



Office of Student Life

Student Organization Handbook

2012-2013

Dear Student Leader,

Thank you for your leadership within the NYU Stern Community! Your dedication to building community and provide a connection to other students are greatly appreciated. Student clubs and organizations provide valuable social, academic, and leadership experiences here at NYU Stern. Your organizations offer a wide variety of educational programming, enhancing the classroom experience, and service opportunities benefiting the greater NYU and NYC communities. We are grateful for the contributions and accomplishments of our student organizations and are pleased to support your continued efforts.

The 2012-2013 edition of the Student Organization Handbook contains summaries of the policies, procedures, privileges, and responsibilities of recognized student organizations. It is designed to help you navigate your way to successful event planning, organization, and leadership initiatives. Please read the Handbook carefully and use it as your reference throughout the year. All student organizations are also expected to abide by the policies of New York University's Center for Student Activities, Leadership and Service Guide to Club Management. Any changes to these resources will be published in an addendum and posted on the NYU Stern Student Life website.

The NYU Stern Office of Student Life is committed to providing you with the tools and support necessary to be successful in reaching your organizational and leadership goals. Please feel free to drop by the office (Tisch 202) or contact us at 212.998.0277. We look forward to supporting your leadership and service to the community. Best wishes for a successful year and thanks again for your contributions to the NYU Stern Community!

Best wishes for a successful school year,

Melissa Iglie
Director of Student Community Life

Maria Duckett	Akiko Yamaguchi	Alexandra Harhaj	Marc Caporiccio
Sr. Associate Director	Assistant Director	Administrative Assistant	Graduate Assistant

LOCATION & HOURS

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Section 1: Introduction to the Office of Student Life

The NYU Stern Undergraduate Office of Student Life supports Stern students in a vast array of co-curricular opportunities. Throughout your four years at Stern, you have the opportunity to engage in a multitude of activities and events that supplement the academic experience. You can get involved by serving as leaders in organizations such as Student Council and Inter-Club Council or in one of 27 clubs. You can also participate in other programs ranging from community service projects to case conferences. The Office of Student Life also offers you a variety of opportunities to develop and expand your leadership potential; we are committed to developing your skills outside of the classroom. The Office of Student Life also coordinates a wide variety of events for Stern students, including the Cohen Arts and Culture Experience (CACE), senior countdown events, cohort dinners, the annual Block Party and graduation.

Stern's energetic and dynamic extracurricular clubs and student organizations are a driving force in planning events around campus. Most undergraduates are a member or an officer of one or many clubs, which gives students of all disciplines and backgrounds the opportunity to enrich the quality of their education.

The Office of Student Life works to support the student organizations at Stern, but student organizations are centered around and led by students. Each organization has a guiding mission and works to realize this mission. The Stern Undergraduate College and the Office of Student Life encourage student organizations to plan and implement programs that benefit the entire NYU Stern undergraduate community. To ensure that these programs and events meet the standards set by the university this set of guidelines has been created to assist in the execution of these programs and events. This handbook sets forth clear expectations for all student organizations and enables them to function to their highest potential within the given framework established by the Stern Undergraduate College, The Office of Student Life and New York University (NYU).

NYU Stern Undergraduate College Mission

The mission of the NYU Stern Undergraduate College is to foster a community of thinking world citizens and leaders who explore, collaborate and engage. We seek to educate students to:

- Explore: Exhibit intellectual curiosity and open-mindedness by pursuing wide-ranging interests, exploring diverse opportunities, and having the courage and passion to follow their dreams.
- Collaborate: Thrive in collaborative environments by acquiring the skills needed to work successfully in groups and organizations, and within their communities.
- Engage: Engage in their communities as philanthropic and ethical leaders and as life-long NYU Stern partners in the intellectual process of learning, debate and discovery.

Student organizations should keep this mission in mind and plan events and programs with the intention of addressing this mission. Club and organization constitutions are expected to align with the mission of the Stern School and the policies and procedures set forth in this document. Should an organization's constitution contradict an NYU policy, NYU policy will prevail.

Student Leader Expectations

As representatives of the Stern community, student leaders at the Stern School of Business are expected to exemplify the principles of honesty and integrity and to uphold university policies and procedures and to always act in good faith when conducting organizational business. Student leaders are also expected to accurately represent the mission, purpose or goals of their organization and to act in the best interest of the university and student body. Student leaders will garner a positive reputation of their student organization and the community at the Stern School of Business by upholding the Code of Conduct, NYU's Center for Student Activities, Leadership and Service Guide to Club Management and the NYU Stern Undergraduate Student Organization Handbook.

Student leaders are expected to review and familiarize themselves with the contents of this document and NYU's Center for Student Activities, Leadership and Service Guide to Club Management. They should take the essential steps to abide by the guidelines set forth within and to communicate the guidelines to their organization. As a student leader, they are expected to establish expectations of their members to abide by its contents. Student leaders are expected to contact the Office of Student Life if they have any questions about the policies and procedures in this document.

Students who are found to be in violation of the Stern Code of Conduct or of any of the university policies and procedures as set forth in this document and NYU's Center for Student Activities, Leadership and Service Guide to Club Management will be held accountable for their actions. Violations may also be referred to the Stern Judiciary Committee and subject to sanctions via the judicial process.

Section 2: Student Clubs & Organizations at NYU Stern

There are many ways to be involved at NYU Stern. We have two main governing bodies, the Inter Club Council and Student Council, as well as some initiatives that we support. We divide our organizations into the following subsets:

1. Inter Club Council
 - a. The ICC E-board
 - b. Student Clubs
2. Student Council
 - a. Student Council E-board
 - b. Class Councils
 - c. Cohorts
3. Initiatives
 - a. Student Enrichment for Academic Development (SEAD)

The Inter Club Council

The NYU Stern Inter-Club Council (ICC) is a student-run governing organization that works in conjunction with its 27 member clubs to encourage active involvement in the NYU Stern community through the development of professional skills. The ICC is integral in facilitating the creation and approval of new member clubs; fostering alliances among clubs in an effort to streamline resources; providing strategic direction for the role of organizations within the college; and planning school-wide events and club fairs to increase participation in professional organizations across the entire student population.

Getting involved in the ICC Member Clubs allows students to become connected to the NYU Stern community, develop networking, team building and other leadership skills.

Requirements for Becoming an ICC Club

The ICC reviews new club ideas on a yearly basis. If there is not an already existing club to meet the needs of the NYU Stern community, there is an opportunity to start a new club. In order to start a new club, you must do the following:

- ✓ Obtain a New Club Proposal Form from the ICC President
- ✓ Submit a New Club Proposal Form to the Inter Club Council President along with the following:
 - A list of 100 signatures (Stern students only) in support of a new club that includes even distribution of signatures amongst all classes.
 - A Stern faculty advisor to act as a mentor by supporting and guiding students.

Following the submittal of this information, the ICC President will review the proposal, along with the Office of Student Life adviser, and schedule a meeting within 10 days. If approved by the appropriate administration, the applicants will then present their proposal to the Inter Club Council at a general ICC meeting.

Following the ICC new club presentation, every recognized ICC club and the ICC e-board will have a vote in whether or not the club proposal is approved. If the majority of ICC clubs votes to approve the organization, then the organization will become a trial club. A second voting to become a permanent ICC member club will take place at the end of the trial semester.

If you have any questions about starting a new club, please contact the ICC at icc@stern.nyu.edu

ICC Club Registration

Your club must not only be recognized by the Office of Student Life at the NYU Stern School of Business, but also by the Center for Student Activities, Leadership and Service (CSALS), which oversees 400+ student organizations open to the entire NYU student body. By registering with NYU's CSALS, you will be granted access to the numerous resources they provide all student organizations, such as the ability to reserve rooms through Kimmel Operations, etc.

Membership Requirements

All student organizations are expected to maintain clear and accurate membership records. These records should be updated yearly and be made available to the Office of Student Life. NYU Stern organizations must remain open to any and all students who wish to join. Under NO circumstances are students to be interviewed or questioned for the sake of admittance to a group as interviews are subjective and inconsistent and can even be considered illegal. Any student organization that is found to be conducting membership interviews will be subject to probation. Membership violations may also be referred to the Stern Judiciary Committee and subject to sanctions via the judicial process.

ICC Club Renewal

Student organizations which request funding must be recognized by NYU Stern and the Office of Student Life as an approved student organization and club status does not automatically carry over year to year. The general requirements for club renewal include: consistent and quality events, finances in good standing, a current website, consistent leadership, and good relationships with internal and external audiences. The ICC and Office of Student Life will conduct a formal review each academic year. Clubs who do not fulfill these requirements may be placed on probation.

If placed on probation, the club will not receive full funding for the following semester. A probation plan will also be developed to assist the club. Failure to fulfill the plan successfully will result in the dissolution of club status.

Student Council

The NYU Stern Student Council is a governing organization of the undergraduate student body and the source of various school-wide programming aimed at enhancing the student experience. Through social activities and events, the Student Council fosters a sense of

community, camaraderie and school spirit. The council organizes and hosts a wide range of events including the Class Wars, Stern Talent Show and the annual Stern semi-formal among others.

Cohorts

The Cohort Community is part of Student Council and consists of 40 cohorts. Community building is a pillar of the Cohort program and to encourage cohort community building, each class cohort elects a Cohort Director; a student leader responsible for planning community building activities for their cohort. These events are a great way to maintain your cohort connection and to build upon the friendships developed through the Cohort Leadership Project.

Initiatives

S.E.A.D. (the Student Enrichment for Academic Development) is a student-managed organization dedicated to promoting excellence in academics and leadership while enhancing the overall undergraduate experience. Founded by NYU Stern students in 2003, the organization is committed to fostering support and cultural enrichment for all students through innovative presentations, activities, and services.

S.E.A.D. offers group tutoring, communal mentoring, interactive discussions, and opportunities to perform community service. Members also have the chance to network with a diverse group of guest speakers from various business sectors and participate in cultural excursions to Broadway shows, museums and performances. In particular, S.E.A.D. hopes to engage students of all races and ethnicities in its efforts to expand cultural awareness while creating a supportive environment for underrepresented students.

Section 3: Student Leader Privileges

Student Leaders are a valuable asset to our NYU Stern community and along with leadership there is also responsibility. We provide our student leaders with resources to assist them in their leadership roles.

Student Leadership Suite

All executive board members of NYU Stern clubs, organizations and initiatives are eligible to receive access to the Student Leader Suite on the 3rd Floor of Tisch Hall. The Student Leadership Suite is a space designated exclusively for student leaders, therefore each semester the list of student leaders will be updated to allow access for the current leadership team. Students with access to the suite are expected to maintain the overall cleanliness of the room.

Storage Drawers

Each club and organization receives at least 1 storage drawer in the suite for club or organization related use. The club president will check-out a drawer key at the start of the

semester to access the drawer. They are responsible for returning the key at the end of the semester/year. Any club that does not return a key will be charged on their next year budget.

Computers and Photocopier

The Leadership Suite contains a copy machine and several computers for use by student leaders. Problems with computers and printers should be reported to the Stern HelpDesk at 212-998-0180. If the printer is out of ink, please contact Student Life at studentlife@stern.nyu.edu. If problems exist with the photocopy machine, please call the number listed on machine.

Section 4: Event Planning

Leading a club or organization requires a lot of advance planning and coordination. This section will take you through the areas to consider when planning meetings, events and programs for your group.

Room Reservations

ICC & Member clubs

Allocation of weekly spaces

For each weekly room reservation a request must be made using the Room Request and Event Registration Form. This is an online form on which you are asked to provide your event details; such as type of event, time of event, number of people expected, and other relevant details. All requests must be made through this form and it is expected that the Room Request and Event Information Form is received 2 weeks prior to the date of your event. You will receive a confirmation to let you know that the space has been secured.

One Time Requests

One-time requests for classrooms and break out space may only be reserved after the academic calendar is confirmed, as space is prioritized for academic purposes. In anticipation of an event in which your weekly allotted space will not suffice, one time room requests should also be submitted on the Room Request and Event Registration Form. One time room requests and speakers should be booked far in advance in order to avoid potential conflicts. Please note that class changes may occur up to 2+ weeks into the term.

Gould Plaza

The use of Gould Plaza is managed by NYU Stern's Office of Special Events. Any student club or organization that is interested in using Gould Plaza should contact their organization's administrator in the Office of Student Life for more information. Use of the Plaza requires 2 months+ notice so all events must be planned well in advance. Please note, use of Gould Plaza is granted at the discretion of the Dean's Office and requires a permit which costs approximately \$3,000. This fee is the responsibility of the student organization.

Special Event Spaces

To reserve special event spaces, which include L101, Cantor Boardroom, Abbey Bogen Faculty Lounge, KMC 5-50, 3rd Floor Mendelson lounge, and the Gardner Commons, organizations should use the Room Request and Event Registration Form. Special Events space is managed for the entire NYU Stern community, and thus it is important to plan ahead. We recommend that requests for these spaces be submitted at least 4-6 weeks prior to the event date.

Student Council and Cohorts

Student Council and Cohort Directors should use the Student Council and Cohort Room Request and Event Information Form to request the use of classroom space for events and meetings.

Non-Stern Clubs

NYU Stern classroom space is not available to non-affiliated Stern student organizations. Non-Stern club should contact Kimmel operations at

*If a room request for a classroom or special event space has been approved, the Office of Student Life still reserves the right to end any event if the event becomes dangerous or out of compliance with any university policy.

Media Services/AV Needs

Media Services provides equipment and support needed for presentations and activities. This includes laptop, projector, and microphone requests.

When planning an event, please note that once a classroom or special event space is approved, any media or audio visual requests must be submitted to the Office of Student Life at studentlife@stern.nyu.edu at least 1- 2 weeks prior to an event.

Booking a Speaker

Advance planning is key when securing a room and speaker in order to avoid potential conflicts. Speakers should be given at least three weeks' notice before an event, but do not hesitate to book speakers months in advance.

When booking a speaker or presenter, there should be absolutely no form of recruitment taking place by that individual or company. Recruitment at NYU Stern clubs and events is not permitted. All recruitment efforts must go through the Wasserman Center for Career Development.

There are a great number of sources for speakers, including past presenters, personal and network contacts, faculty members, and alumni who would like to speak about an area of specialization, a topic of interest, etc. Below are some tips to keep in mind when booking speakers:

- Invitations can be sent via e-mail, but telephone calls are usually more effective.
- Be prepared with several potential dates to accommodate busy schedules.
- Keep speakers informed of any updates or changes immediately.
- Be prompt in sending a "thank you" e-mail.
- Work to maintain relationships so speakers will want to return for future events.

It is important to share your confirmed speakers with the Office of Student Life and the Dean's Office in order to work collaboratively together.

Catering/Food

Food orders less than \$1000.00

Student organizations may use a portion of their budget to purchase food for meetings and events. Due to the fact that student organizations are also responsible for the room condition at the end of their event, it is usually recommended to stay away from food that drips or splatters, and food that crunches and makes a lot of noise, as to interrupt a speaker. Food being delivered on campus should be ordered and paid for by an authorized spender who is available to meet the delivery away from the rest of the group, as not to disrupt classes still in session. If there are any major spills requiring clean-up, please contact the Facilities & Construction Management Office at 212-998-1001. Most importantly, remember that food should act as a supplement to your event, not the main attraction.

Food orders greater than \$1,000.00

You must contact the Office of Student Life for assistance in arranging catered events costing \$1,000 and above as they are required to use one of NYU's ten contracted catering firms through the Office of Special Events. Student organizations requiring Special Event catering should contact a member of the Student Life team for assistance 6-8 weeks prior to the proposed event date. Student Life will work with you and the Office of Special Events to secure you a menu using one of the approved caterers. Cancellation of catering services made within 48 hours of the event may incur a cancellation fee.

Seamless Web

Catering for weekly meetings that is <\$200 can be purchased using Seamless Web. Authorized spenders will be trained on NYU Stern Office of Student Life Seamless Web policies and be granted access to purchase through an approved Seamless account.

Advertising Your Event

Spreading the word about your club, organization or event is very important. Student clubs and organizations are asked to promote their events in accordance with the following policies:

Announcements

Students are not permitted to request class time from a professor in order to make club or organization related announcements as professors have a limited amount of time to teach their curriculum.

Campus Groups

Campus Groups is a web based system that student organizations can use to create event invites, manage RSVPs, and send messages to members. Organizations have the ability to post their events on the Campus Groups calendar. Please refer to the Campus Groups calendar when organizing events in order to coordinate timing and planning with other organizations and avoid potential conflicts. In certain situations and only with the approval of the Office of Student Life, groups may use the system to collect payment. Any organization that does not yet have a Campus Groups account or would like to find out more about collecting payment through Campus Groups, should contact the Office of Student Life at studentlife@stern.nyu.edu.

Emails

The Office of Student Life does not send out emails on behalf of student organizations. If an organization requires assistance with a mass email, ICC/Student Council respectively should be contacted. As a reminder, when sending mass emails, please be sure to use a blind copy (BCC) to ensure that students cannot reply all to the list-serve and that individual student names are not listed.

Flyers

Please post flyers only on approved student organization board space. Please be considerate and do not tear down other group's flyers (unless the event has already occurred). Groups should not post multiple flyers for the same event on one board and should not post flyers on top of another flyer. Flyers should be removed immediately following your event.

Tabling

Student groups may request a table in the Tisch Lobby by emailing the ICC Director of Operations if an ICC member club, or the Office of Student Life at studentlife@stern.nyu.edu if part of Student Council or an Initiative. Due to space constraints, there is currently only one table and it is available on a first-come basis. Student groups are prohibited from tabling to promote a single cause or company. Additionally, outside organizations or companies are not allowed to table.

Websites/Social Media Sites

A student group's website is important to maintaining membership and relaying information. Groups should elect a Webmaster to keep this page up-to-date, as a website is an extremely effective way to reach out to prospective members and to notify current members of upcoming events.

Clubs and Organizations are encouraged to use social media outlets to promote their club, events and programs. While using these means, however, groups and individuals are still expected to maintain themselves in a professional and respectful manner as a part of the NYU

Stern community. Actions online are subject to policies and procedures and the Student Code of Conduct.

Collaborating on Your Event

Alumni Affairs

Alumni Affairs can offer assistance to student groups by granting them access to a worldwide network of graduates. Student groups who are having trouble securing speakers or panelists should prepare a profile of the speakers that they are interested in inviting. Once a full profile has been constructed, the Office of Student Life can refer the group to the appropriate contact within Alumni Affairs.

Dean's office

Student organizations are often interested in having the Deans participate in their special events. In order to manage the high volume of requests, groups should work through the Office of Student Life. When contacting Student Life to invite the Deans, please include the following information:

- Event date
- Start time of event
- Location
- Audience
- Dean's role
- Time Dean should arrive
- Any speakers and/or VIP guests who will be attending

If the Dean is available to attend, please follow up 3-5 days prior to the event with a detailed event briefing, articulating the Dean's role. If possible, please include a copy of the program or any other materials that will be distributed at the event.

Co-Sponsorship

Co-Sponsorship with other organizations or cohorts is an easy and effective way to ease operational and budget concerns, for it allows for the pooling of resources and an increased attendance. Co-sponsorships also promote unity within the NYU Stern community.

Please see Spending Guidelines on budget distribution when Co-Sponsoring.

Public Affairs

Stern's Communications Team is eager to support student organization efforts by expanding the reach of your message (using posting space in the building, the LCD screens throughout the Tisch building, our web site & presence on Facebook, YouTube etc.). Please share stories, information, photos and/or video from club events with them regularly. Additionally, Joey Schmit, the Senior Associate Director of Communications, is happy to counsel your

organization as you explore the best way to market and promote your organization and its activities. Joey can be reached at jschmit@stern.nyu.edu.

Section 5: Event Policies and Procedures

Alcohol

The following are NYU's Guidelines Regarding the Service of Alcoholic Beverages at University Events Attended by Students:

The University considers the abuse or inappropriate use of alcoholic beverages to be hazardous to an individual's health and safety and an impediment to his/her academic and personal success. The following guidelines have been established in recognition of that concern for the well-being of students as well as to assure compliance with the public laws and University regulations regarding the sale, service and consumption of alcohol at events attended by students.

- Alcoholic beverages should not be served at University events at which students will be present unless it is anticipated that the majority of those in attendance will be of legal age to drink, a mechanism is in place to ensure that only those attendees who are of legal age to drink have access to those beverages, and the event is adequately supervised.
- Each University unit is responsible for advising all student organizations recognized by that unit of the public laws and NYU policies regarding the sale, service and consumption of alcoholic beverages at student events. Upon request, staff from the Office of Student Activities will be available to assist in that process.
- Each University unit is responsible for advising all student organizations recognized by that unit of the procedures and resources available to address any health, safety, security, or behavioral concerns that may arise at an event sponsored by that group. Upon request, staff from the Wellness Exchange, Public Safety, Judicial Affairs, and the Office of Student Activities will be available to assist in that process.
- Public laws and University policies and guidelines regarding the serving of alcoholic beverages at events attended by students apply to all such events regardless of the sponsoring unit/organization or whether the activity takes place on or off University premises.
- Alcoholic beverages may be served at events held at NYU global sites, under the supervision of site supervisors, in accordance with the applicable laws governing legal drinking age in the particular country.

- No student organizations may use University funds, or any other monies derived from other sources of income, including donations, to purchase alcoholic beverages to be served at student events.

- All student organizations wishing to provide for the service of alcoholic beverages at an on-campus event sponsored by that group must use the NYU Catering Vendor which shall provide such service on a cash bar basis only. Events held at an off-campus site must use a licensed private vendor which shall provide such service on a cash bar basis only.

ADDENDUM TO THE GUIDELINES REGARDING THE SERVICE OF ALCOHOLIC BEVERAGES AT UNIVERSITY EVENTS ATTENDED BY STUDENTS FOR STUDENT ORGANIZATIONS WISHING TO SERVE ALCOHOLIC BEVERAGES AS PART OF A STUDENT EVENT

In addition to the "Guidelines Regarding Service of Alcoholic Beverages at University Events Attended by Students," NYU Stern student organizations shall abide by the following addendum to those guidelines:

- Alcohol shall not be served if the event is open to the non-NYU community (e.g. general public).
- Student organizations wishing to have alcoholic beverages included as part of an on-campus event shall use the NYU Catering Vendor, which shall provide such service on a cash bar basis only, regardless of the on-campus location of the event, funding source for the event, or sponsors or co-sponsors of the event.
- The NYU Catering Vendor shall staff the alcoholic beverage service at the on-campus event. A minimum of 1 captain, 1 bartender, and 1 cashier shall be required and, at the discretion of the NYU Catering Vendor, additional staff may be mandated based on anticipated number of attendees, length of event, and the nature of the event. The sponsors shall be responsible for all expenses related to any staffing required for the event including Public Safety.
- Any attendee wanting to purchase alcohol at the event must be 21 years old and shall bring with them a valid passport, driver's license, military ID or other government issued photo ID as proof of age. The cashier at the event shall check the IDs, distribute bracelets and provide tickets to each individual purchaser. The Purchaser shall be given one (1) ticket at a time, which they may redeem, for either one (1) glass of wine or one (1) beer from the bartender. Attendees can return to the cashier for additional tickets following the same process as before. Tickets and alcoholic beverages are not transferable to others at the event. No one shall request an additional ticket until they finished their last drink or returned the drink to the bar.
- The sponsors of the event shall be required to have a sufficient quantity of food and non-alcoholic beverages available throughout the duration of the event for the attendees. If the club is providing their own food, the NYU Catering Vendor must be notified of the menu and quantity of food in advance of the event. The NYU Catering Vendor has the authority to mandate additional items be added to the menu to ensure a sufficient amount of food and non-alcoholic beverages is offered at the event. The

NYU Catering Vendor shall add additional food and non-alcoholic beverages if there is a shortage of food at anytime during the event. The sponsors shall be billed for the added food and non-alcoholic beverages. The NYU Catering Vendor shall require that they provide food and non-alcoholic beverages for events in NYU facilities.

- Alcoholic beverages at these events can only be served for a maximum of 2 hours. It is mandatory that the last hour of the event be alcohol free. So if the event is only 2 hours, the first hour can have the cash bar, but the last hour will be alcohol free.
- Sponsors of the event shall include in their advertising information about the proof of age requirement in order to be served alcohol and a notification that it is a cash bar only event.
- Any one found passing their tickets or sharing their alcoholic beverages with others at the event or violating any other NYU or New York State law regarding the presence, serving, and consumption of alcoholic beverages at a club event shall be expelled from the event or under certain conditions be mandated medical attention.
- Student organizations shall not sponsor events off-campus without the prior approval of their Student Life advisor. These guidelines shall still apply and will be adapted to reflect the use of a non-NYU Catering Vendor at the event location. adopted March 2009

Please note: As a protection for club officers, members, and for the University itself, all student club and organization events at which alcohol is to be served must have a copy of the NYU Alcohol Policy signed by the appropriate club officers on file with the Office of Student Life.

Chaperones

Large scale student organization events require chaperoning by Student Life administration. When planning a large scale event on-campus such as a casino night or an off-campus event that requires a contract or where money is being collected, student leaders must notify the Office of Student Life at least 4 weeks prior to the event to ensure availability to chaperone.

Contracts

Contracts can be oral or written instruments that illustrate legal duties and/or rights. As such, student organizations should be aware of the gravity of a contract. Student organizations may encounter the need of a contract when booking events in either on or off-campus venues, however, the general guidelines provided below apply to most contracts.

Student organizations may not sign contracts for the NYU Stern School of Business. Student leaders who sign contracts for student organizations may make themselves personally liable for the contractual obligations. The University will not, and cannot, pursue any recourse against any outside vendor if the contract is not signed by an official representative of the University. Student organizations should consult with the Office of Student Life to identify the appropriate University signing authority. The appropriate University representative must review, and if necessary, sign any contracts for goods or services for any event on campus. The Office of

Student Life can facilitate this process. Contracts not approved by the University will be considered null and void.

If a student leader/member of a student organization signs a contract on their own, it should be clear that the student organization is not signing on behalf of the University. Making a false representation to an outside vendor violates the policies and procedures of the university. Please understand that contracts can be complex and confusing, and General Counsel and/or the Offices of Insurance and Risk Management require that contracts be reviewed before a final commitment can be made.

This applies to any type of contract for services including catering, food, facilities usage, participation in off-campus events, etc.

Students should be careful not to inadvertently commit NYU Stern to an agreement with a potential vendor by a verbal, electronic or written confirmation of vendor terms. When negotiating with vendors, use the following or similar language to ensure that you are not accidentally finalizing an agreement when you don't have the authority and/or intention of doing so:

- I'm doing preliminary research for the purchase of '_____':
- I like your product/service best but must have our Purchasing Services department review the contract before a final commitment can be made.

For assistance or questions regarding contracts at the NYU Stern School, please contact the Office of Student Life.

Controversial Programming

In the event that a student organization decides to hold a controversial event, the Office of Student Life must be notified at least 2 months in advance in order to put the necessary security precautions in place. For more information on controversial events, please refer to the procedure that is outlined in NYU's Center for Student Activities, Leadership and Service Guide to Club Management.

Gambling/Raffles

Student organizations are not permitted to sponsor activities where participants stake or risk something of value upon the outcome of a contest, card game, game of chance or understanding that they will receive something of value in the event of a certain outcome. However, student clubs or organizations may charge for general admission, food, beverages, and merchandise at events where games of chance are being played, but where no money is involved in the game of chance. Any groups that are planning a raffle or game night must arrange a meeting with a member of the Student Life administration at least 4 weeks prior to the event to review these guidelines and to request a chaperone.

Merchandise Sales

Companies and individuals are not permitted to sell any merchandise in Tisch Hall or the Kaufman Management Center. For example, if a group would like to have a book available for purchase at a speaker event, they may contact the bookstore to request a bookstore representative be at the event to sell copies of the speaker's book. The bookstore would follow their usual process for recording the transactions for auditing reasons. The bookstore representative would have to set up inside the room where the event is taking place. The speaker or their representatives are not allowed to sell copies. They can autograph copies that guests have purchased from the bookstore representative. If you have any questions regarding this policy, please meet with a member of the Student Life team for clarification.

Off-Campus Events

To hold an off-campus event, in addition to the aforementioned event policy and guidelines, the following is required:

- A copy of the facilities certificate of occupancy;
- A letter from those in charge of the facility or the NYC Fire Department indicating that the facility is in full compliance with all fire codes;
- If alcoholic beverages are to be served, a copy of the facilities liquor license must be submitted. If the facility does not have a license, a New York State temporary wine beer permit needs to be obtained and a copy provided; (see Alcohol policy)
- A letter from those in charge of the facility which describes, in detail, the security they will provide for your function;
- Proof of liability insurance of at least \$5,000,000; and
- All contracts, including the names of both parties, must be submitted to the Office of Student Life. The NYU contract must be used and can be obtained in the Office of Student Life;
- If guests other than currently registered NYU students are permitted to attend the event, prior approval must be obtained from the Office of Student Life.

Once collected, all of this information must be submitted to the Office of Student Life who will work with NYU Legal and Insurance Departments to ensure the facility meets all NYU requirements. Please note, this is a lengthy process and requires at least 8 weeks' notice.

Section 6: BUDGET POLICIES

All student leaders at NYU Stern have a fiduciary duty to act in the best interest of the university when spending university funds. In the event of any misuse of funds, in addition to the Treasurer, all organization members will be jointly held responsible.

Bank Accounts

Student organizations are not authorized to set up outside bank accounts. In accordance with NYU policy, all organization income and expenses must be managed through the University. No student organization is authorized to use the university's tax id for an outside account. Doing so is grounds for revocation of club or organization status and funds in the account must be surrendered to NYU Stern.

Budget Requests

At the end of each academic year, every organization will submit an "End of the Year Review Form" to their appropriate advisor. This form will include achievements, an up to date list of events held, yearly spending, and budget requests for the following academic year. Upon careful review by The Office of Student Life, budget allocations will be granted at the start of the next academic year.

Collecting Dues

Clubs that are chapters of national organizations may collect due from members, however the dues may not exceed what the national chapter requires. Additionally, chapters cannot use their university funds to pay for member's dues. All dues must be collected via Campus Groups. Please set up a meeting with a Student Life representative to discuss this process. Under no circumstances should clubs be collecting dues in cash and holding funds/operating from miscellaneous cash. This protects your integrity and your treasurer's ability to keep accurate records.

Corporate Sponsorships

Clubs and organizations should not be soliciting companies for gifts; however, we recognize that there are times in which companies might be seeking sponsorship opportunities as a means of enhancing their recruitment efforts at NYU Stern. Please note that student organizations are not authorized to accept donations without working through the proper channels.

Corporate Sponsorships must be processed and administered by the Office of Student Life and/or the Wasserman Center. The Office of Student Life works closely with our Development & Alumni Relations office to insure the company's gift is processed correctly and that the money is spent according to the intention of the donor. This will also ensure that the

sponsorship does not endanger proposals that are already being considered by the university and that our current positive relationship with the donor is preserved.

Student organizations will need to submit event sponsorship information to the Office of Student Life to accept and process the tax deductible gift from the company. Please note that no goods or services can be received by the company for the donation.

When working with Wasserman, it is important to recognize that companies are not required to fund student club or organization events/information sessions. Corporate sponsorship money is a gift to the University and this process is governed by the university guidelines and practices of gift administration. Information on companies that co-sponsor events should be used with care and respect for the privacy of our company contacts.

Companies are not permitted to fund club activities, including alcohol, gift certificates for alcohol, and monetary prizes. Please note: companies may offer to supply catering when presenting to an organization. However, groups may not directly request catering funding – remember, companies are visitors and guests to Stern. Groups may acknowledge catering in their advertising but should not suggest that there is any sponsorship involved or that the business is affiliated with NYU in any way.

Per University Policy, clubs and organizations must also track individual corporate sponsorship money and how the organization used that money per event.

Funding Statements

Organizations are required to include the statement “This activity is funded by (insert club or organization name)” on any and all marketing related to their events to ensure full disclosure with regards to event funding.

Fundraising

Fundraising is permitted solely for the purpose of charity or non-profit organizations. Organizations must identify a cause in advance and determine the purpose/goal of the funds with The Office of Student Life. Fundraising cannot be done to increase the budget of a club. If there is a specific agenda item that your club would like to discuss further, please organize a meeting with the Office of Student Life.

In the event that student clubs or organizations are tabling to collect funds, student organizers are responsible for picking up a lock box from the Office of Student Life the morning of the event to ensure all monies collected are secured. Organizers must then return the box with the money to Student Life by 5pm where it will be locked in the safe until it can be deposited by a Student Life Administrator in to the club account or sent to the appropriate non-profit/charity. This applies to multi-day tabling events as well.

Non-NYU Funding

Student groups are not authorized to accept funding from non-NYU sources. Any non-NYU sources that offer to donate funds or resources to an organization should be directed to the Office of Student Life.

Tax Exempt Status

The University is exempt from state and local sales taxes. Wherever possible, the University's tax exemption certificate should be presented to the vendor in order for sales tax to be excluded from total charges on legitimate purchases of goods. This certificate is available at the front desk of the Office of Student Life.

Section 7: Spending Guidelines

Treasurer Responsibilities

Treasurers are elected by students in the organization to:

- Assist and educate members about financial responsibilities
- Insure accuracy of comprehensive financial record
- Maintaining and upholding fiduciary guidelines as custodians of student or funds

Treasurers are responsible for keeping hard copies of all reimbursement forms and receipts, and are expected to keep a spreadsheet managing all reimbursements and budgets.

Additionally, a weekly or bi-weekly meeting must be scheduled with a Student Life adviser to review reimbursement requests and for forms to be signed. At the meeting, hard copies and full forms should also be available for review. A monthly statement of expenditures should be sent to a Student Life adviser. Additionally, a mid-year and year-end audit will occur during which all funds should be accounted for. Failure to account for funds will result in financial penalty and/or disciplinary action.

Authorized Spenders

Each club and organization selects at least 3 authorized spenders. These individuals go through a training meeting and are the only members authorized to spend for their group. Authorized spenders should take turns spending for each event over the semester and as a general spending guideline, there should be 1 spender per event so that one spender is not laying out costs over the entire semester. Failure to comply with this guideline will delay reimbursement.

Organizations must submit an Authorized Spender Form to the Office of Student Life at the start of each semester. Please note that reimbursements will only be processed for authorized spenders. The following leaders are responsible as authorized spenders:

ICC	Student Council	Initiatives
ICC E-board (3)	Student Council E-board (3)	President
Club Presidents	Class Representatives (3)	Vice President
Club VP's	Cohort Directors	Treasurer
Club Treasurer		

Staying within Budget

Each organization is responsible for tracking all expenses. Student groups should plan their anticipated costs and ensure the costs do not exceed their budget. Clubs and councils may

only spend the money that is available to them within the current semester. Monies will not be carried over each semester. Individuals become personally responsible to cover all expenses that are in excess of the semester budget. The university will not provide additional funding beyond the club or council's entitlement.

General Meetings

The general monetary limit for an individual speaker event or weekly meeting is \$200.00. This can be modified for the amount of people expected to attend but requires prior approval of the ICC/Student Council treasurer.

E-Board Dinners

Clubs, initiatives and Student Council are entitled to one executive board dinner each semester and will be reimbursed up to a maximum of \$15 per person, including tax and tip, so please plan accordingly.

Cohorts

Cohort Directors are responsible for planning and paying for cohort events. An Event Funding Request form must be submitted to your class vice president at least 3 weeks before the actual event. Do not proceed with planning the event until this has been approved. Please see the Cohort Director Guide for additional details regarding cohort events.

Cohort events held at off-campus locations, such as restaurants, museums, etc. are required to have a minimum of 15 students in attendance. To ensure this minimum is met, student organizers should confirm a list of attendees prior to the event. The maximum cost per person for a cohort event is \$30.

Following an event, Cohort Directors are required to submit a Student Expense Reimbursement Form along with a list of attendees in order to be reimbursed. If there are any questions regarding any expenses, please contact Student Life prior to any purchase.

Section 8: Reimbursement Policies & Procedures

Student organizations are subject to the same disbursement guidelines as every office within the University. There is no special system or recognition of club accounts. The University is under no obligation to transact an expenditure that does not conform to existing University policy and standards. Therefore, it is extremely important that students follow the guidelines below when making purchases for which they will be requesting reimbursement.

Club and organization money is intended to fund activities that will benefit all of the students of a school.

Reimbursement Procedure

In order to receive a reimbursement, it is imperative that students submit the following:

- A valid receipt.
 - The receipt must be original. Photocopies will not be accepted.
 - Receipts must be itemized indicating what was purchased. Receipts that are not itemized cannot be processed.
 - Must have store name and address clearly visible.
- Should a student be missing a valid receipt, a Missing Document form must be submitted, along with supporting documentation that may include a menu and/or a credit card statement depending on the circumstances.
- A list of attendees and an Event Review form, which can be found on the Student Life website.

Students should also be careful to read their receipt and note if a tip is automatically included. If a tip is included, students should not be adding additional money. Students will not be reimbursed for tips above 20% of the pre-tax cost.

Expenses under \$300

This is the preferred and most expedient method of reimbursement. These expenses will be reimbursed with petty cash (~2 weeks from time of approval by Student Life-note, not submission to your treasurer). Expense reimbursement forms for these reimbursements are available from your treasurer. Once the expense reimbursement form and appropriate supporting paperwork has been reviewed and approved by the Office of Student Life, students will receive an email from the Office of Student Life to pick-up the paperwork in our office (Tisch, 2nd floor) and bring it to the NYU Stern Bursar (44 West 4th Street, KMEC 6-110) for cash within 10 business days, no exceptions.

Expenses \$301-\$999

These expenses will be processed through Accounts Payable and are slower to process than the petty cash reimbursements. You will submit your expense reimbursement form and supporting documents to your treasurer similarly to expenses under \$301. However, once the expense reimbursement form and appropriate supporting paperwork has been reviewed and approved by the Office of Student Life, paperwork will then be submitted to the University Accounts Payable Office (AP). AP will process the paperwork and mail a reimbursement check to the address noted on the reimbursement form—please make sure to list your local address. If you do not receive a check within 8 weeks, please notify the Office of Student Life.

Expenses \$1000 +

These expenses will be processed through University Purchasing. This requires a pre-approval of spending via Purchase Requisitions and all requests must be generated 6-8 weeks prior to the event and/or request for goods. NO EXCEPTIONS. The Purchase Requisition process necessitates working with the Office of Student Life admin approver for your club/organization. To process a Purchase Requisition, you must schedule a meeting to review

the event and /or request for spending. Please bring with you a detailed description of the goods or services to be purchased (i.e. contracts, exact size, color, quantity, special requirements, dimensions, or attachments). A copy of the quote for services on an invoice must be available at the time of review. If your club or organization has a preferred vendor, you may indicate that on the Purchase Requisition in the space provided. Your club or organization cannot make a commitment to purchase goods from a vendor when a Purchase Order is required without prior approval from the University's Purchasing Department. Upon verification of the club or organization's availability of funds, the Office of Student Life will forward the forms to the Purchasing Department. The Purchasing Department will "shop" for bids and choose the vendor that can deliver the requested items or services at the lowest cost. Your club or organization can decrease the time it takes to process the Purchase Order by "shopping" for your own bids. If three written bids are submitted with the Purchase Requisition, the Purchasing Department will process the requisition with the lowest bid. Upon approval by the Purchasing Department, a Purchase Order confirming the agreed upon price for the goods or services will be forwarded to the vendor and the club or organization. The club or organization should retain the copy of the invoice that accompanied the goods & services and forward it to the Office of Student Life for payment.

Non Approved Expenses

Funding from the University for Student Club Activities can only be provided in accordance with the university policies. Items that are not reimbursable include but are not limited to:

- Expenses that do not benefit the student body at large are not reimbursable as determined by the Office of Student Life.
- Alcohol (See Alcohol policy)
- Receipts that do not list what was purchased
- Purchase of schoolbooks or novels
- Purchase of gift cards * (limit of \$25.00 and under)
- Gifts to executive board or members
- Taxi service
- Donations to any civic, religious, governmental or other agency
- Tickets purchased through Stern's Cohen Arts and Culture Experience
- Payment for any contracts entered into by a student on behalf of the university. Students interested in planning an event that requires a contract may not under any circumstances sign a contract on their own. Instead, they must contact the Office of Student Life for assistance.

Co-Pay Collection

Should a co-pay be required, all collected monies must be paid online through CampusGroups. No cash will be accepted. Copays should be collected prior to an event and the student will be reimbursed for the total amount spent.

Large Scale Event Funding

Should a student club or organization hold an event where the total cost exceeds \$2,500, attendees are required to pay for 50% of the event. For example, if the cost per person is \$70, students are required to pay at least \$35 per person to attend. If you are planning an event where this may be an issue, please speak to a Student Life Administrator.

Co-Sponsorship

When co-sponsoring events is taking place between organizations, they must fill out a co-sponsorship form, which agrees on how they will share the costs prior to the event. Organizations should inform their respective ICC or Student Council treasurers.

Cohorts co-sponsoring events must split costs based on cohort attendance. Class council events and cohort funds have separate allocations; thus, costs must be tracked separately. Any arrangements involving co-sponsorship must be approved by the Student Council Treasurer prior to the event and a co-sponsorship form must be filled out and submitted.

Refunds

The Office of Student Life bears no responsibility to provide budget refunds for any non-refundable purchase made by a student club or organization. This applies to items such as tickets or rentals. In turn, please be wise in your purchases.

Reimbursement Deadlines

Students must submit receipts for reimbursement within 10 days after the purchase has been made or reimbursement will not be guaranteed. If your reimbursement is returned to you for corrections, you will have 5 days to re-submit it to the treasurer. Additionally, once the semester ends no further reimbursements for purchases during that semester will be processed.

Section 9: Conferences and Competitions

Organizations that are interested in participating in conferences and/or case competitions should complete a Conference Proposal Form, which can be found on the Student Life website. This includes annual conferences and competitions that are already being attended by your members, and also those that your club or organization has been invited to and have an interest in attending. Proposals for fall conferences must be submitted to Student Life by 10/1/12 for fall conferences and by 12/16/12 for spring conferences. Please keep in mind that this is merely a proposal. Student Life will select those conferences most beneficial to NYU Stern, and proposing a conference is not a guarantee of funding.

Once a conference or competition is approved, students will be informed of the allowed costs and will be required to fill out a Travel Release Form and an Emergency Contact Form. This form must be submitted to the Office of Student Life at least 2 week prior to the conference. Please set up a meeting with the Office of Student Life to review policies and procedures if selected to attend a conference or competition on behalf of the University.

After students return from a conference, all receipts for pre-approved expenses should be submitted using the ICC Reimbursement Form, and should be submitted to Student Life with a completed Conference Feedback Form.