



LAGUARDIA
STUDENT CLUBS & ORGANIZATIONS
HANDBOOK
2018 – 2019



Campus Life

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CAMPUS LIFE

WHO WE ARE

The Office of Campus Life at LaGuardia Community College oversees student clubs and organizations, including the Student Government Association (SGA) and the Student Advisory Council (SAC). Campus Life also oversees mentoring programs the Black Male Empowerment Cooperative (BMEC) and Crear Futuros, as well as, student leadership development programs and initiatives, New Student Orientation (My First Day), and Commencement.

Location(s):

M-115 Main Suite
M-114 BMEC
M-112 Crear Futuros

Hours:

Mondays – Thursdays 9:00AM – 7:00PM
Fridays 9:00AM – 5:00PM
Spring II & Fall II hours may vary

Telephone:

(718) 482-5190

Email:

campuslife@lagcc.cuny.edu

Fax:

(718) 609-2096

MISSION

The Office of Campus Life cultivates and enhances the co-curricular college experience of LaGuardia students through relevant, educationally diverse programs, opportunities for leadership and civic engagement, clubs and organizations development, and the championing of engagement and community. The Office of Campus Life strives to contribute to the holistic development and well-being of students.

THE CAMPUS LIFE TEAM

Shayla Pruitt, Campus Life Associate Director

Chrisendath Singh, Specialist for Leadership

Rachel Romain, Specialist for Multicultural Affairs

Dannery Minaya, Specialist for Clubs & Organizations

Jeffery Kazembe Batts, Campus Life Office Assistant

Joanna De Leon, Women's Center Director

Kathleen Cruz, Women's Center & Safe Zone Hub Coordinator

OUR SERVICES

Campus Life at LaGuardia Community College is comprised of several programming areas and offices. These include the Campus Life Main Suite, the Black Male Empowerment Cooperative (BMEC) program, the Crear Futuros program, the Bridge Newspaper, the Phi Theta Kappa International Honor Society, the Student Government Association, the Student Advisory Council, the Student Government Association Tutoring Lab, the Safe Zone Hub, and the Women's Center. There are many ways to get involved in Campus Life at LaGuardia Community College, so stop by our offices to explore all that we have to offer you! See more information about our offices and programs below:

The Campus Life Main Suite

The Campus Life Main Suite, located in room M-115, houses the offices of the Associate Director of Campus Life, the Specialist for Leadership, the Specialist for Multicultural Affairs, and the Specialist for Clubs & Organizations.

The Black Male Empowerment Cooperative (BMEC) Program & Crear Futuros Program

The Black Male Empowerment and Cooperative Program (BMEC) and the Crear Futuros Program are retention programs designed to engage and empower students to be lifelong learners and active participants in their education. BMEC and Crear Futuros are communities of students connected to each other and the College through academic support services, including tutoring, mentorship, and access to networking opportunities. Their office is located in room M-114.

The Bridge Newspaper

The Bridge is the student newspaper of LaGuardia Community College. For more information about the organization and how to join, contact The Bridge Newspaper's Mentor, Victor Rosa, at vrosa@lagcc.cuny.edu.

Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is the international honor society of two-year colleges. Students with a GPA of 3.5 or above are eligible to become members of Alpha Theta Phi, LaGuardia Community College's chapter of Phi Theta Kappa.

Phi Theta Kappa recognizes academic achievements and provides opportunities for motivated students to improve their scholarship, gain leadership skills and participate in service projects both on and off campus. Many PTK members are also scholars of the Honors Program.

The Student Government Association (SGA)

The Student Government Association (SGA), located in room M-160, serves as the primary representative voice of the student body to the college administration, faculty, various student organizations, CUNY and its constituent parts, and the general public. SGA is composed of 12 elected student officers in the following manner:

Five Executive Positions

1. President
2. Vice President
3. Treasurer
4. Secretary

5. Parliamentarian

Seven Governor Positions

1. Academic Affairs
2. Clubs and Ethnic Affairs
3. International Students and Foreign Affairs
4. Political Awareness
5. Public Relations
6. Students with Disabilities
7. Sustainability
8. Part-time and Evening students

Some of the responsibilities of SGA representatives include increasing student interest and participation in educational, social, and cultural affairs at the college; promoting academic freedom, student rights, and general student welfare; and informing itself on college programs and operations that impact student success. **Student elections are held during Spring Session I of each academic year.**

The Student Advisory Council (SAC)

The Student Advisory Council (SAC) plays a crucial role in extracurricular life at LaGuardia Community College. The primary purpose of this governing student body is to allocate Student Activity Fee funds for clubs and organizations on campus. SAC serves as a unifying entity for clubs and organizations to collaborate on decision-making about educational, cultural, and social activities. SAC consists of elected student representatives including an Executive Board Chair, Vice Chair, Secretary, and Treasurer, in addition to 2 SAC Representatives from all certified clubs on campus. Please refer to Appendix A of this handbook to view the bylaws of the Student Advisory Council.

The Student Government Association Tutoring Lab

The Student Government Association Tutoring Lab, supported by the Student Government Association (SGA), offers free tutoring services to all registered LaGuardia students. SGA's Tutoring lab mission is to help students achieve academic excellence by offering multidisciplinary academic support to meet their needs. SGA tutors work with students to assess, empower, and support their unique style of learning through their one of a kind pre-and-post testing program. The SGA Tutoring Lab provides one-on-one tutoring, group tutoring sessions, and study skill workshops. Their office location is room M-159.

The Women's Center

The Women's Center is a community where students can collaborate on social justice issues. The Center strives to educate the College community about gender equality by providing support services, sponsoring events, and encouraging conversations and dialogue that ignite awareness and social responsibility about women's issues. Using a Holistic Personal Wellness Model, the Women's Center fosters opportunities for learning and engagement taking into account the physical, emotional, social, environmental, intellectual and academic aspects of students' lives. Their office location is room MB-10.

Leadership Programs

Campus Life offers various student leadership opportunities throughout the academic year. Please visit the Office of Campus Life for more information.

Community Service, Service Learning, and Civic Engagement Opportunities

You and your group can get involved and engaged in the community in a variety of ways. Community Service, service learning, volunteerism, and civic engagement are just a few of the ways to make a difference here at LaGuardia Community College and beyond. There are many reasons to volunteer and to get involved!

Please stop by the Office of Campus Life in M115 to find out about opportunities available to you each semester. These opportunities are subject to change every semester.

CLUBS & ORGANIZATIONS CERTIFICATION

OVERVIEW

In order to be recognized and function on campus, student clubs and organizations must go through the **certification (New Clubs)** or **re-certification (Established/Returning Clubs)** process with the Office of Campus Life at the beginning of **both the Fall 1 and Spring 1 Semesters**. Clubs & organizations must also be formally chartered by the Student Government Association (SGA) in order to be eligible to use Student Activity Fee funds and have club budgets.

Any student interested in starting a new club will need to make an appointment to speak with the Campus Life Specialist for Clubs & Organizations, Dannery Minaya, by emailing dminaya@lagcc.cuny.edu. After meeting with the Clubs & Organizations Specialist, students **complete a Certification Packet for New Clubs** and **submit the completed forms via email** to the Campus Life Specialist for Clubs & Organizations.

CERTIFICATION PROCESS

The club certification process at LaGuardia Community College consists of a series of steps that need to be completed by clubs and organizations in order to be officially recognized by the Office of Campus Life and be able to operate on campus. As part of the **certification process for new clubs**, in addition to submitting a completed certification packet to Campus Life, the proposed organization's certification documents are forwarded to the Student Government Association (SGA) to review and officially charter the club. Finally, the Office of Campus Life requires that club Presidents, Treasurers, SAC Representatives, and SAC Alternates attend a **Club Officers/SAC Representatives Leadership Training Workshop**. See Certification steps below:

CERTIFICATION STEPS FOR NEW CLUBS

1. Pick up a **Club Certification Packet for New Clubs** from the Office of Campus Life.
2. Recruit a LaGuardia Staff or Faculty Mentor affiliated with the club's mission (assistance will be provided by Campus Life if needed).
3. Recruit a minimum of 15 students into the club (see Club/Organization Certification Roster). All students must be currently matriculated at LaGuardia.
4. Conduct elections for an Executive Board: President, Vice President, Treasurer, Secretary, SAC representative, and a SAC alternate. Please note E-Board members, including SAC representatives can only serve for a maximum of 2 terms (2 full semesters, unless approved otherwise by the Office of Campus Life). Elections must be overseen by club mentors in order to be certified valid.
5. Create a club Constitution, include club's mission statement, E-Board signatures, and Mentor's signature (see Club Constitution Template).

6. Submit completed Student Club Certification Packet for New Clubs to Campus Life or via email to dminaya@lagcc.cuny.edu.
7. Student Life Specialist for Clubs & Organizations submits certification packet to Student Government Association (SGA) for final review and official charter.
8. Once club is formally approved, the club President, Treasurer, SAC Representative, and SAC Alternate must attend a Club Officers/SAC Representatives Leadership Training Workshop. (Clubs' approval notifications are sent via email to Mentors & Executive Board members).

RE-CERTIFICATION STEPS FOR ESTABLISHED/RETURNING CLUBS

1. Pick up a **Club Recertification Packet for Established/Returning Clubs** from the Office of Campus Life.
2. Update all Executive Board members' contact information (see Club Officers Election Certification form) and the Mentor Agreement.
3. Conduct elections for an Executive Board: President, Vice President, Treasurer, Secretary, SAC representative, and a SAC alternate. Please note E-Board members, including SAC representatives can only serve for a maximum of 2 terms (2 full semesters, unless approved otherwise by the Office of Campus Life). Elections must be overseen by club mentors in order to be certified valid.
4. Submit additionally recruited students' contact information (see Club/Organization Certification Roster).
5. Submit club's Constitution, include club's mission statement, E-Board signatures, and Mentor's signature.
6. All club Presidents, Treasurers, SAC Representatives, and SAC Alternates must attend a Club Officers/SAC Representatives Leadership Training Workshop.

CERTIFIED CLUBS' RESPONSIBILITIES & BENEFITS

Clubs & organizations must adhere to and follow the LaGuardia Community College code of conduct as indicated in the LaGuardia Community College Student Handbook and Articles XV and XVI of the CUNY Bylaws, noted by the Board of Trustees of the City University of New York, and the City University Fiscal handbook for the control and accountability of Student Activity fees. Please **refer to Appendix A in section 5 of this manual** for further details. Club and organization officers are required to know these guidelines and will be held responsible for failure to comply with them.

With great responsibilities, come great benefits! Below is a list of the benefits certified chartered clubs and organizations on campus have:

- ✓ Club Mentors. Mentors are LaGuardia Faculty and/or Full Time Staff that support clubs' missions and activities.

- ✓ Access to a Campus Life Specialist for Clubs & Organizations who will work on the clubs' behalf with SAC, SGA, and other departments to foster clubs' success.
- ✓ Applying for budgets (Student Activity Fee funds) to support club activities.
- ✓ Access to meeting spaces. Clubs can meet once to twice a week in Campus Life designated spaces during **club hours on Wednesdays from 2:15pm-4:25pm or Fridays from 2:15pm-4:25pm.**
- ✓ Access to event spaces for club activities.

ADDITIONAL NOTES ABOUT THE CERTIFICATION PROCESS

1. The Office of Campus Life reserves the right to request a letter of support from any **national or international organization** that desires to have a chapter on the LaGuardia Community College Campus. The letter of support should include the following:
 - A statement on the organization's letterhead that gives the club the permission to use their name.
 - Contact information from the organization's representative(s).
 - Copies of any archived documents or communications that relate to the establishment of the club at LaGuardia Community College.
2. The establishment or promotion of Greek Letter organizations on campus is not permitted.
3. The Office of Campus Life and the Student Government Association (SGA) reserve the right to deny certification and/or recertification to clubs and organizations that may be deemed high risk such as high intensity, physical oriented organizations.

CLUB MENTORS NOTICE

Club Mentors play an integral role in our work with student organizations on campus. In addition to providing general support and guidance to students, Club Mentors help foster student learning and development via diverse co-curricular programs and activities on and off-campus.

For a list of Club Mentors' responsibilities, please **refer to Appendix A, Section 5 of this manual (page 36).**

BUDGETS & FUNDING

CLUB BUDGETS AT A GLANCE

Student Activity Fee money is the primary source of funding for the activities of certified clubs and organizations on campus. The allocation of Student Activity Fee funds for clubs is overseen by the Student Advisory Council (SAC).

CLUB BUDGETS FACTS 101

1. All certified clubs & organizations can apply for funding for co-curricular events & activities.

2. Club Presidents, Treasurers & SAC Reps should work very closely to formulate & maintain a sound budget plan for all their events. Clubs are highly encouraged to devise internal budget systems for their organizations.

3. Funding Request Forms for co-curricular events & activities need to be submitted to SAC for review & approval.

4. Funding Request submissions do not guarantee funding for events - plan accordingly!

5. Funding Request Forms must be submitted to the Campus Life Specialist for Clubs & Organizations no later than Fridays at 3pm, prior to being presented at SAC Meetings on Wednesdays. The SAC Board & Specialist for Clubs & Organizations meet on Mondays to review proposals on a weekly basis.

6. Clubs' SAC Representatives are responsible for presenting their organizations' Funding Request Forms at SAC Meetings to be voted on. SAC representatives must attend meetings on a weekly basis.

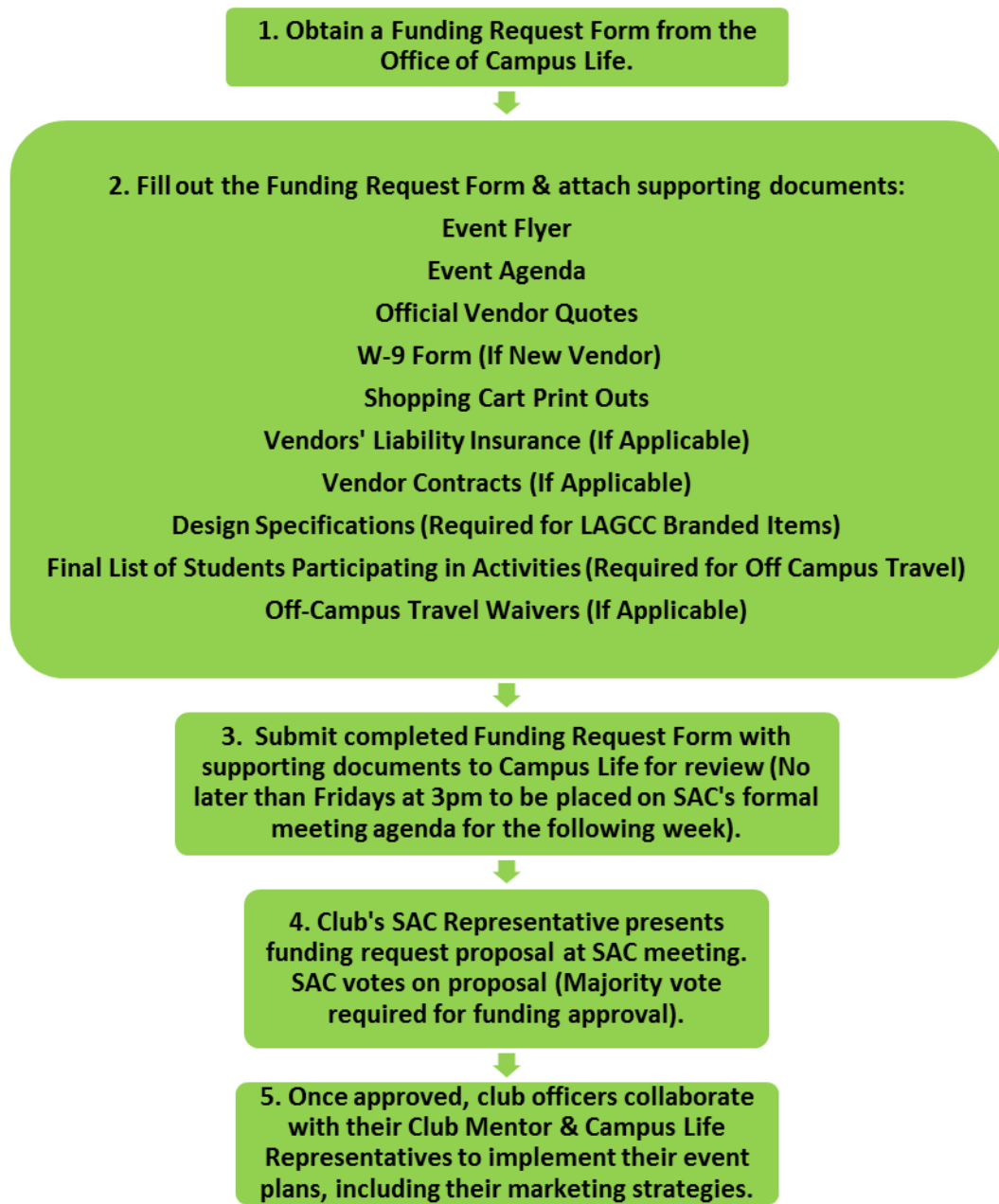
7. No funding? No problem! There are ways to execute events on campus which don't require funding. Speak to the Campus Life Specialist for Clubs & Organizations in a timely manner so they can help you bring your ideas to life!

EVENT FUNDING REQUEST FORM

In order to obtain funding for co-curricular events and activities, clubs and organizations need to submit Event Funding Request Forms that include written summaries of their intended

activities and thorough details about how the organizations plan to utilize the funds. Additionally, clubs and organizations **must submit all necessary supporting documents required to purchase the services and/or goods delineated in their funding request proposals**. Event Request Forms are reviewed and voted on at Student Advisory Council (SAC) meetings.

STEPS TO REQUEST FUNDS FROM THE STUDENT ADVISORY COUNCIL (SAC)



IMPORTANT NOTES ABOUT THE SAC FUNDING REQUEST PROCESS

Clubs and organizations that intend to generate income from sales (e.g. bake sales), donations, or tickets (e.g. concerts) must adhere to the CUNY fundraising guidelines (see Appendix A, Section 16.7 of this handbook). ***Campus Life will approve monetary fundraising activities in the Spring 2018 semester on a case by case basis, after careful review of proposals and thorough planning. A submission of a fundraising proposal does not guarantee approval.***

The funding limit per club event is \$2,000.00. No club may request funds from any source over this amount. This includes the Student Advisory Council, the Student Government Association, and the College Association, Inc. **Clubs may collaborate on an event to propose for additional funding, this is called co-sponsorship.** If the full \$2,000 is requested and only partially approved by the SAC, a request to Student Government Association (SGA) for additional funds can be submitted. Proposals that do not exceed the \$2,000 limit may be submitted to SGA when a call for College Association funding proposals are announced. Speak with SGA governors regarding timelines for the next College Association Budget Committee meeting.

PURCHASING GUIDELINES

Purchasing goods and services for student clubs and organizations at LaGuardia Community College is coordinated through the Office of Campus Life, the Assistant Director of Operations, and the Business Office of the College.

After a club or organization has gone through the process of obtaining funding approval from the Student Advisory Council, by having submitted all necessary supporting documentation required for purchasing goods and services to the Specialist for Clubs & Organizations, the Specialist for Clubs & Organizations provides all documentation for the purchase(s) to the Assistant Director of Operations. The Assistant Director of Operations prepares additional documentation required for Purchase Requisitions and submits all items to the Business Office for processing.

REQUESTING GOODS OR SERVICES

In order to receive goods or services, Club Officers, in collaboration with their Club Mentors, must first complete a **Funding Request Form a minimum of 3-weeks (4-weeks preferred) for On-Campus activities or 4 weeks (5-weeks preferred) for Off-Campus activities, prior to when the goods/services are needed for specific events and/or activities.** Funding Request Forms and supporting documents are converted into Purchase Requisitions by the Assistant Director of Operations. The Business Office submits Purchase Orders for goods and/or services to approved vendors based on the Purchase Requisitions they receive from the Assistant Director of Operations. Purchase Orders (PO's) include the date and time of events, detailed lists of all products and/or services to be purchased, SAC's account number, and supporting documents. The following items are required by the Business Office for Purchase Requisitions:

- Event agenda
- Event flyer (with LaGuardia & CUNY logos)
- Official vendor quote(s) or invoice(s)
- Official vendor bids for items that cost \$500 or more (3 written bids required per \$500+ item)

- Shopping cart(s) (if applicable)
- W-9 form (if applicable)
- Vendor's liability of insurance form (if applicable; required for new food vendors, bus companies, and some other services providers)
- Vendor contract(s) with original signature(s) (if applicable)
- Design specifications (for LAGCC branded items)
- Final list of students participating in off-campus activities (required for off-campus travel)
- Completed CUNY Off-Campus Travel Waivers (required by LaGuardia for off campus activities taking place outside of New York State)

Reimbursements are not permitted for Clubs & Organizations. All purchases for club-related events and activities must adhere to the LaGuardia Business Office's purchasing guidelines.

Catering orders for events must adhere to CUNY's meal allowances guidelines which limits breakfast expense per person at \$3.50 maximum and lunch or dinner expense per person at \$8.00 maximum.

Clubs & Organizations are required to submit a list of attendees for all their events, including off-campus travel. Submit event sign-in sheets to the Office of Campus Life no later than 3 days after your events take place. These lists are required by the Business Office to close out all event invoices.

If you need assistance finding approved vendors, contact the Specialist for Clubs & Organizations.

SALES TAX

LaGuardia Community College is a tax-exempt institution. As such, the College does not pay state or local taxes. When planning purchases with new vendors, speak to Campus Life staff in a timely manner so Tax Exempt Certificates can be provided to the vendors.

LIABILITY INSURANCE

All food vendors and certain specialty performers hired for events and activities on campus are required to submit a copy their Certificate of Liability Insurance (COI) to the college, which must be valued at a minimum of 1 million dollars. COI's must name LaGuardia Community College and related entities as additionally insured.

COI's are necessary as insurance from the vendors to the College in the event that negative food-related or performance-related incidents occur on campus. Insurance policies can expire from one semester to the next, please make sure your vendors' COI's are renewed and up to date.

Please note if you decide to use LaGuardia's in house caterers, MBJ, you won't need to ask for a copy of the vendor's COI, you will only need to obtain a signed catering order form from them.

PAYMENT TERMS

Payment to all vendors, performers and/or other contractors will be made after the completion of services. Payments will be made by check and directly mailed to service providers unless other arrangements are made and approved in advance by the Office of Campus Life and the Business Office.

CONTRACTS

All expenses for personal services (DJ's, musicians, speakers, performers, etc.) require written contracts. A contract is a legal document, which, upon its completion, binds the participants to the terms of the agreement. Club officers must **work with the Student Life Specialist for Clubs & Organizations when handling contracts.** Under no circumstances should club representatives engage in contractual conversations with vendors. ***Any contracts executed or signed by students are against LaGuardia Community College's policy and will be considered void.*** There are different types of contracts required for different kinds of services, below is a brief description of each:

PERFORMANCE SERVICES AGREEMENT: A contract used for a vendor who performs at an event such as a DJ, a band, musician, dancer, or singer. A person who has an agent representing them would also fall under this category. LaGuardia Community College also uses this type of contract to pay event speakers and/or panelists. These persons may be give lectures or offer insight to your audience on particular topics.

INDEPENDENT CONTRACTOR/SERVICE AGREEMENT: A contract used for a vendor who will be performing a service for the College. For instance, this person owns a smoothie business, offers salon services, will be setting up and operating lighting for a show, builds a stage set for a performance, etc.

IMPORTANT NOTES ABOUT CONTRACTS

If a club or organization plans to host an event with vendors or performers providing voluntary services, a **\$0 or Voluntary Services Agreement** must be completed.

Contracts are due in the Business Office 1 month prior to events. Campus Life and/or the Business Office reserves the right to cancel services for late contracts.

The Business Office only accepts original signatures on contracts and new vendors' W-9 Forms. Vendors and performers can sign in person at Campus Life or they can mail the signature page(s) of their contracts and W-9 Forms to the Office of Campus Life, addressed to the attention of the Specialist for Clubs & Organizations. Emailed, scanned, and faxed contracts with non-original signatures will not be accepted by the Business Office.

STORAGE & INVENTORY OF TANGIBLE CLUB ITEMS & EQUIPMENT

Tangible non-perishable items such as supplies, equipment, or materials purchased for student events and activities must be returned to the Office of Campus Life post events. These items including holiday lights and/or other decorations, technical equipment, stationary, giveaways, among others, will be inventoried and stored by the Office of Campus Life for the continued use of clubs and organizations on campus.

Access to stored items and/or equipment will only be granted to certified club executive board members when they sign the Campus Life Club Items & Equipment Log.

REPORTING MISSING OR LOST ITEMS & EQUIPMENT

Should clubs or organizations experience the loss or theft of items or equipment that was purchased with student activity fee money (past or present), they should immediately follow these steps:

- Contact the LaGuardia Community College Public Safety Office at (718) 482-5558 to report the loss.
- Provide a written report of the incident to the Office of Campus Life.

PLANNING & MANAGING EVENTS

PROGRAMMING AT LAGUARDIA

It takes a lot of planning, effort, and determination to be successful club leaders. Club leaders must excel at building community within their membership, event planning and related policies, and budget and financials management. Campus Life staff is just an email or a visit away to help students navigate the complexities of their roles.



Campus Life at LaGuardia highly encourages students to follow the Wellness Wheel Model (Hettler, 1976) when programming on and off campus. The Wellness Wheel Model focuses on students' development in the areas of physical, emotional, and mental wellbeing. All these dimensions relate to and affect each other. The Model provides a template for a balanced approach to event planning on campus. The seven prongs of the wheel enable us to develop a strong community through both carefully planned programs and active interactions with each individual. Programs following this model should specifically and clearly follow, celebrate, expand, and practice the mission of your club. These are events that require considerable planning and teamwork. Speak with

Campus Life for ideas and strategies when planning your programs with the Wellness Model.

The Specialist for Clubs & Organizations at Campus Life is available to help club leaders plan their events and answer any questions they may have about event procedures and policies. Every aspect of prospective events including facilities, entertainment, audio/visual needs, refreshments, and budget will be discussed with club leaders to ensure their events will be successful.

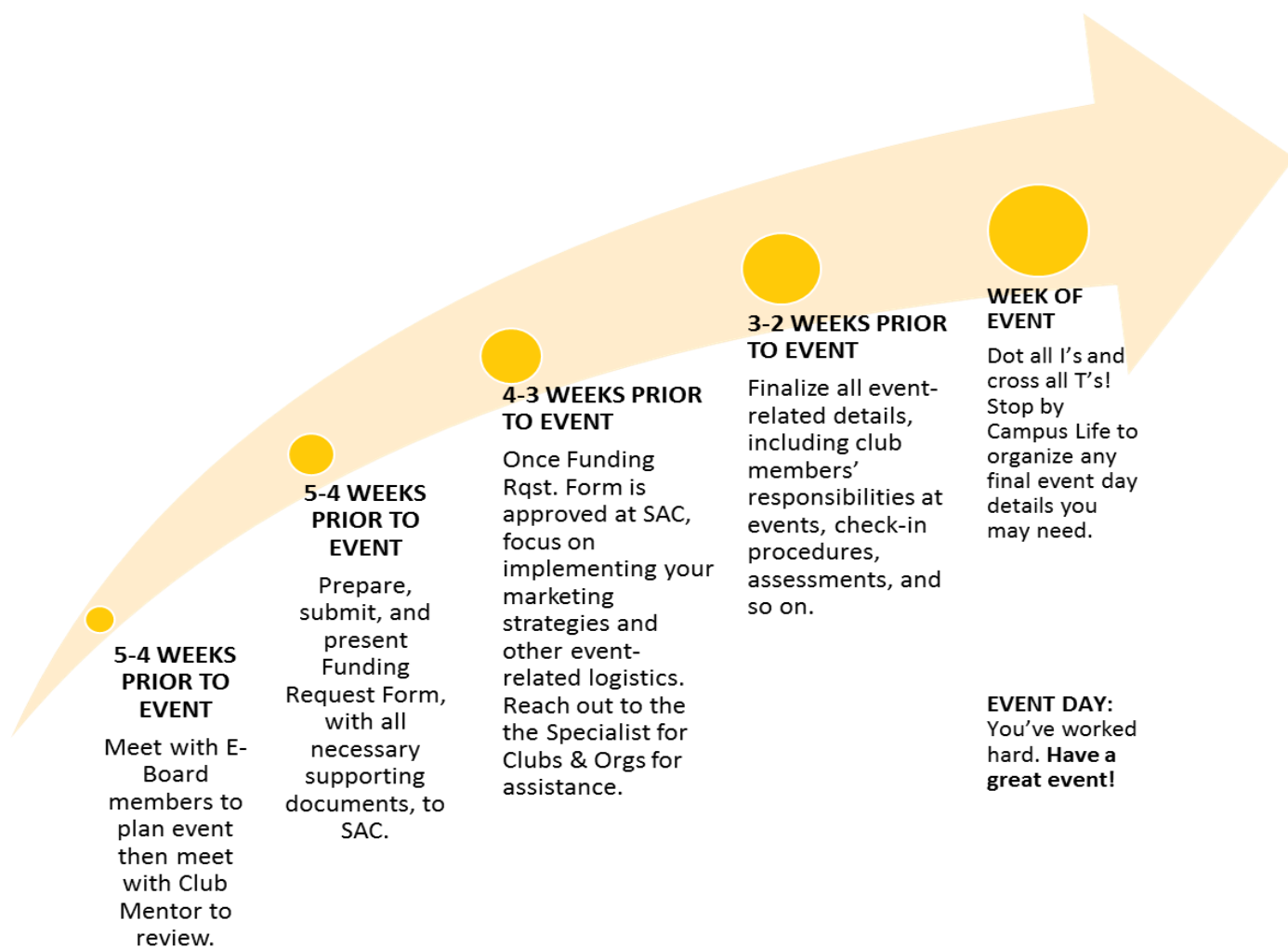
CULTURAL HERITAGE MONTHS

LaGuardia Community College celebrates cultural heritage months and weeks. Planning for these months begins at least 2 months in advance. LaGuardia Community College celebrates:

- Latino Heritage Month (September)
- LGBT History Month (October)
- Black History Month (February)
- Women's History Month (March)
- Asian Pacific-American History Month (April)

Various departments on campus plan and host programming highlighting national cultural heritage months. For additional information pertaining to cultural heritage months, contact the Office of Campus Life.

EVENT PLANNING TIMELINE



RESERVING EVENT SPACES

Chartered, certified student clubs and organizations have the privilege of reserving and using designated event spaces and audio visual equipment on campus. Club representatives wishing to reserve event spaces and equipment for their events need to contact the Campus Life Specialist for Clubs & Organizations or their designee to make their requests. Campus Life staff works with the events office and/or the LaGuardia Performing Arts Center (LPAC) to reserve spaces on students' behalf. **All event space reservations must go through the Office of Campus Life.** The Specialist for Clubs & Organizations contacts club officers and their mentors once their reservations are confirmed by the Events Office and/or LPAC.

LGCC EVENT SPACES	
ROOM	CAPACITY
E-Lobby	68
Main Lobby	68
E-Atrium	198
Room E-111	74
Poolside Café	100
Room E-242	84
Room B-201	20
Mainstage Theater	742
Mainstage Lobby	198
Little Theater	199
Skylight Area	41
Cobblestone Courtyard	200

Event spaces on campus are limited and are utilized by many different departments at LaGuardia. Event space requests will be allocated based on the nature of the events and based on space availability.

TABLING EVENT REQUESTS

Clubs & organizations may request tables (1 per organization) in the E-Lobby for promotional activities such as the distribution of literature, recruitment drives, fund-raisers, petition signature drives, or other activities, with the prior approval of the Office of Campus Life. Requests for tabling activities will be approved for events taking place on **Mondays through Thursdays, between the hours of 9:30am – 6:30pm, and Fridays between the hours of 9:30am – 4:30pm.**

CANCELLATIONS

If a club or organization wishes to cancel an event, they must **notify the Office of Campus Life at least 48 hours prior to their event (24 hours prior for tabling events).** Written notices following clubs’ verbal notifications is strongly recommended. Clubs that do not abide by this cancellation policy will risk losing their rooms/table reservations privileges if a consistent problem is identified by the Office of Campus Life.

Office of Campus Life telephone number: (718) 482-5190

Events’ Office telephone number: (718) 482-5055

The Office of Campus Life reserves the right to cancel events due to exigent circumstances. Cancellations may be carried out due to safety concerns or other issues deemed critical by the Office of Campus Life staff and/or other College administrators.

ADVERTISING & MARKETING GUIDELINES

FLYERS, POSTERS, AND ONLINE PROMOTION

All flyer and poster announcements about College-sponsored events **must be attached to all clubs/organizations' event proposals** and submitted to the Office of Campus Life for approval by the Office of Marketing and Communications of LaGuardia Community College. At the request of clubs and with the approval of Marketing & Communications, the Specialist for Clubs & Organizations can ensure that event flyers are posted on LaGuardia's social media pages and displayed on college wide TV screens. Submit your online promotion requests to the Specialist for Clubs & Organizations at least 1 ½ week prior to the intended event date(s).

Campus Life can print flyers for clubs at their request. **There is a 100 sheets (8 ½" X 11") limit per event for the printing of flyers** (this number can increase in size as we scale it to half page = 200 or quarter page = 400 flyers; flyer designs must be provided accordingly). Submit your requests to the Specialist for Clubs & Organizations at least 2 days prior to the time the flyers will be needed.

By policy, events that are not sponsored or approved by the College will not be posted on designated bulletin boards. Flyers and posters that do not have 'Campus Life Approved' stamp will be taken down. No permanent freestanding signs will be posted for an unlimited duration.

The Student Election Review Committee (SERC) must approve all flyers pertaining to **student elections** and ballots before they can be posted on surfaces identified by the committee. All flyers and posters must be taken down before winners are announced.

In an effort to streamline all communications within the college, **student clubs and organizations on campus are not allowed to create and maintain social media pages** (i.e., Facebook, Twitter, Instagram, Snap Chat, etc.). Maximize your online presence at the college by developing and maintaining up-to-date information about your organizations on your clubs' e-Portfolio pages. Visit <http://www.eportfolio.lagcc.cuny.edu/> to log in.

PHOTOGRAPHY & VIDEOTAPING OF EDUCATIONAL AND CULTURAL EVENTS

Photography and videotaping of educational and cultural events by both media and spectators is permitted, with the exception of flash photography, as long as all performers sign videotape/photography release-forms prior to events. Copies of the release-form can be obtained from the Office of Campus Life. Student leaders must submit the completed release-forms to Campus Life prior to the events taking place.

Videotaping of guest lecturers is permitted with the permission of the speaker, and must be requested in advance. Videotaping of participants at dances, parties, and other social events is not permitted.

EXTERNAL ADVERTISING, MEDIA, AND PRESS COVERAGE

LaGuardia Community College cannot officially endorse any advertisements in the media such as television, radio, newspapers, magazines, web sites, off-campus posters, etc.

Promotional LaGuardia-approved flyers are intended for internal advertising only. **If a student group/club expects media coverage for an event, they must alert the Campus Life Office during the initial phase of the event planning process.** A Campus Life representative will contact the Marketing & Communication's Office for appropriate media protocol and procedures.

EVENT ACCESS GUIDELINES

Student-initiated events approved by the Student Advisory Council (SAC) and Student Government Association (SGA) are open to all matriculated, degree-seeking, students at LaGuardia Community College when they show their LaGuardia Community College ID Cards with up to date semester validations.

LaGuardia Community College and the Office of Campus Life reserve the right to limit access to event participants based on safety and security concerns of the college community. The College and the Office of Campus Life reserves the right to cancel or reschedule any event, or any section of an event due to the following:

- If there is a present danger or high risk to the safety of any performers, participants, attendees, or staff supporting the event.
- If communication by the host club leads to serious inconsistencies in the plans for the event such that it leads to a present danger to individuals or liability to the College.
- Inappropriate use of allocated funds.

The decision to cancel an event, or section of an event due to the above circumstances shall be made by the Office of Campus Life designee or a Public Safety Officer. With cause, this decision shall be made at any time up to, and including the day of the event.

ALUMNI ACCESS & PARTICIPATION

The Office of Campus Life recognizes the benefit of alumni participation in clubs and organizations at LaGuardia Community College. The guidelines for alumni access and participation ensure the function, integrity, and proper allocation of resources within clubs and organization on campus. Club representatives should observe the following:

- Alumni must have maintained active participant status in the clubs or organizations during their time at LaGuardia and must have graduated from LaGuardia Community College.
- Alumni are considered outside guests.
- **Student Activity fees are not to be spent on alumni members.**
- **Alumni may not run for office, hold executive board positions, or operate the mission and activities of clubs on campus.**
- Alumni participation in clubs and organizations is to be in a mentorship or advisory capacity only.
- Alumni may not fundraise on behalf of clubs.

COMMUNITY ACCESS

Clubs & organizations wishing **community access** for their events must make their requests to Campus Life during the initial phase of their event planning process. **Community access to educational & cultural student events must be approved by Campus Life well in advance of events taking place on campus.** Once approved by the Office of Campus Life, student club representatives can invite students from non-CUNY schools, friends and family, and/or other members of the external community to attend educational/cultural student-initiated events such as: conferences, concerts, fashion shows, lectures, theatre productions, seminars, or other events, when they are held at the Main Stage or Little Theater. Outside guests may only attend events in other designated event spaces with the prior approval of the Office of Campus Life.

THEATER PERFORMANCES: BACKSTAGE ACCESS (DAY OF EVENT)

On the day of events taking place at the Main Stage Theater or Little Theater, Campus Life staff and/or other College representatives, as well as Public Safety personnel, will be stationed outside of the backstage area with a list of all authorized performers and service providers. Non contractual individuals who are authorized to be in the backstage area are required to sign a \$0/Volunteer Contract (non-payment form) prior to entering the back stage area.

OCCUPANCY LIMITS & TICKETED EVENTS

Events may not exceed the legal Public Assembly or Campus Standards occupancy restrictions. **Theatre tickets must be ordered from The LaGuardia Performing Arts Center (LPAC) for events held in the Little Theater or the Main stage.** This policy ensures that events held in these spaces do not exceed the legal occupancy of the area or facility in which they are held.

Event tickets and other logistical aspects of events that take place in the Main Stage or the Little Theater are discussed and finalized during production meetings with LPAC personnel, club officers, and the Specialist for Clubs & Organizations. The Specialist for Clubs & Organizations arranges production meetings with club officers and LPAC personnel based on the nature of events and on the date(s) events will take place.

EVENT DAY & POST-EVENT BEST PRACTICES

ARRIVE EARLY: No matter how well you plan an event, sometimes difficulties arise. Arrive early to check the room set up, the equipment, the decorations, the food, and so on well in advance of your event's start time. If issues arise, contact the Office of Campus Life for assistance.

PLAN ACCORDINGLY: All events must end at the stated end time, whether or not they start on time. Event end times may not be extended.

CLEAN-UP: Post event, club members must remove decorations, help remove disposable items, and leave the room in as good a condition as they first found it.

PAY YOUR BILLS: Make sure to submit event sign-in sheets and/or other necessary payment processing paper work to the Specialist for Clubs & Organizations to ensure vendors and performers get paid in a timely manner.

EVALUATE: Great leaders aim to constantly learn from their experiences. Evaluating your events after they're over is the key to planning successful events in the future. Take time to think about what went well, what you would do differently, and what you would like to remember for next time. We suggest you review your events at club meetings and ask club members for their feedback. Take notes and refer to them next time you're planning events or pass your notes along to the next club leaders. If you would like guidance assessing your events, speak to the Specialist for Clubs & Organizations at Campus Life.

POLICIES & RESTRICTIONS CONCERNING THE USE OF ALL ON-CAMPUS FACILITIES

Student clubs & organizations holding events on campus are required to adhere to the rules, regulations, and restrictions governing the use of space as mandated by LaGuardia Community College of the City University of New York. College officials may change these rules subject to any changes dictated by the City University of New York.

PUBLIC SAFETY: Public Safety determines the level of security protection and the number of Public Safety Officers required for each event. These costs need to be factored into Clubs' event budgets. Public Safety officers are typically required for large scale events and/or late events on campus.

SUPERVISION: With the volume of clubs planning special events, it is not unusual for multiple events to occur on any given day. The Office of Campus Life has limited resources and is not always able to supervise all events that occur on or off campus.

Club Mentors must be present during special club activities to provide event supervision – this is specially required for all events taking place outside of clubs' designated weekly meeting rooms. This policy helps ensure clubs have safe and successful events, in addition to providing students with the opportunity to interact with their mentors under structured, social, and/or educational conditions.

If a Club's Mentor cannot participate in a Club's event, a club representative and/or the Club Mentor must alert a Campus Life representative at least two weeks prior to the event. This will provide Campus Life the opportunity to make necessary adjustments and secure supervisory coverage for such events.

CHILDREN: Children are not permitted to attend any social events. Children are only permitted to attend Educational and/or Cultural events that are held in the Main Stage or the Little Theater, if accompanied by adults and are supervised at all times.

Children are not permitted to perform at any events on campus unless they are part of a professional theater production ensemble (e.g. Nutcracker Ballet, etc.).

ALCOHOL: LaGuardia Community College is a dry campus. Alcohol is strictly prohibited at all on-campus events where students will be present. This policy also applies to all College sponsored off-campus activities and events where students will be present.

RESTRICTIONS PERTAINING TO THEATER SPACES

The LaGuardia Community College Performing Arts Center (LPAC) has beautiful spaces that student clubs & organizations can use to hold events on campus. When holding events at LPAC, the following rules must be strictly observed by everyone using the Main Stage or the Little Theater, including performers, staff, and audience members.

- Food and drinks are NOT permitted in the Theatres.
- Smoking inside the Theatres or backstage areas is NOT permitted. All buildings on-campus are smoke free facilities.
- Standing or sitting in the Theater aisles is not permitted. All members of the audience in the Main Stage Theatre must be in seats. There is no standing room available.
- No more than 20 people are permitted to stand in the rear area of the Little Theatre.
- Standing on or climbing over seats is not permitted.
- Flash photography is dangerous for the performers and is not permitted.

PHYSICAL ACTIVITY OR HIGH INTENSITY EVENTS

Any events involving physical activity (dance instruction or dancing, martial arts instructions, eating contests, basketball, and so on) require event participants to sign Campus Life Waiver of Participation Forms prior to participating in the events. Please speak to the Campus Life Specialist for Clubs & Organizations during the initial phase of event planning to prepare the forms.

FILM SCREENINGS

Clubs & organizations on campus may plan to show films as long as they follow United States Copyright Laws. Copyright law prohibits the public showing of films that have been rented for home or private use. The owners of the distribution rights of films must license film screenings, regardless of whether or not admission is charged. Film licensing costs vary depending on the films. **Hosting film screenings without licensing rights would be viewed as copyright infringement and would make student organizations and LaGuardia Community College subject to legal action by film distribution companies.** Therefore, all films shown by student groups on campus at meetings or events must either be borrowed from the LaGuardia Community College Media Collection (housed in the Library) or rented from recognized, professional film distributors (thus obtaining temporary licensing rights).

OFF-CAMPUS EVENTS POLICY

Clubs & organizations that wish to hold off-campus events utilizing student activity fee money (or other sources of funding) may do so only with the permission of the Office of Campus Life and the approval of the VP for Student Affairs. Club representatives will need to meet with the Campus Life Specialist for Clubs & Organizations well in advance of their intended events to discuss their plans, **meetings should be arranged at least 5 weeks prior to intended off-campus events.** Club representatives will also need to submit Off-Campus Event Proposals that include thorough details of their events and provide clear rationales for hosting their events off-campus. You can obtain Off Campus Event Proposal Forms from the Specialist for Clubs & Organizations.

Completed Funding Request proposals for off-campus travel must be presented at SAC at least 4 weeks prior to intended travel date(s). Supporting documents pertaining to off-campus events must be submitted in conjunction with Funding Request Forms, including detailed event descriptions, event agendas, event flyers, conference agendas (if applicable), site/location 'About' page print outs, transportation information (even when not asking for transportation funding), lodging information (if applicable), finalized list of students/mentors/staff going on trip, trip chaperone(s)' contact information while off campus, and completed CUNY Off-Campus Travel Waivers (when traveling outside of New York State).

All students participating in off-campus events must complete the *CUNY Off-Campus Activity Participation, Waiver, and Emergency Contact Form*. **Students under 18 years of age must have their parents or guardians sign and notarize their travel waivers.** Please note that the number of chaperones needed for off-campus events is based on the number of students participating in the events (1 chaperone per 20 students).

Effective Spring 2018, clubs and organizations will only be allowed to host 1 off-campus event per semester (during Fall 1 & Spring 1). Only activities directly related to clubs' mission and purpose will be approved, this includes proposals to attend professional and/or educational conferences as well as museum trips. Off-campus travel activities may be approved to take place during the Spring 2 & Fall 2 sessions on a case by case basis, as deemed appropriate by Office of Campus Life Specialist for Clubs & Organizations.

CUNY Student Domestic Trip and Travel Guidelines must be followed when planning and preparing for off-campus trips. A full transcript of the policy is available in Appendix A of this handbook and is also available on the CUNY website.

FACTORS TO CONSIDER BEFORE SUBMITTING OFF-CAMPUS EVENT PROPOSALS FOR REVIEW:

- How the activity directly relates to the purposes outlined in the organization's bylaws.
- The availability of suitable on campus facilities.
- The proximity of the off-campus location to LaGuardia Community College.
- The day and time of the event.
- The total cost of the event.
- The ease of access for students expected to attend the event.
- The expected number of attendees.
- The adequacy of security coverage at the event location.
- The amount of liability insurance coverage necessary to ensure everyone's safety.

For off-campus events, LaGuardia Community College requires that off-campus event locations carry insurance and provide proof thereof. Additionally, off-campus event locations must also name LaGuardia Community College and related entities as additionally insured. If off-campus event locations don't carry liability insurance, off-campus event proposals will be denied.

Due to increased liability and risks associated with certain types of trips, the Office of Campus Life may disapprove trip requests for activities that put students at increased risks (e.g., high intensity physical activities, among others).

FUNDING FOR OFF-CAMPUS EVENTS

Prior to presenting funding request proposals for off-campus activities at SAC, the Office of the Vice President for Student Affairs reviews and approves all off-campus event proposals. Once funding is approved, keep in mind:

- All travel requiring overnight accommodation is subject to the prior approval of the Office of Campus Life & the VP for Student Affairs' Office.
- **The use of personal vehicles as a mode of transportation is not permitted.** Use public transportation instead (i.e., public metro systems, Amtrak, Greyhound, etc.)
- Meal allowances for events are not guaranteed. All meal allowances need to adhere to CUNY's meal allowances guidelines (\$3.50 per person for breakfast and \$8.00 per person for lunch and/or dinner).

RAFFLES & GIVEAWAYS

Clubs & organizations are allowed to do raffles & giveaways at their events with prior approval from the Office of Campus Life. Student activity fee money should benefit as many LaGuardia students as possible rather than a select few, as such, club representatives should think strategically about the purpose of the raffle and/or giveaway items they intend to purchase in relationship to the total costs of their events. When doing raffles or giveaways, the following applies:

- Raffle prizes and/or giveaway items should not exceed \$100 (exceptions may apply).
- All raffle prizes/giveaway items must receive prior approval from the Office of Campus Life.
- If raffle prizes/giveaways are purchased with Student Activity Fee money, recipients of the prizes must be registered LaGuardia Community College students.
- Club representatives may not collect money for raffle tickets or giveaway items unless they have prior approval from the Office of Campus Life to collect money for charitable purposes.
- All raffle winners must provide a copy of their valid LaGuardia Community College ID's to claim prizes.

FUNDRAISING & OTHER CHARITABLE ACTIVITIES

Clubs and organizations have to obtain permission from the Office of Campus Life for all fundraising and/or charitable activities on or off campus, including "suggested donations" events, at least **3 weeks prior to their activities**. ***Campus Life will not be approving monetary fundraising activities in the Spring 2018 semester. Updates to this guideline will be available in the Fall 2018 semester.*** Clubs and organizations holding fundraising/charitable activities must follow the following steps:

- Meet with Specialist for Clubs & Organizations at least 3 weeks prior to the activity and submit a proposal outlining fundraising plan.
- Post activity/event, all proceeds or items collected must be submitted to the Office of Campus Life.

- Obtain a W-9 form from the charitable organization. Attach the W-9 to supporting documents from the event (flyer, list of participants) and provide it to the Specialist for Clubs & Organizations who will work with the Business Office to provide the charitable entity with a check.
- Verification of receipt of donation must be sent to the Office of Campus Life by the charitable organization in the form of a letter confirming the donation from the club/organization has been received.

TYPES OF FUNDRAISING & OTHER CHARITABLE ACTIVITIES

BAKE SALES

- **Are not permitted at the college.**

DONATIONS DRIVES

Donation drives may be done to collect items such as food, toys, clothing, and/or other Campus Life approved items to donate to charitable organizations. Please note:

- Drives may only last for 1 week (may be extended for a longer period of time with approval from Campus Life).
- Club representatives are responsible for decorating bins in order to advertise their charitable activities and identify the bins as donation sites. The Office of Campus Life will recommend drop off locations on campus.
- Club representatives are responsible for deciding how the goods will be transported to charitable organizations.
- If charitable organizations agree to directly pick up donations from the College, notify the Office of Campus Life ahead of time to provide the names of the organizations' representatives that will be picking up the goods and the agreed dates and times for the pick-ups.
 - At least one club representative should be present at the time of pick up. If this is not possible, notify the Office of Campus Life accordingly.

APPENDIX A

CUNY BYLAWS

ARTICLE XVI - STUDENT ACTIVITY FEES AND AUXILIARY ENTERPRISES

Section 16.1. STUDENT ACTIVITY FEE

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

Section 16.2. Student ACTIVITY FEES USE - EXPENDITURE CATEGORIES

- Student activity fee funds shall be allocated and expended only for the following purposes:
- Extracurricular educational programs;
- Cultural and social activities;
- Recreational and athletic programs;
- Student government;
- Publications and other media;
- Assistance to registered student organizations;
- Community service programs;
- Enhancement of the college and university environment;
- Transportation, administration and insurance related to the implementation of these activities;
- Student services to supplement or add to those provided by the university;
- Stipends to student leaders.

Section 16.3. STUDENT GOVERNMENT FEE

The student government fee is that portion of the student activity fee levied by resolution of the board which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government, or each student government where more than one duly elected student government exists, for its own use and for the use of student organizations, as specified in section 15.2. of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

Section 16.4. STUDENT GOVERNMENT ACTIVITY DEFINED

A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at

the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

Section 16.5. COLLEGE ASSOCIATION

The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2. of this article and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.

A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president and the following requirements are met:

The governing board of the college association is composed of:

The college president or his/her designee as chair.

Three administrative members appointed by the college president.

Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5.(b) (1)(iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.

The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

Section 16.6. MANAGEMENT AND DISBURSEMENT OF FUNDS

The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

Section 16.7. REVENUES

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

Section 16.8. FISCAL ACCOUNTABILITY HANDBOOK

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

Section 16.9. COLLEGE PURPOSES FUND.

A college purposes fund may be established at each college and shall be allocated by the college president. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the board, upon the presentation to the board of a list of activities that may be properly funded by student activity fees that are deemed essential by the college president. Expenditures from the college purposes fund shall be subject to full disclosure under section 16.13. of these bylaws. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of section 16.12. of these bylaws.

Section 16.10. AUXILIARY ENTERPRISE BOARD

The auxiliary enterprise board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee and reviewed by the auxiliary enterprise board prior to expenditure or execution. The auxiliary enterprise board shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements are met:

The governing board is composed of the college president or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members.

The administrative members are appointed by the college president.

The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

The student members are the student government president(s) and other elected students and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by headcount from the respective constituencies.

The auxiliary enterprise board structure provides for a budget and contract committee composed of a combined total of faculty and administrative members that is one more than the number of student members. The budget and contract committee shall be empowered to develop all contract and budget allocation proposals subject to the review and approval of the auxiliary enterprise board.

The governing documents of the auxiliary enterprise board have been reviewed by the board's general counsel and approved by the board.

Section 16.11. THE REVIEW AUTHORITY OF COLLEGE PRESIDENTS OVER STUDENT ACTIVITY FEE ALLOCATING BODIES AND AUXILIARY ENTERPRISE BOARDS

The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.

The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved. The chancellor or his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees.

All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.

Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

Section 16.12. REFERENDA

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.

Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.

At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.

Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

Section 16.13. DISCLOSURE.

The college president shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees. The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.

The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.

The auxiliary enterprise board shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.

For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

Section 16.14. STIPENDS

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

STUDENT ADVISORY COUNCIL (SAC) CONSTITUTION

Article I Name

Sec. 1.0 The name of this organization shall be the Student Advisory Council of LaGuardia Community College of the City University of New York (herein known as SAC).

Article II Purpose

Sec. 1.0 The purpose of this body will be to allocate Student Activity funds for student clubs and activities.

Sec. 1.1 The body unites student clubs for decision-making purposes about educational, cultural, and social activities.

Article III Membership

Sec. 1.0 The membership shall consist of one delegate or alternate from each certified club that has been granted official charter by the Student Government Association of LaGuardia Community College.

Sec. 1.1 The names of the delegates or alternates shall be given to the SAC Coordinator in writing from each club president.

Sec. 1.2 Any changes of delegates or alternates must be received in writing from each club president and kept on file by the SAC Coordinator.

Sec. 1.3 All SAC members must attend all regular and emergency meetings.

Sec. 1.4 Membership will not be denied to any student on the basis of race, creed, sex, age, sexual orientation or national origin.

Sec 1.5 Clubs that certify after the yearly deadline in the spring semester will be considered provisional members of SAC, with no budget line and no voting rights until the next certification deadline.

Sec 1.6 All officers of member clubs must maintain a 2.0 GPA during their term of office. If an officer should fall below the GPA threshold, the SAC coordinator will declare that office vacant and the club will have a vacancy in their board. This vacancy shall be filled immediately.

Article IV Meetings

Sec. 1.0 All regular meetings will be announced at preceding meetings. All emergency meetings will be announced at least 48 hours in advance.

Sec. 1.1 All emergency meetings are convened by the SAC Chairperson or 51% vote of the Council.

Sec. 1.2 Clubs that anticipate a problem attending SAC meetings are to notify the SAC Chairperson 24 hours prior to the meeting. Only two excused and two unexcused absences from a SAC meetings will be permitted per club each year. More than that will result in the club losing its voting and budget privileges for that year.

Sec 1.3 In an emergency and with the approval of the SAC Chairperson, wherein both the SAC representative and the SAC alternate cannot attend a SAC meeting, the President of that club may attend in his/her place. In this case, the President would count as present for attendance, quorum and votes. Such action may only happen two times a year and under the following conditions. They may not be consecutive meetings and the President may not vote in an elections meeting.

Article V Officers

Sec. 1.0 The officers of this organization shall be: Chair, Vice Chair, Secretary, Treasurer, and two (2) SAC Representatives. Those eligible for the position of Chair, Vice Chair, Secretary and Treasurer are current SAC Representatives or Alternates. All elected officers of SAC will be permitted the right to vote as officers. When a SAC Rep of a certified club is elected to the Executive Board, the SAC Alternate of that club will move to the SAC Rep position. All officers must hold and maintain a 2.0 grade point average in order to be eligible for elections. The voting representatives from each club shall elect the Chair, Vice Chair, Secretary, Treasurer and two (2) SAC Representatives. They will serve for one academic year ending in June.

Article VI Executive Board

Sec 1.0 The Executive Board of SAC shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The SAC Chair will also chair the Executive Board of SAC.

Sec 1.1 The Executive Board shall meet at least twice a month, but may have additional meetings, if deemed necessary.

Sec 1.2 Funding will be allocated in accordance with the procedure set forth by [the Office of Campus Life] in the Procedure Manual.

Sec 1.3 The Office of Campus Life designee shall allocate club office spaces.

Sec 1.4 In the event of an emergency, where the full body of SAC cannot attend, the executive board, in collaboration with the Campus Life designee, shall be in power to act on their behalf. Any decision (s) shall be reported to the SAC membership at the next official SAC meeting.

Article VII Duties of Officers

Sec. 1.0 Chair: The Chair shall serve as the official student representative of the Student Advisory Council. The Chair shall convene all regular and special meetings, prepare agendas, help organize and plan events, and maintain effective communication with all members of the Student Advisory Council. In addition,

the Chair shall appoint all committees and their Chairs. The Chair shall only vote in the event of a tie, breaking it. The Chairperson shall also reserve the right to veto any club's expenditures that has insufficient approved minutes, incomplete budgets, or other paperwork, or which does not meet the time requirements set by the event guide and time lines.

Article VIII Terms of Office

Sec. 1.0 The student officers of SAC shall hold elections in a regular meeting in the spring semester. This meeting shall be held during the month of May, so that the new officers take office in the new fiscal year (July 1st).

Article IX Quorum

Sec. 1.0 A quorum shall consist of no less than 51% of the entire SAC body, including officers. [Quorum needs to be present for SAC to have official votes on agenda items (budgets, old and new business)].

Article X SAC Roster

Sec. 1.0 The SAC roster will consist of the names of the delegate and alternate from each certified club (see Article III).

Sec. 1.1 No club will be on the SAC roster unless they are certified for the semester. The names of the delegates and alternates shall be submitted in writing from each club President to the Office of Campus Life Designee

Sec. 1.2 Each certified club will have one vote for all voting items.

Article XI Proposals for Funding

Sec 1.0 Clubs will be allowed to present one proposal per meeting. If time allows, additional proposals may be presented at the discretion of the SAC Executive Board Chair.

Sec 1.1 After a club has completed its proposal presentation to the SAC body, a period of debate shall open. This period will be limited to a total of 5 minutes per proposal. If there are no questions, or if debate has ended prior to the completion of 5-minute limit, a request for a motion to vote may be made by the SAC Executive Board Chair.

Sec 1.2 Clubs are limited to \$2,000 (two thousand dollars) per event.

Sec 1.3 Clubs may pool resources to collaborate on events.

Article XII Role of the Office of Campus Life

Sec. 1.0 The Office of Campus Life shall provide advertisement and technical assistance for all cultural and educational activities of SAC.

Sec. 1.1 The Office of Campus Life shall oversee the accounts payable using the approved LaGuardia accounting process.

Sec. 1.2 The Office of Campus Life reserves the right to veto any club's expenditures that has insufficient approved minutes, incomplete, inadequate or unapproved budget needs, or which does not meet the event guide and time lines.

Article XIII Veto/Appeal Process

Sec. 1.0 If the SAC Chair vetoes the club proposal (see Article VII; Sec 1.0), the club may appeal this process to a Student Affairs reconciliation counselor.

Article XIV Amendments

Sec 1.0 The Division of Student Affairs reserves the right to modify the Student Advisory Council Constitution to comply with LaGuardia Community College rules and regulations.



Campus Life / Division of Student Affairs

MENTOR AGREEMENT

I have read and understand the policies and procedures for the establishment, chartering, and functioning of a student club within LaGuardia Community College. I agree to fulfill the responsibilities of a Club Mentor, as outlined by the Office of Campus Life. By accepting the designation of mentor, I understand that I am expected to:

- Mentor the _____ Club's Officers and Members in the development, planning and operations of the organization, with attention to the holistic development of each student.
- To actively participate in mentor orientation (training) efforts, including networking with other mentors and encouraging positive inter-club communication, interaction, cooperation and support. Demonstrate an understanding of the critical role that mentoring has in the success and overall development of our students and their effective functioning in a multi-cultural society.
- Consult as a resource the policies and procedures of Campus Life for clubs and organizations as provided by the Office, and University policies and procedures as referred to in the Student Clubs' & Organizations Handbook.
- Provide advisement on College mission and Campus Life policies and procedures as they are made available to me by the Office of Campus Life. Provide for faculty/staff coverage at club functions, meetings, on and off campus. To be present, monitor, and certify the election of club officers for the year and to supervise club certification documentation.
- To be proactive in relevant communications and interactions with the students. To assist the students in recognizing the importance of a developmental perspective while planning events and activities in their clubs.
- To encourage learning/skill building experiences for students, through specially chosen and well-developed events. To assist students in identifying and making use of resources available to the College and the clubs, as made known through the Office of Campus Life.
- To recognize that the Campus Life staff is available for consultation and as a resource. To keep abreast of changes in procedures and work with the club leaders to ensure adherence to established College processes, as they are made known to me through the Office of Campus Life.
- To review student requests for space and funding allocations culminating in approval for the next step in the budget and event requests process. To meet with College officials, when needed, to mediate, advice, and assist the Campus Life designee with student challenges as they impact clubs functioning and College events and programs.
- To prepare a report at the end of each semester or academic year, outlining the club's accomplishments. The final report should also include recommendations, and suggestions for further development and enhancements, as well as suggested future plans for the mentor role.

MENTOR NAME: _____ DEPARTMENT: _____
PLEASE PRINT NAME

MENTOR SIGNATURE: _____ EMAIL & EXTENSION _____