhere to...

This section is optional.

Article I - Name

The club/organization should adopt a name which, allowing for creativity, accurately and honestly describes itself. The name should be unique to the organization unless it is an affiliation or chapter of a national organization.

Section 1. The name of this organization should include the City College of New York.

Section 2. State if the organization is affiliated with any off-campus group.

Article II – Purpose, Power, and Scope

1. **Specific** and detailed purposes of the organization should be stated here.
2. The club/organization should state whether it is specifically, to enhance educational, social cultural opportunities in the City College community.
3. A statement that all activities of the club/organization are both legal and **non-profit in nature** must also appear.
4. *Any affiliations outside the City College should be disclosed here.*

Section 1. The purpose of this club/organization shall be....

Section 2. These purposes shall be achieved by...

We accept and understand that under the authority granted by the Board of Trustees, as specified in the Board of Higher Education By-Laws Article 15.2, the Undergraduate Student Government legislative decisions shall take precedence over those of this and any other student club/organization.

Article III -- Membership

Section 1. Qualifications

- a) **All members of the club/organization must be students attending the City College of New York.**
- b) **No person shall be denied membership in this club/organization because of race, color, sex, handicap, national origin, religious affiliation or belief.**
- c) *(State whatever other qualifications the group may require, e.g., a particular class standing, academic average, course of study, etc.)*
- d) **All expulsions may be appealed by the expelled member to the Undergraduate Student Government, but until the appeal is decided, the member shall not enjoy the rights nor privileges of membership.**

Section 2. Method of becoming a member

- a) **To become a member, a person must adhere to Article II Section 1 and** must pay the required dues (if any) and attend a certain number of meetings. **The number of persons who may be members shall not be limited.** *(State any other requirements the group may have.)*
- b) Dues shall be a maximum of *(state amount)* per semester. *(Note: It's better to state a maximum rather than the actual amount so that the constitution doesn't have to be changed very often.)*

Article IV -- Officers, Elections, Tenure and Faculty Advisor

Section 1. Officers

- a) The officers of this organization shall be.... *(President, Vice President, Treasurer, Secretary, etc.)*
- b) *State if there are any qualifications, a member must be eligible for holding office.*
- c) The President shall... (e.g., preside at all meetings, appoint committee chairperson, etc.) **be a member of the Council of the student club/organizations or his/her designee which should be submitted in writing to the Undergraduate Student Government**
- d) The Vice-President shall ... (e.g., assume the duties of President in the absence of the President, etc.)
- e) The Treasurer shall collect all dues, maintain whatever account may exist in the SSC Business Office (NAC 1/210A), and **shall be responsible for filing the budget requests with the Undergraduate Student Government. They shall periodically give an account of the club/organization's finances to the membership, and the Finance Committee of the Undergraduate Student Government upon notice of request.**
- f) The Secretary shall... (E.g., take minutes, handle all correspondence, etc.) **forward a copy of all approved minutes to the Undergraduate Student Government**
- g) *State the duties of any other officers.*

- h) If there is an Executive Committee or Governing Board, state its composition and function.
- i) The group might wish to state the names of its standing committees, whether they are elected or appointed, and by whom.

Section 2. Elections, Tenure

- a) **Elections shall be held.... in the Spring Semester.**
- b) *State how candidates are elected (e.g., By simple majority of those present and voting, by majority of the total membership, the one with most votes, etc.)*
- c) *If the group wishes to remove an officer for not doing his job, state the procedure and the vote required.*
- d) **Tenure**
 - i. **The Tenure shall be one (1) year. The new officers shall take office at the conclusion of a meeting to be held on a weekday of the last full week before Spring final examinations (or before.)**

Section 3. Faculty Advisor

- a) **A Faculty Advisor shall be elected at the elections meeting of the Spring semester.**

Article V -- Meeting and Quorum, Rules of Order

The number of meetings cannot be less than two, and provision to call additional meetings, by the vote of either the membership or the governing board, shall be stated in this section.

Section 1. Meeting

This club/organization shall meet at least.... (State the minimum number per semester, month, etc.)

Section 2. Quorum

(The specific percentage used should not be more than 51%; ideally it should represent the interest of the majority, but small enough to enable members to conduct business efficiently.)

A quorum consisting of two officers plus... (state the number or percentage of members in good standing necessary for the transaction of any business.)

Section 3. Rules of Order

- a) *Whoever is eligible to vote should be specified.*

All parliamentary questions not determined by the constitution, or these By-Laws shall be decided according to Robert's Rules of Order Revised

Article VI -- Amendment Procedures

A constitution that has to be changed very often was not worth much to begin with. The procedure, therefore, is usually not an easy one.

All amendments to this constitution shall require at least two-thirds affirmative vote of the membership. Amendments shall be proposed at one regular membership meeting at least one week later, or through majority vote for a special meeting. They shall take effect only upon approval by the Undergraduate Student Senate.

Article VII -- Dissolution of the Club/Organization

Section 1.

In the event of dissolution of this club/organization, all accrued funds and assets generated from student activity fees shall be returned to the Undergraduate Student Government.

All funds and assets not generated from student activity fees (e.g. shall be donated to a particular charity or to the City College Library for the purchase of books on a particular subject or to...

Club Leadership Roles and Responsibilities

Roles:

President

- *Leadership*: The president is the primary leader of the club, responsible for providing overall direction and vision. They set the tone for the organization, inspiring and guiding members toward achieving the club's goals.
- *Communication*: The president acts as the primary spokesperson for the club, representing it in interactions with the university, other clubs, and external organizations.
- *Decision-Making*: The president plays a crucial role in decision-making processes, guiding the club through important choices and ensuring alignment with the club's mission and values.
- *Event Coordination*: While collaboration with other officers is essential, the president often oversees the planning and execution of major club events and initiatives.

Vice-President

- *Support to the President*: The vice president supports the president in their duties and assumes leadership responsibilities in the president's absence.
- *Committee Oversight*: They may oversee specific committees or projects, ensuring that tasks are delegated effectively, and progress is made toward club objectives.
- *Event Planning*: Collaborating with the president, the vice president contributes to the planning and execution of club events and activities.
- *Membership Engagement*: The vice president may focus on engaging and retaining club members, fostering a sense of community and involvement.

Secretary

- *Record Keeping*: The secretary is responsible for maintaining accurate records of club meetings, including minutes, attendance, and any important decisions or announcements.
- *Communication*: They often handle club correspondence, such as sending meeting agendas, announcements, and updates to members.
- *Documentation*: The secretary assists in the creation and maintenance of important club documents, including the constitution, bylaws, and any official club policies.
- *Organization*: The secretary helps ensure that the club operates smoothly by keeping track of deadlines, schedules, and important dates.

Treasurer

- *Financial Management*: The treasurer manages the club's finances, including budgeting, tracking expenses, and ensuring financial transparency.
- *Fundraising*: They may lead or participate in fundraising efforts to secure resources for the club's activities and initiatives.
- *Record-Keeping*: The treasurer maintains accurate financial records, providing regular updates to the club on budget status and financial health.
- *University Compliance*: Ensures that the club's financial practices align with university policies and guidelines.

Officer Duties:

BALANCING CO-CURRICULAR LIFE AND ACADEMIC DEMANDS

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities may at times affect your academic performance. Use good judgement when you participate in a student organization. Remember, the main reason you elected to go to college was not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future.

Duties of the President

1. Be a good presiding officer:
 - a. Know the proper procedure for conducting a meeting.
 - b. Have knowledge of parliamentary procedures.
 - c. Be impartial. Avoid imposing your personal opinions while chairing a meeting.
 - d. Check the minutes of the preceding meeting to ensure that you have not forgotten important business that should be discussed again or completed.
 - e. Prepare an agenda for each meeting
 - f. Understand and follow your constitution and by-laws.
2. Carry out the club's decisions and wishes even if you personally disagree, keep up with the decision reached.
3. Know the school policies and regulations and ensure they are followed at all club meetings and activities.
4. Keep your advisor informed of all meetings, make sure they are invited to them and consulted before making plans for special meetings and events.

Duties of the Vice-President

1. Take over the President's responsibilities when they are unable to carry out his/her duties for any reason. Because of this, the Vice President must be familiar with all the responsibilities of the President.
2. Partner with the President in all responsibilities.
3. Attend all executive committee meetings and meetings of the organization.
4. Know and understand your organization's constitution and By-laws.

Duties of the Treasurer

1. The Treasurer is responsible for all the organization's funds. They sign all requisitions along with the President and Faculty Advisor to withdraw funds from the SSC Business Office.
2. Prepare a budget and have it approved by the executive committee and membership.
3. Ensure the organization spends money within the approved budget and college policy and regulations.
4. Make a Treasurer's Report at each business meeting of the organization listing receipts, expenditures, and balance on hand.
5. See that the proper paperwork is completed, signed, and presented to the SSC Business Office in order to pay expenses in a timely manner.
6. Deposit all monies/raised to Bursar after obtaining deposit slip from the Business Office.
7. Keep records available and in a condition for examination in a timely manner.

8. **REMEMBER:** As of Fall 2023, club fundraising is not permitted. As a result, clubs are not allowed to collect or spend any cash raised for the club. This includes but is not limited to charging event admission fees, hosting bake sales, and/or selling items (**Refer to the Club Funding Section to learn more**).

Duties of the Secretary

1. The President relies on the Secretary for information to keep and provide official information of an official nature that can be found in the organization's records.
2. The Secretary is the custodian of the organization's permanent records and must ensure they are kept complete and accurate.
3. Please see a suggested outline for writing meeting minutes at the end of this section

Suggested outline for the Secretary for writing club meeting minutes:

- Give the hour, day, month, place of meeting, and name of presiding officer.
- Maintain a list of all club members in attendance.
- State whether the minutes of the last meeting were approved as read, approved, and corrected. (If there were corrections, list them.)
- Give a statement concerning all reports read and the action taken on them.
- Record items discussed under old business.
- Record items discussed under new business.
- Each motion, whether approved or not, should be included either under "old" or "new" business.
- State the time of adjournment of the meeting and sign the minutes.
- Duplicate minutes and distribute them to members prior to the next meeting.
- Read minutes and correspondence clearly and sufficiently loudly so that the club can hear them at meetings.
- Be able to quickly produce the minutes of the preceding meetings and quickly find items of information preceding meetings minutes and quickly find information items.
- Keep an accurate and up-to-date list of members, their addresses, telephone numbers, and e-mail addresses.
- Keep a copy of the constitution and by-laws and have it available for easy reference during meetings.
- Keep a copy of all reports presented to the organization by committees or officers.
- Take motions down accurately and be prepared to read them back almost immediately.
- Be responsible for all organizational correspondence and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the Secretary with his/her own name and title.

CCNY Student Club Code of Conduct

Student organizations operating at The City College of New York (“CCNY” or “the College”) are expected to conduct their activities in a manner consistent with the educational mission of the College, the rights of all members of the University community, and applicable laws and policies. This Code of Conduct is promulgated pursuant to the CUNY Board of Trustees Bylaws, including Article XV, and is intended to establish enforceable standards governing the conduct of student organizations and their members.

I. Governing Authority and Scope

This Code of Conduct applies to all recognized and registered student organizations and their members, whether acting on or off campus, when such conduct is related to the organization’s activities or impacts the College community. Enforcement of this Code shall occur in accordance with Article XV of the CUNY Board of Trustees Bylaws, applicable College policies, and all required due process protections.

II. General Compliance Obligations

Student organizations shall:

1. Comply with their respective Student Government Constitutions, resolutions, and regulations;
2. Comply with all applicable federal, state, and local laws, including but not limited to New York State Education Law;
3. Comply with all CUNY and CCNY policies, procedures, and regulations, including those set forth in this Student Club Handbook and related institutional guidance.

III. Prohibited Conduct

Student organizations and their members shall not engage in conduct that:

1. Constitutes hazing, as defined by New York State law, CUNY policy, or College policy. Any form of hazing is strictly prohibited. Individuals who engage in hazing may be subject to disciplinary charges, and student organizations that engage in hazing may be subject to appropriate action through applicable University procedures.
2. Intentionally or recklessly creates a clear and present danger of inciting violence or unlawful behavior, as defined under applicable law.
3. Advocates, directs, or engages in the physical harm, coercion, intimidation, or unlawful invasion of the personal rights of any individual, including students, faculty, staff, administrators, or guests.
4. Violates College or University policies on harassment, discrimination, or sexual misconduct.
5. Advocates, directs, or engages in the willful damage, destruction, or seizure of College property; interference with classes; or unlawful interference with College-sponsored events or activities.

IV. Free Expression and Academic Freedom

The College affirms the rights of students and student organizations to free expression, assembly, and advocacy, as protected by the First Amendment, Article XV of the CUNY Board of Trustees Bylaws, and applicable law.

At the same time, the College expects that the exercise of freedom of expression by student organizations and their members will be conducted in a peaceful, non-disruptive manner, and with

appropriate consideration for and respect of opposing points of view, consistent with the educational mission of the College and the rights of others within the University community.

V. Advisor Involvement for Higher-Risk Activities

For activities that may reasonably be anticipated to involve heightened risk, significant public attention, or complex compliance considerations, student organizations are expected to engage their assigned faculty or staff advisor in the planning and implementation process. In such circumstances, club leaders are also required to check in with the Student Life team, after involving their advisor, to ensure appropriate coordination, guidance, and compliance with College policies and procedures.

Advisor involvement is intended to support organizational compliance, safety, and procedural adherence and shall not be construed as content approval, viewpoint endorsement, or prior restraint of expression.

VI. Non-Endorsement by the College

Registration or recognition of a student organization does not imply endorsement by the College or the University of the views, positions, or activities of the organization or its members. Student organizations are responsible for ensuring that their communications and activities do not misrepresent College endorsement or sponsorship.

VII. Records and Administrative Requirements

Each student organization must maintain, on file with the Department of Student Life and Leadership Development, the following:

- A current constitution
- An up-to-date officer roster
- A current membership listing
- A description of activities from at least the three most recent semesters
- A signed faculty or staff advisor consent form

Failure to maintain required documentation may result in administrative review and referral to the appropriate Student Government body. In addition, all student clubs remain subject to annual recertification, which shall be contingent upon adherence to the Student Club Code of Conduct, compliance with applicable Federal, State, and City laws, and compliance with the policies and regulations of The City University of New York and/or City College.

VIII. Reporting, Referrals, and Due Process

Alleged violations of this Code may be reviewed by the College and as appropriate:

- Referred to the duly elected Student Government for consideration under Article XV;
- Addressed through applicable student disciplinary procedures for individual misconduct; and/or

Referred under the Rules for the Maintenance of Public Order, where applicable.

All actions taken pursuant to this Code shall comply with applicable notice, investigation, hearing, and appeal requirements as set forth in University policy and law.

IX. Official Communications

Official communication between student organizations and the Department of Student Life and Leadership Development, including the Club Relations and Reservations teams, must occur through the organization's designated club email account or an official CityMail account. This requirement exists to ensure institutional recordkeeping, accountability, and compliance with applicable privacy and administrative regulations.

Status of This Code

This Code of Conduct is intended to serve as an enforceable standard governing student organization conduct and may be relied upon in administrative, disciplinary, and legal proceedings, consistent with CUNY policy and New York State law. This Code of Conduct remains subject to revision at any time by City College.

Promoting a Diverse and Inclusive Club Environment

Creating a diverse and inclusive student club environment at City College of New York (CCNY) involves intentional efforts to foster a sense of belonging and respect for all members. Firstly, it's crucial to establish clear and inclusive communication channels that welcome diverse perspectives and experiences. Actively seek input from all members, encourage open dialogue, and ensure that the club's leadership is representative of the broader student body. Additionally, organizing events and activities that celebrate various cultures, traditions, and identities can contribute to a more inclusive atmosphere. This may include cultural showcases, awareness campaigns, and collaborative initiatives with other student clubs to highlight the richness of diversity within the CCNY community.

Moreover, implementing education and training programs on diversity, equity, and inclusion can create awareness and promote a more understanding environment. Offering workshops, guest speaker events, or diversity seminars can help club members gain insights into different backgrounds and perspectives. Establishing a code of conduct that explicitly outlines a commitment to inclusivity and prohibits discrimination ensures that all members feel safe and valued. By consistently reinforcing these principles and creating opportunities for genuine connections among members, CCNY student clubs can contribute to a campus culture that embraces diversity and fosters an inclusive community.

Anti-Discrimination Policies

CCNY, like many institutions, has anti-discrimination policies that prohibit discrimination on the basis of various protected characteristics, including but not limited to race, color, national origin, gender, sexual orientation, gender identity, religion, disability, and age. These policies apply to all aspects of university life, including admissions, employment, and participation in university programs and activities.

The specific details of CCNY's anti-discrimination policies, including procedures for reporting and addressing incidents of discrimination, can be found in the university's official documentation, such as the student handbook, code of conduct, or the equal opportunity and affirmative action policies. Students are encouraged to familiarize themselves with these policies to understand their rights and responsibilities and to contribute to maintaining an inclusive and respectful campus environment. If you have specific questions or concerns about CCNY's anti-discrimination policies, we recommend reaching

out to the university's Office of Diversity and Compliance or a relevant office responsible for handling discrimination-related matters.



Social Media Account Policy for Student Clubs and Organizations

Policy Scope

This policy applies to social media accounts that are administered by or on behalf of student-run clubs, organizations, and extracurricular activities at The City College of New York (CCNY), a constituent college of The City University of New York (CUNY).

Examples include student organization accounts that represent CCNY-affiliated clubs or organizations and are used to communicate with the campus or broader community and employ the name of The City College of New York (including CCNY or any other form of the name of the College or

This policy does **not** apply to accounts representing academic programs, curricular services, or administrative offices. Those accounts must comply with applicable CUNY and CCNY branding, communications, and sub-brand policies.

Policy Statement

Student Life at **The City College of New York** fosters a learning environment in which students are active participants in their co-curricular experiences. Student clubs and organizations are a vital component of campus life, supporting students' personal, social, civic, and leadership development.

Social media is a powerful communication tool that allows student organizations to share their activities, promote engagement, and contribute to the broader CCNY community. Because these accounts are associated with the College and typically employ the name of the College, their use carries institutional, legal, and reputational responsibilities.

Accordingly, social media accounts created or maintained on behalf of CCNY student organizations must be used in a responsible, lawful, and respectful manner, consistent with:

- The **CCNY Student Club Code of Conduct**
- **Article XV of the CUNY Board of Trustees Bylaws**
- **The Rules for the Maintenance of Public Order**
- **Student Demonstration Policy**
- Applicable federal, state, and local laws
- Relevant CUNY and CCNY policies and procedures

Procedures and Expectations

Student organizations **must designate one board member as the primary individual responsible for administering the organization's social media accounts** on behalf of the student organization at The City College of New York. The designated individual's name and contact information must be submitted to the Department of Student Life and Leadership Development using the organization's official club email account. The designated individual is responsible for ensuring that all content and account activity comply with applicable College and University policies, including this Social Media Account Policy and the CCNY Student Club Code of Conduct.

Account Requirements ("Must Haves")

Student organization social media accounts **must**:

- Clearly identify the account as student-run and affiliated with The City College of New York or The City University of New York, as applicable.
 - Example bio language:

First-Generation Student Organization
Student-run organization at The City College of New York (CUNY)
Sharing student stories, resources, and opportunities for involvement
- Register using a CCNY or CUNY-affiliated email address, with login credentials documented and maintained with the Department of Student Life and Leadership Development, as required.
- Interact with the social media community in a manner that is welcoming, respectful, non-disruptive, and consistent with the educational mission and values of CCNY.
- Ensure that all content aligns with the stated purpose of the organization and represents the organization's activities accurately and responsibly.
- Comply with all applicable CUNY, CCNY, Student Government, and College policies, as well as local, state, and federal laws.
- Have content reviewed internally by the club or organization and, where required, in consultation with the assigned faculty or staff advisor.

Naming, Branding, and Representation Standards

Student organization accounts must:

- Use a naming convention that clearly distinguishes the account as student-run and not an official College administrative account.
- Avoid using CUNY or CCNY primary logos as profile images unless expressly authorized under College branding guidelines.
- Refrain from using language that implies the account is an official College- or program-run channel, or that it speaks on behalf of CCNY, CUNY, or any College office.
- Follow any applicable CCNY and CUNY branding, communications, and visual identity guidelines when developing content.

Prohibited Uses

Student organization social media accounts shall not be used to:

- Publish or disseminate personal, confidential, or protected information, including doxxing or violations of privacy or FERPA.
- Promote personal, partisan, or political views on behalf of CCNY, or CUNY.
- Post content that violates intellectual property rights or the terms and conditions of third-party platforms.
- Post content that:
 - Incites or advocates violence or unlawful behavior;
 - Constitutes threats, harassment, bullying, or discriminatory conduct;
 - Encourages harm against individuals or groups based on protected characteristics;
 - Violates the CCNY Student Club Code of Conduct, anti-harassment policies, or the Rules for the Maintenance of Public Order.
- Publish paid advertisements, boosted posts, or sponsored content using College-affiliated accounts without prior written authorization.

Free Expression and Institutional Expectations

The College recognizes and protects students' rights to free expression and lawful advocacy. At the same time, the exercise of freedom of expression through student organization social media accounts must be conducted in a peaceful, non-disruptive manner and with appropriate consideration and respect for opposing points of view, consistent with the rights of others and the operations of the College.

Nothing in this policy shall be interpreted to restrict protected speech. This policy applies only to conduct and expression that fall outside the protections of law or violate applicable College policies.

Oversight, Referrals, and Enforcement

Alleged violations of this policy may be reviewed by the College and, as appropriate:

- Referred to the duly elected Student Government pursuant to Article XV of the CUNY Board of Trustees Bylaws;
- Addressed through applicable student disciplinary procedures for individual conduct; and/or
- Reviewed under other applicable University or College processes.

All actions taken pursuant to this policy shall comply with applicable notice, investigation, and due process requirements.

Official Communications Requirement

All official communication between student organizations and the Department of Student Life and Leadership Development—including Club Relations and Reservations—must occur through the organization's designated club email account or an official College-run email account. This requirement

supports institutional recordkeeping, accountability, and compliance with applicable administrative and legal standards.



Running Your Club

Tips for Executive Officers:

One of your most important jobs as executive officers is to instill a sense of belonging within your club. By doing so, you will be able to get more members, hold them, teamwork, and increase club morale. How? Here are some suggestions:

Seating

With a small group, try an informal seating arrangement. Sit around a table if possible or arrange chairs in a horseshoe or circular configuration. You will need a friendly atmosphere for a successful meeting.

Introductions

Do your members know each other? Try having each member introduce themselves—telling why they are interested in this group and giving a little background of their experience (if it's appropriate). Start the ball rolling by introducing yourself. In this way, you let others know what they should say. Appoint a membership liaison or committee whose job is to meet, greet, and recruit new members.

Membership

Do you know the members of your club/organization, or do you have students wandering in and out at various meetings, temporary visitors, etc.? Try having a membership bank. Your secretary should keep a list of members. After you get a list of members, make every effort to learn their names and use them at club meetings.

Visitors and New Members

After your organization's initial meeting, be particularly alert to recognize visitors and new members at each meeting. When students visit, they welcome them and introduce them to members after the meeting.

Absent Members

Part of the purpose of knowing your club membership is to follow-up when members are absent. Your secretary should check attendance at each meeting. Have your officers or membership committee look up those who were unaccounted for and address their absences in a professional manner. To deal with this, explain to the absent members what was missed and what is going to happen at the next meeting. If it is too difficult to get in touch with them, a postcard or an e-mail will do the trick. If a member misses several meetings, make a special effort to find out why.

Additional Suggestions

Goals

Does your club have some goals to aim for this year—in the way of membership, service projects, social activities, or professional growth? All interested members should contribute to forming the club's goals.

Focus

The entire year's program should revolve around the goals your club wants to accomplish. The President, officers, advisor(s) and members should meet to arrange programs for the whole year (or at least for one semester), early in the term. If a skeletal plan can be discussed early, activities for the year may prove meaningful and may have a better chance of occurring.

Productivity

Register for a table at Club Fairs, Cultural Festivals, and participate in Leadership Training to keep your members motivated. If you follow these helpful hints, new members will get involved, old members will stay motivated, and your club will be able to maintain its efforts. Remember, unless you continue to attract and maintain new members in your club, it will not last. Eventually, you will graduate, and your group will fade away. Those clubs/organizations that make a point of doing this each year have been around for a very, very long time.

The Club Advisor:

Every student club certified by the Department of Student Life and Leadership Development, and the appropriate Student Government must have a faculty/staff advisor. A certified club enjoys certain benefits such as requesting funding to support its programs, scheduling college space for meetings, and extracurricular events. Each student club has the privilege of selecting its own advisor every year. The name of the advisor and a statement over their signature indicating that they will serve in this capacity for the academic year must be submitted to the Department of Student Life and Leadership Development. Any change in advisor must be reported without delay to Club Relations. The Advisor's broad responsibility is to advise and to serve as a resource person. It is important for students and their advisors to spend time assessing their own goals, expectations, and values. With comments or suggestions, the advisor can help the student club to fulfill its objectives.

Responsibilities for Organizations to their Faculty Advisor

Faculty and staff who serve as advisors to clubs and organizations do so voluntarily. Steps should be taken to ensure that involvement is a rewarding experience for all parties, including the advisor.

Members of clubs and organizations should:

- Discuss expectations with an advisor from the beginning.
- Notify the advisor of all meetings well in advance.
- Send the advisor a copy of the minutes of all meetings.
- Consult with the advisor before making changes in the structure or policies of organizations and before major projects are undertaken; an advisor's experience can be most helpful.
- Understand that although the advisor has no vote, they should have speaking privileges.
- Remember that the responsibilities for the success/failure of a group project rest with the group, not the advisor.
- Periodically evaluate the advisor and provide them with constructive feedback about how they may be more helpful to the group.
- Acknowledge the advisor's service to the group and thank them for their interest and assistance

Planning a Meeting:

1. Define Objectives:

- Clearly outline the goals and objectives of the meeting. What specific topics, discussions, or decisions need to be addressed? Having a clear agenda helps keep the meeting focused.

2. Set a Date, Time, and Location:

- Choose a date and time that works for the majority of club members. Reserve a suitable meeting space on campus, considering the size of the group and any equipment or resources needed.

3. Create an Agenda:

- Develop a detailed agenda that includes key discussion points, announcements, and any planned activities. Allocate specific time slots for each agenda item to ensure the meeting stays on track.

4. Distribute the Agenda in Advance:

- Share the meeting agenda with club members ahead of time. This allows them to come prepared and contributes to a more informed and engaged discussion during the meeting.

5. Start with Icebreakers or Introductions:

- Begin the meeting with a brief icebreaker or introduction, especially if there are new members. This fosters a sense of community and helps everyone feel comfortable.

6. Review Previous Minutes:

- If applicable, review the minutes from the previous meeting. Discuss any outstanding action items or follow-ups to ensure continuity in club activities.

7. Club Updates and Announcements:

- Allow time for club leaders, including the president, to share updates and announcements. This could include upcoming events, opportunities for involvement, or any relevant news.

8. Main Agenda Items:

- Address the main agenda items systematically. Encourage open discussion, seek input from members, and make decisions collaboratively. If there are presentations or reports, allocate sufficient time for each.

9. Engage in Interactive Activities:

- Depending on the nature of the club, consider incorporating interactive activities or workshops during the meeting. This can enhance member participation and contribute to a more dynamic atmosphere.

10. Q&A and Feedback:

- Reserve time at the end of the meeting for questions and feedback. Encourage members to share their thoughts, ask questions, and provide input on club activities.

11. Assign Action Items:

- Identify specific action items and responsibilities for club members between meetings. Clearly define tasks, deadlines, and who is accountable for each.

12. End on a Positive Note:

- Conclude the meeting on a positive note. Recap key decisions and upcoming events, express gratitude to members for their participation, and invite any additional comments or suggestions.

How Often Should Student Clubs Hold Meetings

The frequency of student club meetings at City College of New York (CCNY) can vary based on the nature of the club, its activities, and the preferences of its members. However, here are some general guidelines to consider:

1. Weekly or Bi-Weekly:

- Some clubs, especially those involved in ongoing projects, regular events, or activities that require consistent planning, may opt for weekly or bi-weekly meetings. This frequent schedule allows for more in-depth discussions and real-time coordination.

2. Monthly:

- Many student clubs find that meeting on a monthly basis strikes a balance between regular communication and accommodating members' busy schedules. Monthly meetings are suitable for clubs with fewer ongoing activities or those that focus on larger, long-term projects.

3. Event-Driven:

- Some clubs may choose to meet primarily when there are specific events, projects, or initiatives to plan or discuss. This event-driven approach ensures that meetings are purposeful and directly related to the club's activities.

4. Combination:

- Clubs can also adopt a combination of approaches, combining regular meetings with additional sessions or workshops as needed. For example, having monthly general meetings and additional planning sessions closer to events or projects.

When determining the frequency of club meetings, it's crucial to consider the availability of club members, the nature of the club's activities, and the overall goals of the organization. Additionally, flexibility is key, as the needs and schedules of students may vary. Polling club members or conducting surveys can help gauge preferences and ensure that the chosen meeting frequency aligns with the majority's availability and commitment levels. Regular communication channels, such as online platforms or social media, can also be utilized between meetings to keep members informed and engaged.

Campus Groups (CG)

Campus Groups (CG) is a platform where students can interact with one another in a variety of ways. Through this platform, it is easier for officers to keep track of their members' engagement. One can view subscribed members and have access to their school email addresses. Clubs are also allowed to connect their social media to their pages and sync their google calendar to CG.

CG allows clubs to promote events and communicate with one another to collaborate on different events held on campus. Through this portal, clubs can:

1. Create Events
2. Create Forms and Surveys
3. Send Emails
4. Keep Track of Members
5. Create and Manage their Club Website

Make sure you join the Department of Student Life & Leadership Development Group. Becoming a member grants you access to many other groups and events on campus.

Creating Event Requests

Each club must hold **at least one major event every school year**. Hosting an event is an excellent opportunity to attract and let more students know about your club. Through your group on CG, your club can access our **Student Organization Activities Reservations (SOAR) Form** and submit reservation requests to our Club Relations and Reservations Team.

Follow the steps below to learn how to submit a reservations request:

1. Log into Campus Groups using your CityMail credentials.
2. Search your group and click on it.
3. Click on the grey "Manage" button next to your group name.
4. On the top right corner, click on the blue "+Create" button.
5. Select the "Event" option in the small pop-up box.
6. Fill out the required information boxes (and any optional ones, if you want).
7. Once you are done filling out this initial form, click the green "Create Event" on the bottom-center of your screen.
8. You will now be filling out our required SOAR Form (Make sure to read carefully and provide us with all the details).
9. Once you are done filling out the requested information, click on the purple "Submit" button.

Our Club Relations Team encourages you to be as detailed as possible when filling out the SOAR form to ensure your event needs are communicated to appropriate parties. Please complete this form as though your event will be approved.

Creating Forms and Surveys

Using the forms and survey's function allows you to collect any information or data that you may need from event attendees, club members, etc. (*It may come in handy for event planning. For example, let's say you want to gather movie recommendations from club members for future movie screening events. Creating a form or poll on CG would come in handy to collect such data.*)

- Form: Collect data, opinions, or documents from individual users.
- Survey: Survey multiple users and review aggregate results.
- Poll: Ask one question and view live results.
- Election: Create positions and candidates and see vote results.
- Quiz: Create questions and attribute points to correct answers.

How to create a form or survey

1. Log into Campus Groups using your CityMail credentials.
2. Search your group and click on it.
3. Click on the grey “Manage” button next to your group name.
4. Select the purple “Surveys & Forms” tab on your Dashboard.
5. Click on the purple “+Create” button found on the top right corner.
6. A pop-up screen will pop up asking you which type of form you would like to create. Select whichever one you’d like.
7. Select “Add Questions” and you will be prompted with various question types.
8. Select “Settings” to edit any information regarding the survey.
9. To view the survey responses, select “View Surveys” on the left.
10. All surveys are listed based on creation date.
11. To distribute the survey, click the dropdown menu next to “Edit” and select “Link”.

Sending Emails

Emails can be used to send feedback surveys to those who have attended your event, inform your members of an upcoming club meeting, or to let members know of any information regarding the club.

Sending Standard Emails

1. Log into Campus Groups using your CityMail credentials.
2. Search your group and click on it.
3. Click on the grey “Manage” button next to your group name.
4. Select the orange “Emails” tab on your Dashboard.
5. Click on the orange “+Compose Email” button found on the top right corner.
6. Select your intended recipients and click on “Compose email for selected group” button found at the bottom center of your screen.
7. Click on “Email Composer”.

8. Add a subject, choose the address from which you will be sending the email, and add an introduction to your email.
9. Compose the email, like you would on your regular emailing service.
10. Scroll down and select your “Delivery Options.”
11. Select “Save and Send.”

Sending Emails Using Email Builder

1. Log into Campus Groups using your CityMail credentials.
2. Search your group and click on it.
3. Click on the grey “Manage” button next to your group name.
4. Select the orange “Emails” tab on your Dashboard.
5. Click on the orange “+Compose Email” button found on the top right corner.
6. Select your intended recipients and click on “Compose email for selected group” button found at the bottom center of your screen.
7. Click on “Email Builder”.
8. Add a subject, choose the address from which you will be sending the email, and add an introduction to your email.
9. Create your template. (**[Click Here for additional steps](#)**)
10. Scroll down and select your “Delivery Options.”
11. Select “Save and Send.”

MORE INFORMATION

Emails are a great way to communicate with your club members and maintain member engagement!

You can use the link below to learn more about the email function in CG.

<https://help.campusgroups.com/en/collections/569850-emails>

Tracking your Members

As a club, it is important to get to know your members and demographics. CG’s member tracking function allows you to gain information on your members such as:

- Events they have attended
- Emails they have opened
- Graduation year
- Student type

Members are able to join your club by becoming part of your CG group through a link or QR code.

Club Funding

Every year, the Undergraduate Student Government and the Graduate Student Council award funds to all active student organizations. The proposals are centered on creating an interactive, responsive, and transparent system to empower our clubs for effective activity planning and execution, contributing to a superior student experience at CCNY.

1. Implementation of a Year-Round Funding Request System

- This comprehensive restructuring of our existing system would enable clubs to request funds on a rolling basis throughout the academic year. This would allow clubs to respond to changing needs and help minimize instances of unused funds. To facilitate this, we would require clubs to submit an itemized invoice (NTL Requisition Form) outlining their expected expenditures in detail, two months in advance of their proposed event. This form would include comprehensive quotes from Vendors approved by the Purchasing Department. The Finance Committee would then be tasked with reviewing the request and would be committed to delivering a decision within ten calendar days. This method encourages meticulous planning and effective use of financial resources.

NOTE: Chosen vendors aren't guaranteed.

2. Provision of an Initial Club Budget with Provisions for Additional Requests

- This approach includes providing each club with an initial budget of \$100-500 depending on the club's member size (as given by Campus Groups) at the onset of the Academic Year. Any additional funding needs would then follow the process as outlined in Option One. This approach is intended to provide clubs with a reliable baseline to commence their activities while also promoting prudence in planning further financial requests.

Subsequent Procedures Following Budget Approval

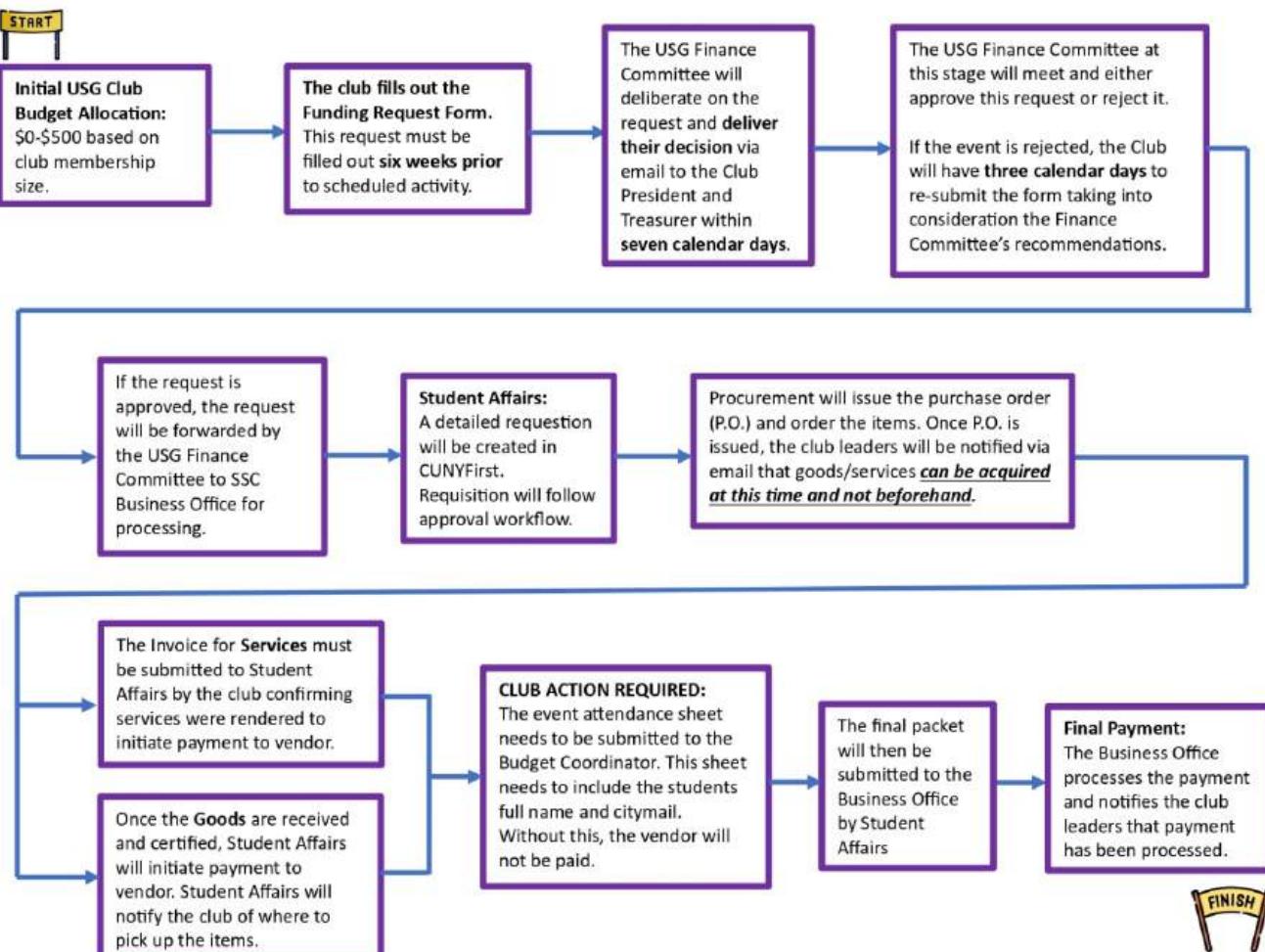
Regardless of the choice ultimately selected, once a club's budget has been sanctioned by the Finance Committee, the approved amounts and the completed NTL Requisition Form will be shared with the SSC Business Office for further execution following standard operating procedures. This handoff ensures a smooth and swift disbursal of funds, enabling timely implementation of club activities.

It is important to note that **all purchase requests must follow the University's established procurement process**. Reimbursements for expenses will not be allowed. Clubs should not make purchases or engage vendors without prior approval through the Purchasing Department. Prohibited expenses include, but are not limited to: office supplies, miscellaneous computer and technology equipment or repairs, professional membership fees, furniture, book purchases, food and catering services, publication costs, website and database licenses, academic and research subscriptions, and moving or parking ticket violations.

Refer to the next section "Payment Process for Club Expenses" for a detailed overview and instructions for the new process for payment of expenses, in accordance with CUNY guidelines for undergraduate and graduate clubs.

Financial Matters in regard to account balances should be discussed with the SSC Business office by emailing Sandy Lee at slee2@ccny.cuny.edu. Budget allocations should be discussed with the USG at usg@gtest.ccny.cuny.edu or GSC at gsc@gtest.ccny.cuny.edu.

Payment process for Student Club Expenses



1. Initial Budget

- The club/organization receives an initial budget from their respective student government within the first two weeks of the class. This budget is in the range of \$0-\$500 depending on the club's size listed on campus groups. The student government realizes that this might not be enough for some clubs. Henceforth, an additional funding request procedure was also developed.

2. Procedure

If a club wishes to utilize their initial budget, request additional funding or both, the club must submit a Funding Request Form for six weeks (**42 Calendar Days**) prior to the event/activity date.

- The club/organization must fill out the Club Funding Request Form.
- This form requires the club to submit a Disbursement Packet.

i) Disbursement packet to be submitted with the funding request form

- The club/organization will prepare a pdf document packet with all documents in one file which **MUST INCLUDE**:
- The SSC Digital disbursement form with CCNY emails digital signatures.
- If your vendor is not in CUNYFirst, complete the Non-Tax Levy CUNY Substitute W9.

- Club/organization minutes on approval for use of funds.
- Flyer for the event. Flyer **NEEDS** to include a Start Time and an End Time. Without both, your club's request will be rejected. If you are requesting food, the event duration on this flyer submitted needs to be at least 2 hours in length.
- Filled NTL Purchase Requisition.
- Justification Memo.
- Quote from vendor.
- Contract (*if applicable*).

3. USG/GSC Finance Committee Approval

After the club submits the Club Funding Form, the USG/GSC Finance Committee will either reject or accept the request and will notify the club within seven days after form has been submitted or result. If the request is rejected, the club will either be given an option to resubmit within three days or just a simple rejection depending on funding available at the time.

NOTE: Just because a club submits the form does not guarantee approval.

4. SSC Business Office

If your request is approved, the USG/GSC Finance Committee will forward the packet to the SSC Business Office and the Student Affairs Budget Coordinator with Club Contact CC'ed.

NOTE: From this Step forward, it is the Club's responsibility to keep in contact with the Budget Coordinator to see the progress of their request.

5. Create and Approve Requisition

The Student Affairs Budget Coordinator fulfills this step once VP approval has been obtained.

6. Procurement

- a) The club/organization **MUST WAIT** until they receive an email from the Student Affairs Budget Coordinator before confirming any services or goods to be delivered.

NOTE: If you move forward before submitted expenses are approved, the vendor will not be paid.

7. Receipt

a) Services

- i) The club/organization **MUST** send an email to the Student Affairs Budget Coordinator with an attached invoice of the services rendered by the vendor.

b) Goods

- i) The Student Affairs Budget Coordinator will be provided with the packing slip and will email the club/organization when goods are available. At this time instructions for pick up will be shared by the Department of Student Life and Leadership Development.

8. Packet Submission and Payment

- a) The Student Affairs Budget Coordinator submits the packet via email on behalf of Student Affairs to the SSC Business Office.
- b) Any questions regarding the date of payment will be sent to the SSC Business Office.

c) Make sure to include a guest list in the disbursement package. ***Failure to provide a guest list will result in the club not being able to order food anymore.***

i) Guest List must include

- Guest first and last name with an email address
- The list must be numbered
- Every page must contain the name of the event, the date of the event, and the time of the event.

Fundraising Policy

As of Fall 2023, fundraising in order to increase club funding is not permitted. Additionally, fundraising for outside entities, such as charities, is permitted with a limitation. This limitation includes but is not limited to:

- Collecting funds on behalf of the organization is not allowed.
- Students are not allowed to accept any form of payments

If you wish to assist an external organization in raising funds for a cause, you will need to direct the interested parties/individuals to the fundraising page. This will allow the interested parties/individuals to donate directly to the organization, without the need for clubs to collect these funds. (*i.e., if someone was interested in donating to a CCNY department, we would re-direct them to the following page: <https://giving.ccny.cuny.edu/page.aspx?pid=298>*)

Clubs who wish to raise funds for charitable organizations can do so with proper documentation.

When completing the SOAR Form clubs must:

1. Properly write the name of the organization
2. Describe what said organization does and why you are fundraising for this charity
3. Add organization's/institution's donation link

Please note that these organizations will be properly vetted to ensure their authenticity and approval by the college.

Event Planning

The following on-campus facilities may be reserved for meetings or special events by clubs and organizations on a space-available basis:

Classrooms | Theaters | Athletic facilities | Conference rooms | Lounges
| Outdoor plazas | Hanging of Banners

The Department of Student Life and Leadership Development coordinates all on-campus reservations for clubs and organizations, regardless of location. If your club or organization is interested in reserving a facility, the first step is to submit a request via Campus Groups. A staff member in the Department of Student Life and Leadership Development will provide you with instructions to help you complete this form if needed.

Request Types

Each club must hold at least one major event (Event Request) every school year. Hosting an event is an excellent opportunity to attract and let more students know about your club. All requests are processed through the SOAR form. You will find the form after you have created an event. When you complete the SOAR form, you will select the types of requests below based on the criteria that your request meets.

All clubs are required to use Campus Groups for their event of registration. This allows both the club and our department to keep track of event attendance. Additionally, it is pertinent that all clubs begin using Campus Groups, as it is a platform that can help maintain club population and is required in determining club funding.

Table Requests (i.e., promoting club/upcoming events)

- Tables are allocated on a first come first serve basis.
- A request must be submitted before or **10 BUSINESS DAYS** in advance.
- It is the club's responsibility to arrange to always have a club member present during the activity.
- If you are giving out food, it must be pre-packaged or catered. Clubs are not permitted to sell food as this goes against the fundraising policy (*see page 30 for more details on the Fundraising Policy*).
- Cancellations must be submitted via email to club relations 24 hours before the requested date.
- Student organizations are responsible for cleaning up after their event.
- Tabling requests including external organizations must be requested within **15 BUSINESS DAYS**.
 - Our team will request additional information on the external organization to vet them and to ensure their authenticity and its approval by the college.

Club General Meeting Room Requests

- Must be submitted at least **10 BUSINESS DAYS** prior to meeting.
- Clubs are assigned classrooms based on their requested space. Spaces can be requested once for the entire semester.
- During the hours of **Tuesdays 12:30pm-1:45pm OR Thursdays 12:30pm-1:45pm with no guest speakers, performers, etc.**
- If you are giving out food, it must be pre-packaged or catered.

- Clubs that need projection can ask Club Advisor for assistance with Via or visit the student life office for either a HDMI cable or Via.

Facility Requests (i.e., small group meetings)

- Requests must be submitted for **10 BUSINESS DAYS** prior to the event.
- A Facility Request does not include:
 - Table/chair setups
 - Audio Visual equipment
 - **No guest speakers, performers, etc.**
- Requests have a maximum capacity of 45 people.
- Facility Requests can only be submitted for the following locations:
 - Hoffman Atrium
 - Hoffman Lounge
 - NAC 1/209
- If you are giving out food, it must be pre-packaged or catered. Clubs are not permitted to sell food as this goes against the fundraising policy.
- Location can be occupied one time for up to 2 hours during regular business days (Monday-Friday 9am-5pm).

Virtual Requests (i.e., Workshops on Zoom)

- Virtual Requests must be submitted for **10 BUSINESS DAYS** in advance.
- Virtual requests **including speakers** must be submitted before or **30 BUSINESS DAYS** in advance (This is required to be able to have sufficient time for the vetting speaker process).
- Any event requests open to non-CCNY guests will need to have a second ticket option for the non-CCNY guests asking them for their school email.

Event Requests (i.e., speaker, movie night, etc.)

- Event Request must be submitted before or **30 BUSINESS DAYS** prior to the event.
- Event Request must meet the following criteria:
 - **MORE** than 25 guests
 - **LONGER** than 2 hours
 - Outside of regular business hours (after 5:00pm and/or on weekends)
 - Features a non-CCNY affiliated performer, moderator, speaker, or other guest(s)

*****Please Note: Event Requests may be subject to other fees like cost for public safety and facilities personnel. *****

Event Request Policies

- Event Requests that are not submitted for **30 BUSINESS DAYS** in advance will be rejected.
- Events scheduled between Monday through Thursday must end at 11:00P.M.
- Events scheduled for Fridays must end before 12:00 A.M.
- Club Advisor or Club Advisor Designee MUST be present for the entirety of the event.
- If you are giving out food, it must be pre-packaged or catered.
- Weekend events CANNOT BE SOCIAL EVENTS (i.e., dinners, parties, etc).
- Weekend events must end at 5pm
- Events cannot be requested on Sundays.

- If AV equipment is requested on weekend events, the club/organization will need to pay the AV team/iMedia for their services if available.

Off-Campus Events (i.e., Trips within the 5 boroughs)

These CUNY Domestic Travel Guidelines (“Guidelines”) communicate CUNY’s standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.

“Domestic travel” means any activity or event not taking place on CUNY property but within the 50 states of the United States, including, but not limited to, trips to museums, field trips, athletic events, service activities, alternate spring break, and retreats and conferences.

Off-campus events must be approved by the *Chief Academic Officer (CAO)* or *Chief Student Affairs Officer (CSAO)* of our college in advance of travel and prior to the commitment of any University resources. To request approval, a faculty member, staff member or recognized student organization who is organizing an activity covered by these Guidelines must submit a completed [CUNY Off-Campus Student Travel Approval Form](#).

If you are planning to host an Off-Campus event, please email clubreg@gtest.ccny.cuny.edu at least **30 BUSINESS DAYS PRIOR** to your event.

Day Trips *WITHIN* the Five Boroughs

These are trips without an overnight stay within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Queens, and Staten Island) that require only the use of public transportation, private, or publicly accessible transportation alternatives for students with disabilities, for travel, and do not involve high-risk activities. These trips mandate the completion of the CUNY SPARC Training.

Overnight Trips *WITHIN* the Five Boroughs

These are trips with an overnight stay within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Queens, and Staten Island). These trips may involve high-risk activities and mandate the completion of the CUNY SPARC Training.

Day and Overnight Trips *OUTSIDE* of the Five Boroughs

Day trips outside of the five boroughs are trips without an overnight stay within the 50 states of the United States. Overnight trips outside of the five boroughs are trips with an overnight stay within the 50 states of the United States. These trips may involve high-risk activities and mandate the completion of the CUNY SPARC Training.

High-Risk Activities

High-Risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss.

Some examples are: Skydiving, Whitewater Rafting, Extreme Sports, activities such as events at which alcohol will be served, and activities taking place in isolated areas far from medical resources to name a few.

If in doubt whether a specific activity would qualify as “high-risk”, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

Request Submission

Please keep the following in mind:

- Your expected attendee number must **NOT** be less than 5.
- Your trip is required to have both a Trip Sponsor and Trip Chaperone. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.
- All Trip participants are required to:
 - Obey the laws of the New York City, New York State, and the United States; the laws of the trip destination, the rules and maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”) and the policies, regulations and orders of the college and its appointed representatives.
- All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol.
- Participants in Trips are responsible for their own behavior and any resulting consequences.

To submit an off-campus event request, please complete the following:

- Complete and submit the **CUNY off-campus student travel approval form** to the Club Relations Team at clubreg@ccny.cuny.edu .
- Provide the Club Relations Team with a list of students potentially attending the event (***This list must include the names, EMPLIDs, and CityMail's of the students.***)

If approved, please ensure that your Trip Sponsor or Trip Chaperone collects a signed **Off-Campus Activity Participation, Waiver, and Emergency Form** from each student who plans to participate. The Club Relations Team will contact your club before the date of your trip to collect copies of the **Off-Campus Activity Participation, Waiver, and Emergency Form** for retention purposes.

MORE INFORMATION

For a more detailed overview of the CUNY Domestic Travel Guidelines, please visit
<https://www.cuny.edu/about/administration/offices/ehsrm/heathandsafety/travel/>

Event Planning Assistance

The Club Relations and Reservations Team is available to help you plan your event. They will inform you of the regulations and help you process the paperwork. It is recommended that clubs speak with a Club Relations and Reservations Team member to plan an event. Planning in advance is the key to successful programming. Planning your event begins with discussing all the aspects of the event, i.e., budget, facilities, room set up, entertainment, sound, refreshments, parking, etc. All scheduled events are reviewed by the Events Committee made up of representatives from Public Safety, Physical Plant Services, Student Affairs, Athletics, Events Management Office, and the Department of Student Life and Leadership Development. They meet every Wednesday morning. ***If the event does not conform to college procedures and services, permission may be denied.***

Keep the following in mind when you are planning an event:

1. Only registered and chartered clubs, organizations and committees may reserve college facilities or audio-visual equipment.
2. To obtain a tentative room reservation, you must fill out an Events Application at least **30 BUSINESS DAYS** in advance of the date of the event. The NAC Ballroom and lecture halls are in great demand and should be booked well in advance of the event.
3. Programs that are well planned are successful and add to the quality of life at City College. Programming events is an important part of the club's experience.

Event Planning Timetable

AT LEAST 30 BUSINESS DAYS BEFORE THE EVENT

- Fill out the **SOAR Form** then look for emails from the Reservations team to your **CityMail address**.
- Determine any special needs that your event may have, i.e., audio-visual equipment, chairs or tables along with a layout, when applicable (*these items should be requested when applying for space*).
- Prepare drafts of advertisements, flyers and posters and attach the flyer, diagram, etc. to the event application by e-mail. If necessary, Reservations can provide blank templates of Student Life & Leadership Development spaces.
- If you are requesting any exceptions that require Vice Presidential approval, they must be submitted at this time.

TWO WEEKS AFTER APPLYING

- Check your email for event **verification** from Reservations.
- Meet with your officers and faculty advisor and discuss any budget issues (if there are any charges, payment is due one week before your event).

TWO WEEKS BEFORE THE EVENT

- All advertisements, i.e., flyers and posters must be submitted for approval.
- This is the last time that changes to your event will be accepted for review. **No** changes will be allowed after this date. If your advertisements do not match the application, your event will **not** be approved. Failure to notify Reservations in writing of any program changes can result in suspension of your use of Facilities and charges applied to the event.
- **NO CASH** collection prior to, during, and after your event.

Facility Use Rules

Organizations applying for facility use through the events application process are reminded of the following regulations:

- No food or beverage is permitted in general classrooms, athletic facilities, or laboratories.
- Explosive and incendiary devices are strictly forbidden.
- When organizations use classrooms for meetings, it is the group's responsibility to remove papers and other materials brought to the meeting.
- Smoking is prohibited in all campus buildings.
- The burning of any substance is strictly prohibited.
- The Events Committee must be clearly informed and must approve any activity requiring the use of candles in a campus building in writing.
- Student Life and Leadership Development must approve the hanging of decorations, signs, or advertisements.
- Please note that hanging/taping of items on walls, glass, and columns is prohibited.
- Any and all athletic events must take place in one of the gyms.
- No balloons are permitted in the Aronow Theater.
- Nothing can be hung on the walls in NAC 0/201.

Facility Reservations Restrictions

- No space may be scheduled if it interferes with a scheduled class.
- Please provide alternate dates, times, and locations, in case your original date is not available.
- No reservations will be accepted over the phone.
- The college reserves the right to deny use of its facilities to a group or event if it is in conflict with college policy or regulations, or if operationally and/or programmatically impossible to accommodate the group or event.
- Theatrical events often require at least one rehearsal. Please schedule rehearsal(s) when you schedule the room for your program.
- The Department of Student Life and Leadership Development must be notified that an event will be **cancelled** at least **three (3) business days** in advance so that the facility may be used for another college function and security may be notified of the matter. **If Student Life and Leadership Development is not notified at least three (3) business days in advance, you will be responsible for all fees.** Noncompliance will affect the organization's standing and ability to reserve facilities in the future. Approved use of space is not transferable.

The college reserves the right to change room reservations if circumstances warrant a shift in room assignments. This is especially true if your event extends over more than two dates. Should this occur, a Student Life and Leadership Development staff member will contact the original applicant concerning arrangements for such a shift. Any organization reserving a space on campus agrees to abide by the regulations and guidelines for the use of the facility and accepts responsibilities for damages, loss or theft, and all charges incurred. All events must be open to the entire City College Community and must be held during the academic year while classes are in session. Equipment is limited and distributed on a first-come, first-serve basis. You must submit an equipment form along with your SOAR form.

Event Procedures

Organization's Responsibilities During an Activity

All organizations utilizing college space are responsible for monitoring their own actions as well as those of their guests. Members of the organization are required to provide assistance to Security at the event entrance; this includes attendee check-in and guiding attendees to the event location.

Groups are responsible for surface cleaning of the facility they use. All decorations and/or tape must be removed from the location prior to the end of the event and placed in trash receptacles.

Event Liaison Responsibilities

The 'Event Liaison' does not need to be the person who filed the application. Rather, they are the point of contact for the Department of Student Life & Leadership Development regarding your club's event. During events, they will act as a liaison with Student Life & Leadership Development and the Office of Public Safety during an event. They should introduce themselves to the Public Safety Officer and the Student Life & Leadership Development staff supervising the event.

They must be present for the entire event.

Any problems or concerns should be communicated through the liaison. Having a single person act as event liaison helps avoid confusion. The Department of Student Life & Leadership Development and the Office of Public Safety will work with the liaison to ensure the safety of the participants and the success of the event. If a situation should arise that requires intervention, the liaison must cooperate and assist security. For example, if your club is having a dance in the Ballroom and someone attempts to enter without checking in, the liaison should not confront the trespasser alone. Work with security so that the situation may be resolved in a prudent manner. Since this is your event, your cooperation is needed and greatly appreciated.

Time Constraints

Events must end at the stated time whether or not the event started on time. Events are to be scheduled according to college operating hours: 7:00 am -11:00 pm. Friday events are an exception and may end at 1:00 am. This means that ***a full 45 minutes before the ending time the event liaison must announce that the function will be ending in a half hour.***

*****Events that go past their stated end time, the event will be in jeopardy of being shut down. *****

Security

All events require a security department assessment as a condition of approval to determine the number of security officers needed. Any club or organization planning to hold a large event must allocate sufficient financial resources to pay for the appropriate number of Security personnel. Under no circumstances will the college approve an event where it may not reasonably be able to manage the crowd.

Most events require security services. Security is always assigned for event requests labeled as a party. A party automatically requires five (5) security officers. There is a 4-hour minimum where security is required. Security officers will be paid overtime rates for any event that goes on beyond 11:00pm. If you have security scheduled for an event and you intend to cancel it, you must notify Student Life at least 72 before the event to avoid any charges. If they are not notified within this time frame, you may still be charged for security.

Notification of Event Change

Any program changes must be made in writing to Student Life and Leadership Development (NAC 1/210B) so that the Events Coordinating Committee may reevaluate your application. Failure to notify the college of any program changes will result in automatic cancellation of your event. If there is a material difference between the event described on the application and the same event advertised on the flyer or announcement, the event may be cancelled. The determination of whether the difference between the event applied for and the event advertised is a material one, is at the sole discretion of the City College Department of Student Life and Leadership Development.

Event Population Policy (EPP)

Events that host 100+ people will require a mandatory meeting with the Department of Student Life. Heavily populated events such as these will require more public safety representation, arrangements for outside organizations, guest speaker reviews, and additional facility preparation (this meeting will include the Director or Assistant Director, Evening manager and at least two E-board members must be present for this meeting).

Attendee Registration and Check-In Policy

All clubs are required to use Campus Groups (CG) for their event registration. This allows both the club and our department to keep track of event attendance. Additionally, it is pertinent that all clubs begin using CG, as it is a platform that can help maintain club population and is required in determining club funding.

Alcohol and Substance Use

Alcohol use is forbidden on-campus to all students, regardless of the student's age, as is its possession, distribution, or sale. This regulation also applies to all official college-sponsored activities, social and sports events, meetings, and conferences either on or off campus at which students are participants.

Any student found to be in violation of **The City College policy** with regard to alcohol shall be subject to disciplinary action which may result in sanctions such as: admonition, warning, censure, disciplinary probation, restitution, suspension or expulsion. The sanctions are defined in the section of the College's Student Guide and College Bulletin regarding disciplinary matters.

Smoking Policy

The college will enforce the university's "Smoking Policy". Copies of the policy are posted throughout the campus and may be obtained in the Office of Student Affairs (Administration Building, Room 204). Any organization that authorizes the violation of this policy shall have its permission to operate on campus rescinded.

Student Demonstrations Policy

Introduction

The City College of New York recognizes its obligation to facilitate peaceful demonstrations in all ways possible, ensure personal safety, and enable necessary activities of the College to be free from unreasonable disruption. City College defines student demonstrations as any form of civic expression where students convey their opinions, demands, support for or opposition to any subject, or the like, through marches, parades, rallies, protests, or similar activities (collectively referred to in this Policy as “Demonstrations” and includes any counter-demonstration—any form of civic expression where students convey opposing viewpoints in response to a Demonstration). Demonstrations are distinct from student events and tabling activities, but requests to schedule Demonstrations should still be submitted through [CampusGroups](#). Organizers of Demonstrations must read this document, complete the [Student Activity Form](#), and submit it to the Office of Student Life at least three business days before the planned Demonstration date for consideration.

City College’s Commitment to an Educational Environment and Freedom of Expression

City College’s mission is to transform the lives of all students by creating a distinctive environment of intellectual rigor, research, creativity, and deep community engagement. In alignment with its mission, City College is committed to creating an educational environment in which a variety of ideas can be proposed and critically examined. The College has developed this Policy to support its mission, as well as each community member’s right to freedom of expression.

The rights of freedom of expression and peaceful assembly are vital to our shared goal of the pursuit of knowledge. Such freedoms come with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition. At the same time, CUNY and City College have long recognized that the right to demonstrate does not include the right to engage in conduct that disrupts the College’s operations or endangers the safety of others as per the so-called Henderson Rules, that is, [the CUNY Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the N.Y. Education Law](#).

Time, Place, and Manner Regulations

The following regulations apply to all Demonstrations:

- No blocking or otherwise interfering with the free flow of vehicular, bicycle, or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- No blocking or otherwise interfering with the ability of others to go into and out of campus buildings.
- No preventing or attempting to force the cancellation of any class, or event or activity sponsored by the College or by any person authorized to use College facilities. This regulation is not intended to prohibit counterdemonstrations.
- No actions that obstruct or prevent members and guests of the College community from accessing campus activities or facilities.
- No Demonstrations are allowed inside **college** buildings.
- No inciting imminent lawless action.

- No harassment, physical abuse, or threats toward another person or member of the College community.
- Demonstrations are not permitted between 6 PM and 8 AM and should not exceed three hours in duration.
- No demonstrations during Final Exams or Final Exams reading period.
- No volume of noise prevents members of the College community from performing their normal campus activities. Amplified sound (e.g., bullhorns) is not permitted and may not be used unless approved in advance in writing by Student Affairs.
- No structures are allowed without the express written approval of the Vice President for Student Affairs or their designee. Temporary structures include, but are not limited to, outdoor structures, tables, monitors, tents, and encampments.
- No unattended placards, banners, or other signs, unless they are affixed securely to a location that has been approved for posting. Approved posters and flyers on college property must be obtained from the appropriate authority – the Student Life Office for student events and the Events Management Department for faculty/staff events.
- Persons on campus must comply with the directions of any College official, including but not limited to Public Safety.

Designated Locations

The College permits approved Demonstrations at the following locations, unless another party has previously reserved the space:

- NAC Plaza
- Front of the Administration Building

The Vice President for Student Affairs or his/her designee may also approve the use of other locations to accommodate circumstances associated with a Demonstration.

Compliance with This Policy

It is the responsibility of the Demonstration organizer and sponsoring organization leadership to educate participants about this Policy and other applicable City College policies and to immediately report any disorderly conduct to Public Safety. For example, all individuals must present a City College-issued identification card or a valid state-issued ID when requested by a City College official.

Failure to comply with instructions from Public Safety or other City College officials, whether prior to or during a Demonstration or at any time, may result in the individual being considered a trespasser. Non-compliance may also lead to conduct charges in accordance with CUNY and City College policies.

How-to Guides

Table Efficiently

Tabling for a student club at City College of New York (CCNY) is a great way to engage with the campus community, promote your club, and recruit new members. Here's a guide on how to effectively table for your student club:

1. Obtain Permission:

- Refer to page 22 for steps.

2. Choose a Strategic Location:

- Select a high-traffic area on campus for tabling.

3. Gather Materials:

- Prepare visually appealing and informative materials for your table. This may include banners, posters, flyers, brochures, and other promotional items showcasing your club and its activities.

4. Engaging Display:

- Create an engaging and attractive display for your table. Use colors and visuals that represent your club. Include a sign-up sheet for those interested in joining and make sure to prominently display your club's name.

5. Promotional Items:

- Consider offering promotional items or giveaways to attract attention. This could include stickers, buttons, or small branded items that promote your club and encourage students to stop by.

6. Be Approachable:

- Assign club members to manage the table and be approachable. Smile, make eye contact, and be ready to engage with students who show interest. Have a brief elevator pitch ready to explain your club's purpose and activities.

7. Interactive Activities:

- Incorporate interactive activities to make your table more engaging. This could be a game, a quick quiz related to your club's theme, or any other interactive element that encourages participation.

8. Informational Sessions:

- Schedule short informational sessions or demonstrations at your table. This allows you to share more about your club in a dynamic way and attract students who might be interested in learning more.

9. Membership Drive:

- Use tabling as an opportunity for a membership drive. Encourage interested students to sign up on the spot or provide information on how they can join your club. Have membership forms and information readily available.

10. Capture Contact Information:

- Create a system for capturing contact information from interested students. This could be through sign-up sheets, QR codes linked to an online form, or other methods that make it easy for students to share their details.

11. Follow-Up:

- After tabling, follow up with the individuals who expressed interest. Send thank-you emails, provide more information about upcoming club events, and invite them to your club meetings.

12. Evaluate and Improve:

- Assess the effectiveness of your tabling efforts. Gather feedback from club members involved in tabling and use this information to improve your approach for future events.

Tabling is a dynamic way to increase visibility for your student club, recruit new members, and engage with the CCNY community.

Hosting Online Events

Hosting online events is a great way to reach a larger audience at any place and time. Here's a guide on how to hold online events for your student club:

Recommended Applications

- Zoom
 - Refer to this link: <https://www.ccny.cuny.edu/it/zoom-guide> to learn more about the application.
- Instagram
 - Refer to this link: <https://later.com/blog/instagram-live/> to learn more about the application.

Setting Up for Zoom:

- Log on at least 15 minutes before the meeting start time to ensure that audio and video work properly.
- Provide time alerts to current speaker(s) (i.e., you have 5 minutes)
- Assign someone to monitor the chat and Q&A so that the main speaker, etc. can focus on the meeting.
- As participants start to enter the virtual conference room, the Zoom manager and/or E-Board members will greet them (“Hello, how are you?”) If participants are joining by phone, ask them to identify themselves so the Zoom manager can rename their phone number in the virtual conference room.

Publicity and Promotion

Clubs and organizations can use many forms of advertising to promote their events. Traditional ways of publicizing events include:

WHCR-FM

This is a CCNY based radio station. Consult with them on public service announcements for club events. Their main purpose is to provide entertainment and information for the CCNY Community. They can be contacted at WHCR903FM@WHCR.org

Social Media Networks

Advertisements of any kind on Facebook, Twitter, Instagram, Tumblr, and other internet-based social networking sites must also be submitted to any event application. Student clubs/organizations must document any form of advertisement.

Club/Organization Webpages

Registered student organizations are eligible to have a website on campus groups. All information on these pages should be used to promote your club to the CCNY community. Students interested in having one can go to their club's group on campus group and click on "website" to create their club's page.

Broadcast Requests

E-mail and text broadcasts make it easier for the CCNY community to spread information effectively and extensively.

Please Note: If club leaders want the club event to be broadcasted to the CCNY community, please consult your club advisor to send the broadcast request on your behalf

These are somethings some things to keep in mind if you are considering creating a request to send out a broadcast:

- **ALL CAMPUS REQUESTS** must be approved by either a Vice President, Dean, Associate Dean or Assistant Vice President in charge of the office requesting the broadcast or voicemail. The listed people may also designate a proxy in their place.
- Who can request a broadcast?
 - "The service is available to faculty and staff members who want to have their college related college-related email messages sent to larger groups." (Office of Information Technology)
- It is recommended that your Dean/Chair/Administrator acknowledges that you are authorized to request to send out a college-related email broadcast, if this is your first time putting in a request.

When submitting an EMAIL REQUEST:

- Email your request to broadcastrequest@ccny.cuny.edu
- Make sure to submit THREE BUSINESS DAYS prior to your 'send' date.
- If the content of your event comes in the form of a visual, please also provide a text version of the context for viewer accessibility.

Include the following format in your email:

- This broadcast will be sent to: --
- This broadcast will be sent from: --
- The subject title of this broadcast is: --

- The content of this Broadcast: --
 - Attach/include text, images, and pdf files with your request.

For more detailed information, please check https://www.ccny.cuny.edu/it/broadcast_request

Flyer Policy

- All publicity must be in support of approved student activities programs and must bear the name of the sponsoring organization. Date, time, location of event and admission policy, if any, should be included.
- If non-CCNY guests are attending your event, your flyer must include “Bring your ID.”
- Should your event contain any form of fundraising, ensure to include the name of the organization and goal.
- Advertisements posted in foreign languages must also be translated into English.
- No promotional material will be approved if alcohol is advertised, i.e., pictured, printed, or implied.
- Where appropriate, the funding body should be credited for their support of a program.
- Please submit a final copy so that it may be attached to your original application for our records.

Posting Policy

- All printed materials to be posted on student bulletin boards must be approved by and bear the stamp of Student Life & Leadership Development.
- Submit an original digital file for stamping before duplicating.
- Each club/organization is allowed to post TWO FLYERS per bulletin board, per event/announcement. The maximum size allowed for posters is 22 inches by 28 inches (22" x 28").
- Posting is only allowed on designated bulletin boards.
 - Flyers, banners, and posters must be approved and digitally stamped by Student Life and Leadership Development.
 - No flyers advertising an event may be posted until the event has been approved and the space assigned.
- Outdoor posting is prohibited. Do not post on light posts, trash receptacles, trees, walls or sidewalks, windows or any surface that is not a bulletin board. Any materials that are not posted on bulletin boards will be removed.
- In order to facilitate communication within the College, political Campaign materials from outside the College and commercial advertisement not of direct interest to the College community are not approved for posting.
- Permission is required by the Department of Student Life and Leadership Development to advertise events off campus.

Remember, respect others. **Do not** post over or tear down materials belonging to other groups.

Resources

Libraries

NAC: Morris Raphael Cohen Library: (2nd Floor) (212) 650-7292

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8am – 8pm	8am – 8pm	8am – 8pm	8am-8pm	8am-5pm	11am – 5pm	CLOSED

Center for Worker Education Library: (7th Floor) 25 Broadway, New York, NY 10004

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8am – 8pm	8am – 8pm	8am – 8pm	8am-8pm	8am-5pm	11am – 5pm	CLOSED

Architecture Library (Spitzer School of Architecture, Room 101) (212) 650-8767

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8am – 8pm	8am – 8pm	8am – 8pm	8am-8pm	8am-5pm	11am – 5pm	CLOSED

Dominican Studies Institute Library: (NAC 2nd Floor)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
10am – 6pm	CLOSED	CLOSED				

Science & Engineering Library

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
9am – 5pm	CLOSED	CLOSED				

Offices

Student Affairs Office

Dedicated to enhancing the student experience by empowering our college community to pursue educational goals, Student Affairs aims to stimulate social interaction and foster self-discovery, community building, and leadership development. Their comprehensive programs, services, and resources promote holistic well-being, academic achievement, and active student engagement. These efforts prepare students for a lifetime of learning and positive societal impact.

Services/Resources:

- [Emergency Grants](#)
- [Benny's Food Pantry](#)
- [Laptop Loaner Program](#)
- [Student Complaints/Reports](#)

Wille Administration Building Room A 204 | 212-650-5426 | studentaffairs@ccny.cuny.edu

Department of Student Life and Leadership Development

The Department of Student Life and Leadership Development is responsible for promoting extracurricular and co-curricular programs that complement and enhance activities, each student's academic experience, and personal organizations. Student Life assists in the coordination of all the club activities that promote the academic experience as well as create student leaders making for a well-rounded graduate. Our office works closely with 100+ student-run organizations, formulating and recommending policies in conjunction with both the undergraduate and graduate student governments. Student clubs register for approval to function on campus. The development of organizations in

collaboration with academic departments helps our student leaders be responsible and be prepared as professionals. Our goal is to always highlight the student body with cultural, educational, and social programs representative of our diverse population.

North Academic Center Room 1/210B | 212-650-5002 | studentlife@ccny.cuny.edu

Undergraduate Student Government

Representing the undergraduate students since 1867 (making them the oldest USG). Their mission is to serve as representatives on behalf of the students to the faculty and administration of the college, and to the persons or groups outside of the college whenever such representation is called for. They are also here to promote the development and organization of the City College community, financially supporting student organizations, representing student interest, and advocating for student rights.

Wingate Hall Room 112 | 212-650-8175 | usg@gtest.ccny.cuny.edu

Graduate Student Council

The Graduate Student Council is the governing body of the graduate students at the City College. We represent the interests of all graduate students and function as a liaison between the graduate student body and the College's administration. The GSC is composed of two main bodies: the Executive Board and the General Membership. The Executive Board is comprised of seven elected members, and the General Membership is made up of appointed members from the various departments at the College.

gsc@gtest.ccny.cuny.edu

Office of the Bursar

The Office of the Bursar serves to collect all tuition and fees in accordance with CUNY policies and procedures. These guidelines are set forth by the Federal Government, New York State, and New York City.

Wille Administration Building Room 103 | 212-650-8700 | bursaroffice@ccny.cuny.edu