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Introduction

The Kingsborough Community College (KCC) of the City University of New York is committed to student learning and development as well as strengthening its diverse community. Kingsborough Registered Student Organizations (RSO) are essential to providing KCC students with opportunities to engage in programs which promote intellectual, emotional, spiritual, physical, and professional abilities. Leaders in a RSO have a responsibility to their members, officers, and advisers to develop an inclusive, safe, and diverse campus environment for all KCC students and community.

The KCC Student Organization Handbook is a guide to operating a successful student organization. Student leaders and members can reference the handbook for details concerning RSO registration, electing officers, planning and scheduling events, maintaining a budget, and other procedures pertaining to governing a student organization. Though the handbook includes important information about managing a RSO, students have the opportunity to cultivate the culture of the organization based on the mission, purpose, and their own goals. RSOs and student leaders have the ability to strengthen student growth and development by helping students frame their academic experience as one that extends beyond their tenure at Kingsborough Community College. It is important to remember that RSOs should be a welcoming, engaging, and rewarding experience for members.

The Office of Student Life is here to help all RSOs and is equipped to meet the needs of students involved on campus. For further information or assistance visit the Office of Student Life in C-123.

The Office of Student Life would like to thank you for your participation and wish you success in the year ahead!

Student Organizations at Kingsborough Community College

Registered Student Organizations (RSOs) exist at Kingsborough under the authority of the KCC Student Government Association and the CUNY Board of Trustees. This section will cover the general purpose of RSOs as well as the relevant authority granted by each of these entities.

WHAT DO REGISTERED STUDENT ORGANIZATIONS (RSOs) DO?

RSOs are student-run organizations that contribute to Kingsborough's campus life. RSOs function as semi-official entities of the school, and as such are subject to campus regulations. While each RSO has a different primary focus, all Kingsborough RSOs exist to establish community on campus; educate students, faculty, and staff; and help

students develop life and leadership skills to use throughout their tenure at Kingsborough and beyond.

To cultivate a diverse learning experience for students at Kingsborough, RSOs require a great deal of dedication and coordination between officers, members, and advisors. It is essential for RSOs to hold regular meetings to plan upcoming events and discuss issues relevant to their membership. Meetings are an opportunity for RSOs to plan and take action in pursuit of the organizations goals, such as; host events to promote the organization, provide information on campus, perform a service, or be social and engaged members of the campus community.

Each year, hundreds of students serve as leaders or members of more than 75 Kingsborough RSOs. These students distinguish themselves from the crowd and are often approached to participate in other special events, and many are nominated for service awards at the end of the academic year. The meetings and events hosted by RSOs impact even more, with thousands of students attending everything from meetings to lectures to fashion shows.

STUDENT GOVERNMENT ASSOCIATION

The Kingsborough Community College Student Government Association (KCCSGA) comprises four councils and represents the unified voice of the Kingsborough student body. Individual students are represented by a constituency council, determined by the student's declared major. Each constituency council is represented by a president, vice president, secretary, and treasurer, duly elected by the members of the student body represented by each respective council. Councils may also have as many as 20 student representatives. Any student may become an official representative of their respective council by completing the representative petition and collecting the required number of valid signatures.

KCCSGA is empowered to represent the will of the KCC student body, conduct student activities, authorize and regulate expenditures of funds entrusted to them, and elect or appoint representatives to other college and CUNY committees.

As it pertains to RSOs, KCCSGA is the body with the authority to approve or deny an RSO charter – the right of an RSO to exist as an entity of KCC – as well as to renew, suspend, or revoke an RSO. KCC SGA elects and appoints members to several committees which impact KCC RSOs and reviews all RSO budget requests.

Student Government Councils

Business Council
Accounting
Business Administration
Culinary Arts
Fashion Design
Marketing Management

Liberal Arts Council
Broadcasting Technology
CUNY Baccalaureate
Criminal Justice
Fine Arts
Graphic Design

Office Administration
Personnel Management
Retail Merchandising
Tourism & Hospitality

Journalism & Print Media
Liberal Arts
Media Arts
Performing Arts
Speech Communication
Theatre Arts
Website Development

Public & Health Council
Alcohol & Substance Abuse Counseling
Chemical Dependency Counseling
Community Health
Early Childhood Education
Education Studies
Emergency Medical Services
Exercise Science
Medical Records Tech
Mental Health & Human Services
Nursing
Phys Ed, Recreation, and Recreation Therapy
Pre-Physical Therapy
Polysomnographic Tech
Physical Therapist Assistant
Surgical Tech

STEM Council
Biology
Chemistry
Computer Information Systems
Computer Science
Engineering Science
Environmental Health and Science
Earth and Planetary Science
Mathematics
Marine Mechanic
Maritime Tech
Physics
Science for Forensics

Campus Activities Board

The Campus Activities Board (CAB) is an RSO whose primary function is to plan and support large-scale campus programming. CAB also support programming done by other RSOs, is available to give assistance with event planning, and will occasionally grant additional funding to other RSOs, if necessary.

COLLEGE COUNCIL

The College Council is the representative body of the college, with college-wide duties and responsibilities.

The Council is made up of representatives from the faculty, administration, student body, support staff and alumni. It is responsible, subject to guidelines established by the CUNY Board of Trustees, for the formulation of policies related to the admission and retention of students, student attendance, and the awarding of college credit. The faculty, however, shall reserve the right to confer degrees. The Council is empowered to make its own bylaws consistent with those of the Board and conduct the educational affairs customarily cared for by a college faculty. The Council may also make

recommendations about policy with respect to budgetary, facility, and faculty personnel matters within the framework of the bylaws of the Board.

The College Council consists of the President, Dean of Faculty, Registrar, Vice President for Finance and Administration, Chairperson of each instructional department, faculty delegates-at-large equal to the number of departments, twenty student delegates (two from each Constituency and twelve delegates elected at-large), two delegates elected by the full-time, regularly appointed, non-probationary support staff, and one alumni delegate.

Standing Committees of the College Council are:
1. Strategic Planning & Budget Committee
2. Instructional Committee
3. Curriculum Committee
4. Legislative Committee
5. Committee on Students
6. Committee on Committees

Students who are interested in joining College Council may do so by being elected during the annual student government elections process each May. If vacancies for the 20 student seats arise during the year, those are filled by current members of KCC SGA.

KCC ASSOCIATION

The Association is organized under the New York Not-for-Profit Corporation Law and is operated exclusively for the benefit of Kingsborough Community College (the "College"). The Association's principal objectives and purposes are set forth in the Association's Bylaws, and include:

- To promote and cultivate educational and social relations among the students and faculty of the college.
- To aid the students and faculty of the College in their work, study, curricular and extracurricular activities and, in general to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Association. The Association will not operate for profit and no part of any earnings of the Association shall inure to the benefit of any member thereof, but shall be used solely to promote the aforesaid purposes of the Association or the College.
- To be responsible for the administration, management and supervision of student activity fees.

The Association has no members. Instead, the property, affairs, business and concerns of the Association shall be vested in a Board of Directors consisting of thirteen (13) voting Directors, composed as follows:

- The College President or their designee; (currently the Vice President for Finance and Administration)
- Three College administrators appointed by the College President, including:
- The Director of Student Life or the College administrator who is otherwise responsible for student affairs at the College
- A College Administrator responsible for fiscal affairs at the College;
- Three members of the college faculty appointed by the College President from a panel of six elected by the College Committee on Faculty Personnel and Budget; and
- Six students consisting of the Presidents of the four Student Councils and two elected student government officers selected by the four Student Council presidents.

Student Activity Fee

The Student Activity Fee provides many services and programs available to every student enrolled at KCC. Among them are: student accident insurance; Orientation; Student Ambassadors and Information Center; all graduation fees including the ceremony, reception, caps and gowns, yearbook and diplomas; special programs, College Center videos, lectures and special events series.

In addition, the student fees provide awards to honor outstanding students at our Student Awards night, and students who earn honors memberships (Phi Theta Kappa, Mu Alpha Theta, Sigma Delta Mu, Dean's List, Special Awards).

Student Activity Fee monies are deposited in a central account to be used to conduct student activities and to perform special services for the KCC community. The KCC Association Board of Directors is charged with the responsibility of allocating the student fees.

The amount paid is dependent on enrollment status, as follows:

Full-time Students	$85.00 per Semester
Part-Time Students	$42.50 per Semester

CUNY BOARD OF TRUSTEES

The Board of Trustees is the overall authority for all CUNY schools. The board has 17 members who are appointed to positions by the Mayor of New York City or the Governor of New York. The bylaws and policies of the Board of Trustees have authority over all local CUNY and Kingsborough governance.

Bylaws Pertaining to Registered Student Organizations

ARTICLE XV STUDENTS > SECTION 15.2. STUDENT ORGANIZATIONS
SECTION 15.2. STUDENT ORGANIZATIONS

a. Any group of students may form an organization, association, or chapter by filing with the duly elected student government organization of the

college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:
    i. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
    ii. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c.
    i. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.
    ii. The complainant or any student organization adversely affected pursuant to paragraph c (1) above may appeal to the president.

The president may take such action as they deem appropriate, and such action shall be final.

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.
e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

Roles & Responsibilities

Below is an overview of the roles and responsibilities for the individuals and the offices associated with KCC student organizations. These include expectations and duties for student leaders, as well as an idea of the roles that various KCC offices play in what RSOs do on campus.

UNDERSTANDING THE ROLE OF A STUDENT LEADER

A leader in a student organization is expected to set a positive example, to motivate and develop members, and to guide the organization toward success. Leadership is a privilege and a responsibility, not a right. and you have an obligation to your members to be productive and active to ensure a successful academic year for their RSO and members. These are a few leadership tips to get started:

A good leader...

- ...has a vision and a plan to move everyone forward
- ...delegates authority and responsibility, not tasks
- ...develops people, not just programs, to leave a legacy and build a better future
- ...works to understand a situation and its implications before making a decision
- ...shares credit and takes blame in public, then works to do better next time
- ...persists, even when things don't go as planned
- ...values feedback from members as well as advisors
- ...learns how to work with a process to achieve the desired goal
- ...believes in their team and their mission, yet acknowledges shortcomings

- ...leaves everyone feeling accomplished.

OFFICERS

RSOs are run by officers elected by the general membership of the organization. By accepting the position, these officers are accepting responsibility for the overall direction of activity-level of the organization. These officers are also agreeing to put in the extra effort required to ensure that things are done, done well, and done on time.

While the requirements below are standard across all KCC RSOs, the individual officer duties are a guide, and may differ based on the constitution of the individual organization.

Officer Requirements

Officer positions are defined as the RSO president, vice president, treasurer, and secretary, as well as any additional officers designated by an individual RSO constitution. Students who wish to hold an officer position in any student organization are required to:

1. Maintain a minimum 2.0 cumulative grade point average (2.5 for presidents of SGA and Student Media organizations).
2. Be free of any academic and/or disciplinary probation or restrictions.
3. Be a matriculated student.
4. Hold no more than ONE signatory position (president or treasurer position), regardless of the number of student organizations.

These are minimum standards for all officers; individual student organizations may include additional provisions in their organization constitution.

Failure to maintain all the above requirements will result in withdrawal of eligibility and removal from office by the Office of Student Life. Failure to meet job responsibilities and requirements as outlined in the RSO constitution may result in impeachment proceedings from the RSO.

Each RSO should outline in their constitution the removal process of officers or members from the organization if he/she/they do not meet the above requirements or have violated the RSO's and/or the College's rules of conduct.

President

1. Preside over all official RSO meetings.
    a. Know the proper procedure for conducting a meeting
    b. Be impartial and foster discussion
    c. Be knowledgeable about parliamentary procedure
    d. Prepare an agenda for each meeting
    e. Check the minutes of the preceding meeting to review important business that must be discussed or completed

2. Understand and follow the RSO constitution and/or bylaws
3. Set an example for the organization by being fair, courteous, and obeying the rules
4. Represent the organization, or see that a person is appointed to represent the group, at all campus meetings where representation is requested
5. Carry out the group's decisions that have been decided during meetings
6. Know the school policies and regulations and see that they are followed at all meetings and activities of the organization
7. Communicate with the RSO's advisor regularly
    a. An advisor is required to be present at all official RSO business meetings and events
    b. Communicate the schedule well in advance to make alternate arrangements if necessary
8. Know the duties of the other officers and be diligent about the officers fulfilling their roles
9. Prepare a calendar for the semester's activities early in the semester
    a. Each organization should have a project or goal for the semester
10. Call regular executive committee meetings
    a. Contact the RSO's advisor before each regular meeting
    b. The advisor should attend the executive committee meetings
    c. Executive committee meetings should include all officers
11. Appoint committees to assist with dividing the work of the organization to all members as a means to participate and be involved
    a. The president must keep in touch with the committees and is usually an ex-officio member of all committees
        i. They are responsible for seeing that committees complete their assignments
    b. A chairperson of every committee should always be indicated
    c. Remember to call on committees for reports and take action on their reports
        i. Committee reports should be given a dedicated section on agendas for the RSO's official meetings.
12. Delegate tasks and responsibilities to committees/officers as appropriate and follow up to ensure completion

Vice President

1. Takes over the president's responsibilities when the president is unable to carry out their duties for any reason
    a. Because of this, the vice president must be familiar with all the duties of the president
2. Be ready to assist the president in execution of their duties

3. Assume and carry out all special duties that may be assigned by the constitution, the president, executive committee or members
4. Reserve a room (if applicable) for official meetings of the RSO
5. Attend all executive committee meetings of the organization
6. Know and understand the organization's constitution and bylaws
7. Understand campus rules and procedures in order to assist with tasks and initiatives

Treasurer

1. Maintain all RSO financial records, including copies of paperwork related to financial transactions
2. Prepare a budget to be approved by the RSO executive committee and membership
3. Ensure that all RSO expenses occur within the limits of the RSO budget and college policy
4. Keep a record of all incoming and outgoing financial transactions, and the RSO's remaining funds
5. Provide a report at each business meeting listing recent transactions and remaining fund balance
6. Ensure that all bills are paid promptly by submitting all necessary paperwork and documentation

Secretary

1. Serve as custodian for all non-financial records of RSO membership and activity.
2. Take official minutes for each business meeting:
    a. Give the scheduled date, time, and location of the meeting and record the actual start time
    b. Provide a record of attendance and an official indication that quorum was met for the meeting
    c. State whether the minutes of the previous meeting were approved as written/corrected and list any corrections
    d. Briefly and accurately summarize all officer and committee reports as well as any action taken as a result
    e. Record all items discussed as old/new business including decisions, action items, and timelines
    f. Ensure that each motion made on the floor is recorded, and indicate whether there was a second as well as the result of any votes pertaining to the motion
    g. Record the actual end time for the meeting
3. At each official meeting, provide a copy and present the minutes from the previous business meeting. Note any corrections and keep a copy as the official minutes for each meeting

4. Keep a current roster of RSO members including contact information and attendance record
5. Keep a copy of the RSO constitution (and bylaws, if applicable) on hand during all official RSO business
6. Keep a copy of all reports presented to the RSO on file
7. Be responsible for all RSO correspondence with members and ensure correspondence is accurate, timely, and professional
8. Keep a file of complete, accurate, and organized records for your use and to pass on after your term

Other Officers

Some RSOs may be setup to include additional officer positions. These positions must be held to the same standards as all other officer positions, though titles and specific duties may vary based on your RSO constitution.

ADVISORS

In order to serve as an advisor, the individual must be a KCC faculty or full-time administrative staff member. Those who choose to serve as advisors choose to do so voluntarily. It is in the best interest of the RSO to select an advisor who reflects and promotes the organization's mission, culture, and activity level.

Advisors are resources for RSOs as a means for guidance, feedback, assistance with navigating college policies and procedures, and providing context based on past activities and other things happening around campus. *It falls on the students in the organization, especially the officers, to do the work and to keep the group active.* Advisors should help the group make decisions, but ultimately do NOT get a vote in RSO business.

The following are the duties of an advisor:

1. Attend all official RSO meetings, events, and activities. *RSOs may NOT conduct a business meeting or hold an event without an advisor present. If the RSO advisor is unavailable, officers may contact Student Life to ask for a one-time substitute.*
2. Be aware of all RSO activity and serve as the primary point of contact for the Office of Student Life.
3. Give feedback and advice during the decision-making process while allowing the students to come to their own conclusions.
4. Co-sign all RSO paperwork **BEFORE** submission to Student Life, including vouchers, requisitions, food order forms, meeting arrangements forms, budget requests, travel requests, fundraising requests, renewal/activation paperwork, or other paperwork as necessary.
5. Assist students with completion of paperwork and navigation of campus policy and procedure.
6. Recommend deserving students for annual Student Life Service Awards.

7. Help the RSO members connect with information and opportunities relevant to the group's purpose.
8. Assist with the interpretation and upholding of the RSO's governing documents.
9. Guide members and officers in ways to fulfill job duties.
10. Assist in orienting new officers and in developing members' leadership skills.
11. Serve as the point person when dealing with major problems or emergencies within the RSO.
12. Act as a Mandated Reporter in all matters related to Title IX and campus policy violations.
13. Maintain an unbiased stance and provide relevant feedback to RSO membership.

Advisors should not use RSOs as proxies to promote their own event or agenda. All RSOs events should be organized by students. Officers have the right to reject an advisor's proposal for an event if it is irrelevant to the student organization's mission and/or goals for the year.

Recommended Event Planning Guidelines for Advisor

The Office of Student Life strongly suggests open discussion between organization members and advisors to define the advisor's role and set reasonable expectations that are agreed upon by all parties. If support and guidance are needed, Student Life is a ready resource for both advisors and students.

Here are a few sample questions to ask your group when planning an event:

1. Does the event reflect the mission and/or purpose of the RSO?
2. What will the outline/format of the event be?
3. Who will moderate the discussion, if any?
4. How will alternative viewpoints be heard?
5. What plans are in place to address possible disagreements or disruptions in the event?
6. Who will be in attendance at the event?
7. How has room set-up and program format been designed to insure a safe environment for all participants?
8. What is the target audience for the event?
9. How much money will be needed to produce the program?
10. How will the program be marketed to the College?
11. Are there tickets to the program?
12. What forms are needed for Student Life?

Student Life

The Office of Student Life is charged with the large-scale management of Kingsborough's Student Organization program. Student Life is the main point of contact for all Student Organizations, serving as the liaison between RSOs and other campus

offices. RSO officers will receive information from Student Life about important dates, upcoming opportunities, and tasks the group needs to complete. Student Life is also where RSOs will drop off any paperwork that needs to be completed and will answer any questions students may have.

RSOs will use Student Life as the main point of contact for conducting all business on campus and should <u>NOT</u> directly contact other offices on campus for RSO business without speaking to Student Life first.

KCC Association

The KCC Association is the entity charged with managing all Student Activity Fee funds. After submission to Student Life, all financial paperwork goes through the KCC Association for processing. Rules about spending, purchasing, and reimbursements are set by the Association in compliance with CUNY policy. The Association also provides the RSO budget folders and voucher forms.

The Association also oversees and conducts annual budget trainings for the RSOs. These budget trainings are part of the required process for an RSO to be considered active for the year.

The KCC Association and Student Life also work with the Purchasing Office to process purchase requisitions for purchases over $500, orders that must be delivered to campus, and when requesting bus transportation. As an RSO, you will never deal directly with the Purchasing Office, but you should know that they also play a role in your organization's purchasing.

Events Management

Events Management is the office on campus that deals with room reservations and coordinates setups and food orders. When RSOs submit space requests, Student Life takes your request and works with Events Management to confirm an exact date, time, and location. Events Management then coordinates details with campus Audio Visual (A/V) Services, Buildings and Grounds, and Food Service, to ensure that the requested setup, technology, and food, are available and ready for your event.

Campus Policies

The following policies apply to all Kingsborough facilities, events, and organizations. These policies apply to all events hosted or sponsored by any KCC entity, including student organizations.

Henderson Rules

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers

and students, only when members of the College community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders Kingsborough Community College has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect on Kingsborough's campus which are to be administered in accordance with the requirements of due process as provided in the bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the bylaws of the CUNY Board provide that the President, with respect to their educational unit shall:

1. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his or her jurisdiction;
2. Be the advisor and executive agent to the board and of his or her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
3. Exercise general superintendence over the concerns, officers, employees, and students of his or her educational unit.

Kingsborough Community College functions under The City University of New York system and follows the Henderson Rules to Maintain Public Order. The Board of Trustees, in compliance with Chapter 191 of the Laws of 1969 (Henderson Act) adopts the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes:

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/College equipment and/or supplies.

4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/College-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any University/College activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

Kingsborough Community College students are required to abide by all federal, state and city laws. Other conduct not addressed in the Henderson Rules to Maintain Public Order may still be deemed unacceptable and may be addressed by Kingsborough Community College and the Office of Student Conduct.

Drugs & Alcohol

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act, CUNY may choose, when appropriate, to contact parents or legal guardians of students who have violated the CUNY policy on drugs or alcohol.

Tobacco Use

As of September 4, 2012 Kingsborough Community College as well as all other CUNY campus prohibit the following: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields, entrances and exits to buildings, and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. This policy applies to all tobacco and tobacco products including chew tobacco and e-cigarettes.

Sexual Misconduct

In addition to the below Kingsborough Policy on Sexual Misconduct and the CUNY policies for the same, all RSO officers are required to complete annual Sexual Misconduct training, provided by the Office of Student Life.

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence
2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully

3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation
4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence
5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies
6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace. Full details of this policy are available here: http://www1.cuny.edu/sites/title-ix/campus/kingsborough-community-college/.

Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Student Identification Card

The student photo identification card is the property of Kingsborough Community College. The card is not transferable and is not authorized for any use other than for college administrative purposes. It must be carried with you on campus at all times, and be presented, upon request, to any college official.

Use of the card by any person other than the individual to whom the card is issued, or tampering with the card in any way, will subject the user to appropriate disciplinary action.

Registration & Renewal

New Organization

To form a new RSO on campus, the interested party must go through the following procedure:

1. Pick up a copy of the "Petition to Organize and Establish an Organization" and a "Sample Constitution" from the Office of Student Life.
2. Discuss the procedure for chartering of new organizations, as well as methods of drafting a new constitution, with Student Life staff.
3. Draft a constitution for the prospective organization.
4. Obtain signatures from at least twenty-five (25) students interested in forming the organization.
5. Secure a prospective faculty/staff advisor for the organization. The advisor must be a faculty member or a full-time administrative staff member to be eligible.
6. Submit your draft constitution to Student Life for review and feedback.
7. Submit the completed petition along with all required signatures and the draft constitution to the Office of Student Life.
8. Attend a designated KCC SGA Student Activities Committee (SAC) meeting to present the proposal and answer any questions.
9. If the petition is denied, the petitioner(s) will be notified and provided with the reason(s) why.
10. If the petition is approved, the petitioner(s) will be notified and will work with Student Life to complete the initial registration process:
    a. Meet with Student Life staff to receive a startup budget allocation

b. Hold an initial recruitment meeting
c. Solicit and elect officers
d. Submit an Organization Registration Form and Budget Projection Form with the new officers and startup budget allocation
e. Attend officer and budget training(s) as hosted by the Office of Student Life and KCC Association.

Continuing Organization

Once you have become a recognized organization at KCC, you can begin to hold meetings, plan activities, and have fun. Maintaining recognition on campus is not hard. If your group is responsible and follows the policies for organizations outlined in the Organizations Manual, meets the requirements set by the Office of Student Life, and works to continue developing membership, you should have few problems.

In order to renew active status, all KCC RSOs must complete the following each year:

1. Hold elections and submit an updated Organization Registration Form with current officers and advisor(s) to Student Life
2. Submit a Budget Projection Form, outlining how the RSO expects to spend its allocated budget amount
3. Attend the KCC Club Conference (Nuts & Bolts training)
4. Attend the KCC Association Budget Orientation training
5. Attend Title IX/Sexual Discrimination training

Each semester, the Office of Student Life will publish a registration/renewal deadline. RSOs that do not complete the required items by the published deadline will be considered inactive and must wait until the following long semester (fall or spring) in order to renew active status. RSOs that renew in the fall semester will automatically carry over to spring semester and those that renew in the spring will be required to renew again the following fall.

Constitution Guidelines

Registered Student Organizations must keep an organizational constitution on file with Student Life. A copy of the constitution must be submitted to Student Life each time it is revised. Constitutions submitted by new student organizations, and revised constitutions from existing student organizations, should be written according to the following guidelines and must include the articles indicated as being required.

I. **Name (required):** States the official name of the student organization. The name of the student organization must follow the "CUNY Board of Trustees: Bylaws Pertaining to Registered Student Organizations, Article XV, Section 15.2A" in the Student Organization Handbook.
II. **Date of Creation and Revision (required):** Provides the dates of creation and latest revision of the constitution/bylaws.

III. **Purpose Statement (required):** The purpose statement is a short, detailed description of the purpose for the existence of the group.

IV. **Membership (required):** Defines the composition of the student organization including membership requirements and selection procedures. Any KCC student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another CUNY campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the College and maintain a 2.0 cumulative GPA.

V. **Legal Agreement Statement (required):** The organization agrees to abide by all City University of New York and Kingsborough Community College policies and local, state, and federal laws.

VI. **Officers (required):** List each major officer position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Handbook under "Roles & Responsibilities: Officers."

VII. **Executive Board (recommended):** Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.

VIII. **Procedures for Decision Making (required):** Defines how decisions will be made in the control of organizational activities and finances. Must include a definition of a quorum (required). Quorum is the percentage or fraction of members that must be present to conduct business.

IX. **Committees (recommended):** If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.

X. **Meetings (recommended):** Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

XI. **Parliamentary Authority (recommended):** Outlines the parliamentary procedures to be used for conducting meetings and official business of the organization. The most commonly used parliamentary procedures are Robert's Rules of Order.

XII. **Disbursement of Organization Assets (required):** Should the student organization become defunct, provide a means to disburse the organization's assets in this article. What happens to your assets if your organization disbands? A student organization's assets may be disbursed to another KCC registered student organization, sponsored student organization, registered faculty/staff organization, an entity with 501(c)(3) status or as a donation to KCC.

XIII. **Finances (recommended):** Defines how funds will be collected, maintained and disbursed.

XIV. **Amendments (recommended):** Describes how amendments to the constitution may be made.

XV. **Faculty/Staff Advisor (recommended):** Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

Student Life and KCC Association reserve the right to inspect, review or have the student organization update their constitution to meet all guidelines. Note: You need not use the same numbering system as outlined below; just include all components within your constitution.

RSO Offices

All KCC RSOs are eligible to apply for office space. Offices are awarded at the discretion of Student Life, based on the organization's activity level, number of members, need for space, and overall contribution to the campus community.

The application process for RSO office space will begin during the spring semester each year. While preference will be given to continuing RSOs that had an office in the previous year, office space is NOT guaranteed year-to-year. RSOs that fail to reapply for office space may lose the space to another group.

Multiple RSOs may be assigned to a single office. When this happens, the officers of the RSOs must cooperate to determine meeting and use schedules and practices.

RSO offices are a privilege, not a right, and their primary function is to provide a meeting/work space for the RSO officers. Offices are NOT to be used as an open hangout space. An officer MUST be present at all times when the office is open or occupied. RSOs are responsible for the general cleanliness of their office space and are expected to report maintenance concerns to Student Life.

Keys will only be issued to RSO officers. The Office of Student Life will distribute key cards to RSO officers for them to complete in order to be granted a key to their assigned space. **ALL** keys must be returned to the Office of Student Life by the end of the Spring semester (RSOs do not have access to spaces during the Summer). The last day to return keys is the day of graduation. Officers who fail to return keys will have a hold placed on their account until the key is returned. Keys will be reissued the beginning of the following academic year, regardless if a student has been elected to continue as an officer.

Failure to abide by these rules, failure to maintain a clean office, or misuse of office space will result in loss of office privileges for the RSO and space may be revoked by the Office of Student Life.

Meetings

Effective meetings are crucial to operating a good organization. Meetings are where you will propose ideas, get feedback, and decide on a formal course of action. All official decisions must happen at a business meeting with quorum (reasonable representation of the RSO's membership) including the RSO advisor before any official action can be taken.

Planning a Meeting

The key to holding an effective meeting is in preparation. Be sure to set yourself up for success, and don't expect that simply having a meeting will solve a problem. Coming in with a plan gives some structure to the meeting, and helps you know if/when you've met the meeting's objective. The following are some general suggestions to keep in mind when planning your meeting:

- Confer with your advisor and executive board before the meeting
- Prepare an agenda (see below)
- Notify members of the date, time, and location at least a week in advance
    - Send reminders for meetings happening on a recurring basis, especially following long periods without a meeting
- When possible, arrange seating so everyone can see everyone else, with officers seated at the front of the room
- Use a whiteboard or other visual aid
- Provide nametags, especially for meeting with a high number of new members
- Arrive early to greet members and facilitate informal introductions
- Light refreshments are a good icebreaker, especially at the first meeting
- Free food will get people in the door, but you have to give them a reason to stay
- Consider the meeting purpose and group culture to determine use/extent of formal parliamentary procedure

Meeting Purpose & Goals

First, you have to decide the reason(s) behind having a meeting. Do you need to create a calendar? Revise a budget? Hold elections? Plan an event? Solicit feedback from members? Some combination of these or other items? A meeting without a purpose is boring, frustrating, and feels like a waste of time. If your members feel like you've wasted their time, they are less likely to come back.

Agenda

Once you have settled on your meeting's purpose and goals, you can set your agenda for the day. There is no required agenda format, but a typical agenda takes the following form:

1. **Call to Order -** official start of the meeting

2. **Roll Call -** taking attendance for the meeting
3. **Approval of Agenda -** may be adjusted/corrected in case anything is incorrect
4. **Approval of Previous Minutes -** the official record of what happened at the previous meeting
5. **Officer Reports -** information related specifically to an officer's position or action
6. **Committee Reports -** information or action items as a result of committee meetings
7. **Special Orders -** important business specifically designated for action at this meeting
8. **Unfinished Business -** specific items from previous meeting(s) that were tabled for later action
9. **New Business -** to open the floor for new ideas, concerns, or action items
10. **Announcements -** general information to share with the membership – may come from anyone
11. **Adjournment -** officially ending the meeting

Running a Meeting

Once the meeting is planned and the agenda is set, someone has to take the lead and keep things moving. This will be the RSO president, when they are present. The president facilitates discussion and keeps things moving. When action items call for a vote, the president does not vote unless there is a tie. When the president is unable to attend, they will designate someone (typically the vice president) to serve as chair in their place for the meeting. **Note that the advisor should NOT be the one leading RSO meetings. Advisors are there as a resource, but business should be conducted and decided by the student membership.**

The success or failure of a meeting depends largely on what a leader does before, during, and after a meeting. All the theory in the world does no good if, when it finally comes to running a meeting, be it a committee, CAB, student council or college council, the chairperson cannot perform effectively. A well-run meeting will achieve its intended purpose and leave members confident that it was a good use of their time.

Here are some general suggestions to keep in mind with regards to running a meeting:

- Start the meeting by stating the purpose of the meeting (can be covered by reading the agenda)
- Have the secretary (enlist a substitute if they are unavailable) take notes and keep records throughout
- Encourage all members, not just officers, to contribute to the discussion
    - Remember that ALL members have a right to vote on RSO business
- Guide the conversation to stay on topic and directed toward concrete solutions and/or action items
- Summarize the discussion

- Allow the group to talk to each other – the chair's voice should be heard primarily to move the conversation along or to solicit greater discussion
- Listen to what the members are saying – you may have come in with an idea, but it's okay to adapt
- Don't be afraid to cut off the over-talkative member(s) with statements like "Let's hear from some others who haven't had a chance to speak" or "Let's limit the discussion to points we haven't heard yet"
- Ensure that decisions are made because the majority of people agree, not be because a small number of people monopolize the conversation
- Your job is to facilitate discussion – avoid judging or devaluing other's opinions (even non-verbally!) as that discourages others from speaking up
- Hold on to your own thoughts and ideas until the group has a chance to talk, then speak up if you believe your input will add to the conversation ("What if we considered ___?" or "Have we thought about ___?")
- If discussion stagnates or members begin talking in circles, call for a vote on the issue – people repeating the same point over and over is unnecessary and wastes time
- Delegate certain items out to a committee who can work out all of the details then return to the group with a specific plan
- Delegate responsibilities and leave the meeting with a clear list of action items assigned to specific people, and a timeline to complete each item
- Clearly state the date, time, and location of the next meeting, if known
- After the meeting, solicit feedback from a couple of experienced group members on the progress and possible improvements for next time – limit feedback to the structure and running of the meeting, not to the content of the discussions
- In order to encourage participation, pull-in questions can be used to encourage those who haven't been talking to participate in the discussion. It usually follows after a period when a discussion is limited to, or dominated by, only a few members. The way the pull-in question is framed is important. If it is poorly framed, it will put the silent members on the spot and offend the talkers. For example, "What are the rest of you thinking?"
- An acceptance response is a brief one or two-word comment which indicates to the member that his contribution or effort is received and appreciated. It is very brief and made quietly, so as to convey understanding without necessarily indicating evaluation or full agreement. It is used immediately as the member stops and is usually accompanied by a slight nod. The acceptance response encourages further effort and participation. "Thank you" or "Okay" are common acceptance responses.
- A key thought is an idea, opinion, or experience expressed by the member which appears to the leader to have an important bearing upon the matter

under discussion. Therefore, it is a thought expressed which the leader wants to remember in order to refer back to it, if necessary, later in the meeting. During discussion, some key thoughts may be hidden in casual comments or very brief references. Three steps to a good key thought are:

- Listen carefully to what each member says. Be sure you understand.
- Remember to make mental or written notes of the important points made by the members.
- Refer to these points if they are not covered thoroughly. Make reference to the person making the point, the details of the point, and use an open or a specific individual.

Phrasing Questions

How a question is phrased greatly influences the freedom of group discussion. Questions can be phrased in either two ways: as closed questions or as open questions.

When questions are asked so that a member is encouraged only to give a "yes" or "no" answer or some brief comment, they are referred to as closed questions. For example, "Do you feel this is fair?" On the other hand, questions can be phrased so that the member is encouraged to give a full and more complete account. These are described as open questions. For example, "How do you feel about this?"

Open Questions		Closed Questions	
What	Who	Is	Can
When	Where	Do	Will
Which	How (will)	Has	How (much/many/long)

It will take many closed questions to secure all the information that is needed to fully explore a conference topic or problem. Open questions, on the other hand, should produce a longer response which will give the group discussion leader more opportunity to listen and take notes when necessary.

Finding the right balance of open and closed questions is key to a full yet efficient discussion. Make sure that the person asked answers the original question. Don't be shy about cutting someone off if/when they redirect the conversation or go into unnecessary detail or explanation.

Summary Statement

The summary statement plays an important role in bringing a meeting to a successful conclusion. It is the point where the real accomplishments of the meeting are brought into clear focus. If it is well handled, the main points of the meeting will stand out clearly and distinctly. If it is poorly handled, or is a long rehash of the discussion, the main points will remain obscure and the members will leave the meeting confused and apathetic. Some of the things that help to make main points stand out clearly are:

• Simple phrases or sentences • Number or letter points • Pauses between points	• No new thoughts • Highlight "action items" for members • Brief board work (writing down key points)

If the next meeting is one of a series, the closing may be used to introduce the next meeting. It may include an announcement of the subject or problem to be discussed, suggested preparation that members may make, and reminding them of the time and place. **Clearly state the time and place of the next meeting**.

Quorum

Quorum is the minimum number or percentage of members that must be present at a meeting in order for business to be conducted. Quorum must be defined in your RSO constitution. Meetings which do not meet quorum may still take place as informational meetings, but no formal decisions can be made until the next official meeting where quorum is met.

Minutes

Following the meeting, the secretary is responsible for creating the meeting minutes – an official record of everything that happened at the meeting. Any items included on the agenda should be headings on the minutes for the same meeting.

Minutes must also include the **actual** start and end times of the meeting, regardless of what the scheduled time was, as well as a record of the meeting attendance.

Minutes must be detailed enough to give a full picture of the business conducted while still being easy to read and navigate. Minutes should NOT be a full transcript of the meeting, but should reflect each decision considered by the group and the result of that consideration.

Incorrect: "Talked about bringing a speaker"

Correct: "Vote to host Lee Galrite as speaker on November 17th at a cost of $500 plus $100 for refreshments. Vote passed unanimously."

Parliamentary Procedure

Use of strict parliamentary procedure at meetings is NOT required, and should be at the discretion of the executive board. Be sure to be consistent with its use from meeting to meeting and note that quorum must still exist at all times, regardless of the formality of the procedure used.

What Is Parliamentary Procedure?

Parliamentary Procedure is a set of rules for conduct at meetings, allowing everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Parliamentary Procedure allows for a standard, fair, predictable way for an organization to conduct a meeting while ensuring that all opinions are given the same opportunity to be heard. Parliamentary Procedure may contain provisions for how long a speaker may speak, how many speakers may speak, and on which topics they may speak at a given time. It also keeps the group on task by preventing discussion of other topics until the current topic is resolved.

Who decides Parliamentary Procedure?

Today, the standard for Parliamentary Procedure is Robert's Rules of Order. Robert's Rules began in early England, and was standardized in 1876. Occasionally, the Robert's Rules handbook is updated with modern conventions and considerations, and the latest edition of Robert's Rules is the standard by which most organizations across the country conduct their business.

Robert's Rules of Order is extremely formal, with considerations for nearly all possible situations. Within your group, you may choose to adopt a lighter version of Robert's Rules, or you may choose a more informal format. Regardless of the procedure you choose, it is important to stick to the same procedure for every meeting, in order to help your members, understand what is going on and effectively participate.

How does Parliamentary Procedure work?

Each meeting is run by a chair (usually the president of the organization). The chair facilitates the conversation by calling the meeting to order, acknowledging speakers (and cutting them off, if necessary), entertaining motions, facilitating votes, and ensuring that speakers move through the agenda in order.

If the chair is in charge, when can I speak?

Anyone who wishes to speak must stand or raise their hand, and wait to be acknowledged by the chair. Once acknowledged, the speaker will state their name for the record, then make their relevant comment.

What if I want the group to do something?

Any request or suggestion for the group to take action must come in the form of what is called a motion. To make a motion, you must be recognized by the meeting chair, then state your motion: "I move to approve the minutes from last week's meeting as written." The speaker does NOT provide a full justification for the motion when presenting it. If the group chooses to entertain the motion, the justification will come later.

So I made the motion – does that mean we do it?

Once a motion is made, the group must decide how to handle it. There are several more things that need to happen before the motion passes:

1. Someone else in the group must second the motion, indicating that there is support from more than one person to spend the group's time on the issue

raised. Only second a motion if you agree that the group should discuss it. Do not second a motion you disagree with, and do not use this time to argue against the proposed motion. If there is no second, then the motion automatically fails and there is no discussion necessary.

2. If there is a motion and a second, then the motion is open for the debate. The right to speak first goes to the person who presented the original motion. At this time, the person may speak to the details of the motion and to why the group should do so. From there, debate continues with those speaking for and against the motion. Speakers should only join in when they have new information or ideas to add to the discussion – NOT to reiterate points that have already been made.
3. Following debate, there are three options for what can happen to the original motion:
    a. Someone moves/seconds to table the motion until the next meeting (requires a separate vote on tabling the motion)
    b. Someone moves to amend the original motion based on the debate (requires a vote to accept the amendment, THEN a vote on whether to accept the amended motion)
    c. The original motion goes to a vote. If this happens, the vote is ONLY to approve or deny the original motion, as presented by the original speaker. Once the original motion goes to a vote, there are 2 options:
        i. The motion passes and the group commits to taking the action presented in the original motion.
        ii. The motion fails and the floor is not open to consider other business, including alternatives to the original motion or entirely unrelated business.

What can I actually do with motions?

Motions are made for any action the group might take. There are four basic motion types that can occur, listed in order from least important to most important:

1. **Main Motions** – Introduce items to the membership for their consideration. These cannot be made while any other motion is on the floor, and are considered last when other motions are introduced.
2. **Subsidiary Motions** – Change or affect how the pending main motion is handled. These often take the form of amendments to the main motion or are related to the procedure involved in debating and/or voting.
3. **Privileged Motions** – Bring up items which are urgent or important matters that may not be directly related to pending business. These may include calling for a recess, adjourning the meeting (even if business is still pending), or reconsider a hasty action by the chair or the membership.

4. **Incidental Motions** – Allow for a means of questioning procedure concerning other motions or what is currently happening in the room. The most common incidental motions are a Point of Order to regain order in an unruly assembly or a point of information to clarify something that was said or ask a speaker for more detail on something they said.

How do we actually make a decision?

Once a motion has been made, seconded, and debated, the chair will call for a vote (or a member of the group can call for a vote by "moving the previous question." At that time, the group will vote on the most privileged motion currently on the floor. Most votes will call for a verbal "Aye" from those who agree, and then for a verbal "Nay" from those who disagree. The chair may also call for abstentions. An abstention means a member chose not to vote at all, and they are not counted in the result. If there are 15 members present, 6 vote for, 5 vote against, and 4 do not vote at all, the motion still passes by virtue of having majority approval from those who chose to vote. While a verbal vote is the most common, there are several methods that can be used, if necessary:

1. By Voice -- The Chairperson asks those in favor to say, "aye," those opposed to say "no." Any member may move for an exact count.
2. By Raising Hands or Standing – The Chairperson asks those in favor to raise their hand or to stand and be counted, then for those opposed to do the same.
3. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
4. By General Consent -- When a motion is not likely to be opposed, the Chairperson says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

***Regardless of voting method, it is imperative that the chair and secretary work together to ensure that only eligible voting members are counted in results. If necessary, the chair may have non-voting members silenced or removed during voting. Non-voting members are never counted.*

What if I think the chair was wrong about the result?

When a member believes the chair was incorrect about the result of a verbal vote, the member may call out "Division!" in which case the vote moves another method, with more accuracy, such as a roll call or ballot vote. During a call for division, there is no further debate allowed about the call for division or the original motion.

Do I have to be an officer to participate?

The officers are there to provide some order, but ideas are presented and decisions are made by the entire group. Any eligible member of the group may present or second motions, and may vote on official business.

What if I don't like the decision?

Decisions are made by the full group, and based on majority rule. Members may present multiple motions as appropriate, but may not present the same motion multiple times and may be removed if the chair or advisor deem that the member is simply attempting to interfere with the meeting.

Parliamentary Procedure will help your group be fair, be courteous, and conduct business in a consistent, reliable manner.

There are parliamentary procedure resources available through Student Life, or your group may purchase copes of *Robert's Rules of Order* or *Robert's Rules of Order In Brief* through the KCC Bookstore.

Food at Meetings

Though food is a great way to entice people to attend meetings, it is not a sustainable nor cost effective mean to do so and should be used sparingly. It can be a recruitment tool, but is not the best use of the budget. RSOs may also find that they get a lot of people attending your meetings or events just for the food, and not actually engaging with the group at all, which does not help achieve the RSO's goals.

When having food at a meeting, there are a few rules that must be followed:

1. If the meeting is open to the general student body or general membership, food must be purchased on campus, or through an approved off-campus caterer.
2. Members/advisors may NOT prepare food at home to serve to the whole group.
3. If the meeting is a closed meeting of only a small group (a committee meeting or only the RSO officers) then members may choose to bring food to share, but will not be reimbursed.
4. Food is not allowed at any meeting taking place inside a classroom.
5. On-campus catering will come to clean up the serving area, but the RSO is responsible for cleaning up any other trash or waste. Any spills should be cleaned up as well as possible and reported for further cleaning.
6. Expenses for food and refreshments at meetings cannot exceed 20% of the group's total allocated budget. Funds beyond the allocated budget (i.e. fundraised money) may be used without this restriction.

Evaluating Meetings

After the meeting is over, take some time to evaluate the meeting and think about ways to improve for next time. Here are a few key areas to consider:

1. **Goals** – What was the purpose of the meeting? Was that purpose met?
2. **Discussion** – Was discussion during the meeting centered on relevant topics? Was it civil? Was it appropriate?
3. **Leadership** – Were the chair and the officers respectful? Fair? Democratic? Respectful? Did the chair step back and facilitate discussion, or did they dominate the conversation and discourage others' ideas? Was the leader skilled with parliamentary procedure?
4. **Participation** – How many members actively participate? Do they contribute new ideas, or just agree with everyone else? Does an individual or a small group dominate the conversation or have great influence over the decision making?
5. **Atmosphere** – Is everyone happy? Respectful? Cooperative? Do people feel safe sharing thoughts or ideas?
6. **Results** – Was the meeting productive? Did it make progress and meet goals? How was the follow through from the previous meeting?
7. **Logistics** – Was this a good time and location for the meeting? Was the space big enough? Set up well? Did you have everything you needed?
8. **Cost** – Did you spend money on things for this meeting? Were they necessary? Was it a reasonable amount to spend based on the number of people who attended?

Events & Activities

While meetings are where your group will make most of its decisions, events are where you group will really add to campus life, promote itself, and generate conversation on campus.

When conceptualizing, planning, and hosting events, it is important to be intentional, to plan ahead, and to have an end goal in mind so you can set yourself up for success.

Note that a faculty/staff advisor **MUST be present for all RSO events**. Consider your advisor's availability when scheduling your events. If your advisor cannot attend, you may contact Student Life to request someone attend the event as an advisor, but these requests are NOT guaranteed. Your RSO may also request another KCC faculty or staff member to attend and be the responsible party during your event. If someone other than your designated advisor will be attending, be sure to inform Student Life in advance.

Planning an Event

Planning is essential to the success of an event. An organization needs to thoroughly prepare in a timely manner to host an inclusive and successful event. The following procedures are intended to insure the success of the many and often simultaneous group-sponsored events.

It is recommended for RSOs to review the **Event Planning Timeline** to navigate the process, and for guidance on when to complete certain tasks related to planning and executing an event.

Event ideas will come from conversations with members, and may come from ideas shared during meetings. Utilize meeting minutes to compile ideas to present to members, advisors, and Student Life. Determine the complexity of the event to ensure proper time management and preparation:

- **Level 1** – Simple events do not require much planning. These will be regular RSO/executive board meetings or informational tabling events
- **Level 2** – Events in large programming spaces, events with a fundraising component, events with prizes to give away, or expressive activities (rallies, protests, etc.)
- **Level 3** – Large events, outdoor events, events with off-campus speakers or presenters, day trips to off-campus locations, events with a limited number of off-campus attendees
- **Level 4** – Parties, fashion shows, ticketed events, high-profile speakers/performers, overnight trips, movie screenings, events which may include a significant number of off-campus attendees

Event levels are not exhaustive and are only to be used as a guide. In any situation, it is always better to plan in advance as much as possible.

Event Purpose and Goals

RSOs are required to propose events which reflect the mission and/or purpose of the organization. The event must coincide with he mission statement written in the constitution in order to be approved by the Office of Student Life.

Events are to be discussed and voted on at an official RSO meeting. During this meeting, the member(s) proposing the event should present the group with an outline of the event, including the purpose, possible date and time, a vision for how the event will run, and a proposed budget for the event. When voting to approve an event, the RSO must approve the event concept and the event budget, if there are any expenses.

In regards to the event's purpose and goals, review the following elements:

- How does this event support the mission of the RSO?
- Who is the target audience for the event? How many will attend the event?

- How and when will you advertise the event?
- What is the best location for the event and for the targeted audience?
- How much will the event cost and where are the funds coming from?
- What tasks will need to be completed day of/at the event? Do you have enough people for that?
- What do you need from beyond your group? Security/Public Safety? Performers? Presenters? Resources? Food?

Consider the cost and effort involved. Planning and executing events requires time and effort. Last minute event planning will lead to an unsuccessful and stressful for everyone involved with the event.

Event Planning Timeline

Use the timeline below as a guide when planning events. Any exceptions to this timeline are at the discretion of Student Life, Events Management, and Public Safety.

	LEVEL 1 Meetings, literature/info tables	**LEVEL 2** Any event in a large programming space, fundraisers, expressive activities	**LEVEL 3** Guest speakers, outdoor events, off campus trips	**LEVEL 4** Parties, fashion shows, ticketed events, high profile speakers/performers
Last Day for Events	*N/A*	*1 week prior to the last day of classes*	*2 weeks prior to the last day of classes*	*2 weeks prior to the last day of classes*
Initial Meeting	*N/A*	*4 weeks*	*4-6 weeks*	*4-6 weeks*
Room Reservation	*2 weeks*	*4 weeks*	*4 weeks*	*4-6 weeks*
Develop Budget	*2 weeks*	*4 weeks*	*4 weeks*	*4 weeks*
Marketing Plan	*2 weeks*	*4 weeks*	*4 weeks*	*4 weeks*
Submit Purchase Requisitions	*N/A*	*4 weeks*	*4 weeks*	*4 weeks*
Submit Contracts	*N/A*	*N/A*	*3 weeks (with voucher)*	*3 weeks (with voucher)*
Submit All Paperwork Minutes, Vouchers	*2 weeks*	*2 weeks*	*2 weeks*	*2 weeks*
Fundraiser Request	*N/A*	*2 weeks*	*2 weeks*	*2 weeks*
Meeting with Security	*N/A*	*1 week (expressive activity only)*	*2 weeks*	*2 weeks*
Meeting Arrangements Form	*2 weeks*	*2 weeks*	*2 weeks*	*2 weeks*
Media Request Form	*2 weeks*	*2 weeks*	*2 weeks*	*2 weeks*
Food Order	*2 weeks*	*2 weeks*	*2 weeks*	*2 weeks*
Request for Faculty or Staff Presence at Event	*1 week*	*1 week*	*1 week*	*1 week*
Participant List	*N/A*	*N/A*	*N/A*	*1 week*

Post Event Survey	*N/A*	*Due 1 week after event*	*Due 1 week after event*	*Due 1 week after event*

SPENDING TIMELINE	**FALL**	**SPRING**
Last Day to Submit Purchase Requisitions ***(For buses, purchases over $500, and any orders delivered to the college)***	*N/A*	*6 weeks prior to the last day of classes*
Last Day to Submit Plaque Orders ***Plaque orders that are submitted after the deadline for Purchase Reqs. must be picked up directly from the vendor***	*N/A*	*For orders up to $500: 1 week prior to the last day of classes* *For orders $500 & up: 6 weeks prior to the last day of classes*
Last Day to Submit Vouchers ***Including for any reimbursements***	*1 week prior to the last day of classes*	*1 week prior to the last day of classes*

Requesting Space

Registered Student Organizations planning an event will need to reserve space specifically for the needs of the activity. Event spaces on campus fill up quickly and reservations take time to be approved. Space can be reserved for any time during the current semester. Reservations for the following semester can be submitted early, but may not be confirmed until closer to the start of the semester.

In order to request space for an event or tabling, complete the online Student Life Reservation Request Form from the Student Life page on the Kingsborough website. Student Life will use that information to work with Events Management and reserve a space. When that space is confirmed, the student organization will be contacted and must complete a Meeting Arrangements Form at least 2 weeks prior to the event.

Meeting Arrangements Form

The Meeting Arrangements Form is how Events Management confirms the details of the RSO's requested event. It includes details about the event date, time, and location, setup, A/V needs, and more. *If this form is not completed, the event is not confirmed.* If the Meeting Arrangements Form is not received at least 2 weeks before the organized event, Events Management may cancel the event and release the space for someone else to use.

Weekly Meeting Space

All RSOs are encouraged to hold weekly or bi-weekly meetings. (The minimum requirement for a RSO to meet to be active one (1) meeting per month) This provides consistency for members and guarantees the student organization has a designated time and place to meet on a regular basis.

RSOs may request a classroom space on campus to use as a regular, weekly meeting location. To request a weekly or bi-weekly meeting space, the RSO advisor must email Student Life with the day of the week, time, number of people, and if there is a preferred room number. Student Life will coordinate with Academic Scheduling to assign classrooms for meeting use and will confirm room numbers as soon as possible. *Classroom bookings are only valid until the end of the current semester, and need to be rebooked at the start of each semester.*

Tabling Events

Tabling events are held in the breezeway by the clusters or by the bookstore, and are to promote RSOs, distribute information, or conduct a fundraiser. To reserve a space for tabling, complete the same form that is used to reserve meeting space, and list the event type as "Tabling."

RSOs are encouraged to table, especially early in the semesters and during Club Fairs, to recruit new members and publicize upcoming meetings or events.

Regulations for Use of Campus Space

Prior to having a social event on campus a student organization must:

1. Receive approval from the Office of Student Life
2. Secure a facility reservation form at least three (3) weeks in advance
3. If the event is a fund raiser, file the appropriate application with the Office of Student Life four (4) weeks in advance. Fund raiser forms may be obtained from the Office of Student Life, room C-123
4. Parties cannot exceed four (4) hours: Parties held Monday through Thursday must end by 10:00 P.M., parties held on Friday must end by 7:00 P.M.

KCC Public Safety will be present to screen all attendees. All those who enter will be required to pass through a metal detector. A valid KCC I.D. Card is required to enter all events. During the event planning phase, the guest policy will be discussed with Public Safety and Student Life, with one of three options:

- Current KCC students ONLY. No outside guests allowed.
- Current KCC students, and only select individuals on a designated guest list.
- Each current KCC student may bring ONE non-KCC guest.

When guests are allowed, each KCC student will be limited to no more than one guest. Students are responsible for the conduct of their designated guest at all times, and may face judicial sanctions based on the behavior of guests. KCC alumni and former students are NOT current students, and will be considered guests for the purpose of this policy.

Fundraising

Definition: For the purpose of this policy, fund raising is defined as the solicitation or collection of funds by student organizations **by any means, and for any purpose**

(including expanding budgets to cover organization expenses and/or charitable donations).

Fundraising is a great way to help supplement your RSO budget to support projects, host events, fund travel, or complete community service. Remember that fundraising is meant to help your RSO further its mission, and is entirely optional but is often helpful.

Any organization engaging in an activity intended to generate funds (e.g. admission fees, cake sales, collecting donations, organization dues, soliciting of ads for a journal, selling of merchandise or any other activity where cash, checks, or money orders are collected) must adhere to the following guidelines. Guidelines apply to all fund raising activity conducted by a student organization, regardless of whether Association funds are used to conduct the event, or whether the event is hosted on- or off-campus.

Requests for Fundraising Activity are available at any time, but must be submitted **no later than 15 business days before any funds are collected**. RSOs may NOT collect funds by any means until notification is received that the activity has been fully approved.

When planning fundraising activities,

1. Prepare an event idea, including multiple options for date, time, and location, type of event, and a dollar amount as a fund raising goal.
2. Hold an official organization meeting and vote to approve the desired fundraiser.
3. Submit a Request for Fundraising Activity to the Office of Student Life **at least three weeks before the activity begins**.
    - Complete the "Fund Raising Check List" attached in front of the Request for Fundraising Activity form.
4. Submit a request for any event space associated with the fundraising activity. Space will not be confirmed with the RSO until fundraising approval is granted by the Office of Finance and Administration.
5. Purchase supplies and complete the fund raising activity as approved.
6. Deposit ALL funds in the Association Office (A-209) **immediately following the event** (or the next business day for events ending after 5pm).

Guidelines

1. Only officially registered organizations are permitted to carry out fund raising activities.
2. All funds raised must be used in a manner which supports the purpose/mission of the organization and ONLY for the purpose(s) stated on the submitted request. Funds **may not** be used for the benefit of any individual organization member(s), except in special circumstances as approved by the Director of Student Life.
3. Fund raising activity must be approved by majority vote of the organization or association and documented in official meeting minutes, attached to Request for Fund Raising Activity.

4. Proposed fund raising activity must be submitted to the Office of Student Life, on the form "Request for Fund Raising Activity" with accompanying supporting documents (including minutes from the meeting where the fund raiser was approved).
5. Fund raising activities for the purpose of making a cash donation to an off-campus entity are subject to additional Office of Student Life and KCC Association guidelines.
6. If an organization is officially dissolved, any surplus funds will be passed to the KCC Association for general allocation by the Association Board of Directors
7. Activities involving the sale of items must follow the additional guidelines below.
8. The following fund raising activities are **PROHIBITED**:
    - Crowd-funding campaigns (e.g., GoFundMe, IndieGoGo, etc.)
    - Sale of homemade food items
    - Sale of commercial items believed to be for the benefit of a commercial entity
    - Sale of advertisements, with the following exceptions: Scepter, Odyssey, WKRB, and Kingsborough Theatre Club
    - Gambling/Raffles of any kind. Gambling is defined as any activity that:
        1. Requires payment to participate, AND;
        2. Involves a contest of chance, AND;
        3. Offers a prize to the winner(s).
    - Activities involving any illegal substance or activity
    - Activities which do not promote a positive image of KCC either on- or off-campus
9. When KCC Association funds are used to produce a fund raiser, any amount used must be "paid back" to the Association before any surplus funds may be used. A donation may only be made using the excess funds raised by the event.
10. Should any direct branch of KCC SGA or CAB wish to conduct a fund raising activity, approval must by granted by the KCC Association Board of Directors.
11. Any appeals regarding fund raising policies may be presented as follows:
    - All appeals must first be presented in writing. Follow-up meetings will be scheduled as needed.
    - Initial appeals must be presented to the Director of Student Life (C-123) for consideration no less than four weeks before the proposed event.
    - Meet with the Director of Student Life regarding the appeal and decision.
    - Further appeals may be presented to the VP for Student Affairs or the KCC Association Board of Directors, as necessary.
    - Appeals to the Vice President for Student Affairs must be delivered to the Vice President's Office (A-216) at least three weeks before the proposed event.

- Appeals to the Association Board of Directors must be presented no less than one week before the Board of Directors meeting prior to the proposed event. Submit in the Office of Student Life (C-123).

Sale of Items

1. Sale of ANY physical item as part of a KCC organization fund raising activity requires compliance with existing KCC sales contracts. Items to be sold must be approved in advance of the event. Non-approved items may not be sold as part of any fund raising activity.
2. **Food items** to be sold on campus must:
    - Be labeled for resale in the original manufacturer's packaging, AND
    - Show a manufacturer-printed expiration date, not before the date of the event.
3. **Items from a third-party manufacturer** to be sold on campus require a letter from the manufacturer that:
    - Guarantees that the College and/or Association will not be held responsible for merchandise lost or misappropriated by the organization. Responsibility for those items falls directly on individual(s) within the organization and the organization advisor.
    - Indemnifies the organization, advisor, and individual members from any claims made for breach of warranty or claim arising out of the sale of the merchandise by the organization or its members.
    - Insures the manufacturer will accept returns when made with just cause.
    - State that merchandise is provided on a consignment basis, so that unsold merchandise may be returned without any financial obligation to pay for the returned items.

KCC Student Organization Cash Donation Fund Raising Guidelines

Any KCC student organization wishing to raise funds for donation to an off-campus entity will be subject to the following guidelines **in addition to** the existing fund raising activity policies.

1. The donation to be made must be directly and obviously related to the mission of the organization, as stated in the constitution on file with the Office of Student Life.
2. The organization receiving the donation must be a known, established non-profit organization.
3. The organization receiving the donation must provide the following items, to be submitted along with all fund raising activity approval forms:
    - A current copy of the organization's IRS W-9 Form, AND;
    - An official, signed letter certifying that the organization is a current 501(c)(3) organization and will accept the donation from the organization.
4. Any KCC Association funds used to produce the event must be paid back in full before any excess amount may be donated.

5. The Office of Student Life and Office of Finance and Administration reserve the right to restrict which external organizations may receive donations when necessary.

Outside Presenters or Performers

Performance Agreements (or "Contracts")

1. A Performance Agreement and W-9 must be completed for all paid performers and speakers. **Delays in submitting Performance Agreements may result in delays in payment. Performance Agreements must be approved before the approved event to guarantee payment.**
2. Use of "agent's contracts" should be discouraged. Before an "agent's contract" can be used and must be reviewed and accepted by Legal Counsel. It may be necessary to modify the document or use a Performance Agreement as well.
3. **The Artist is an independent entity and is not, and may not be deemed to be, an agent, employee, servant, or representative of the sponsoring student organization, the College, the University, the Association, or the City or State of New York, for any purpose whatsoever, and may not represent or hold itself out to be such.** All personnel furnished by the Artist under this Agreement will be employees of the Artist only, and the Artist alone is responsible for their work, personal conduct while performing under this Agreement, as well as their direction, and compensation, including but not limited to withholding and social security taxes and unemployment and worker's compensation insurance. The Artist acknowledges that any services or labor performed in furtherance of this Agreement will be engaged by the Artist as an employer as defined in the Immigration Reform and Control Act of 1986 (the "Act"). The Artist represents that it is aware of the provision of the Act related to the verification by an employer of the identity and employability at hire as defined by the Act. The Artist further represents that as an employer, it will be solely responsible for compliance with provisions of the Act.
4. The **originally signed** performance agreement must be submitted to the Office of Student Life with a completed and signed W-9 form and voucher **at least two weeks** before the proposed event. (Organizations should encourage the performer to keep a copy of the contract for their files). Blank contracts and W-9 forms may be obtained in the Office of Student Life. A copy of the signed contract will be retained in the organization's file in the Office of Student Life.
5. Remember, a completed Performance Agreement contains information about the performer or agent, and a description of the event, including date, time and location. The Performance Agreement should contain a complete and detailed description of services to be rendered. In order to process a voucher for payment, the original, signed contract and completed W-9 form must be attached.

6. **Performance Agreements should be submitted to the Office of Student Life (at least 2 weeks before the event)** to obtain the signature of the Vice President for Finance and Administration - the only individual designated to approve these contracts. **No officer/member or faculty/staff advisor of a student organization may sign a performance agreement.**
7. University policy requires that all payments be made after the event has been held. No advance payments, or deposits, will be made to any individual or group.
8. Performers may be paid either in person or by mail. If paying the performer on the day of the event, write "Hold for pickup by [name]" on the voucher. Checks not held for pick up are automatically mailed to the performer at the address shown on the voucher.
9. If the performer is to be paid on the date of the performance, the check should not be released until the performance has been completed to the satisfaction of the student organization.

Showing Movies

Student organizations may NOT show a film/movie without obtaining a public exhibition license. It is important for organizations to follow the legal guidelines established for showing films on campus. This includes purchasing the legal right to screen the film.

It is not legal to rent, purchase, or borrow a film and show it in a public performance without purchasing the legal rights. This includes screening films from personal online streaming services such as, but not limited to, Hulu, Amazon Prime, HBOGo, etc. Public performance is defined as, "to perform or display a film/movie at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and social acquaintances is gathered." This would include a campus lounge, a meeting room or even a classroom. 'Fair Use' of a video showing is a face-to-face teaching activity. Face-to-face teaching exemptions are valid only if, "a teacher is in attendance" and "the showing takes place in a classroom setting" and "the movie is used as an essential part of the current curriculum being taught." **Failure to follow these guidelines can result in fines of up to $250,000**.

Visit this website for more information:
http://www.movlic.com/copyrightcompliance.html
In order to show a film on campus, an RSO must do the following:

1. Submit a request for event space through the Office of Student Life
2. Work with the Office of Student Life to select and order a movie **at least six weeks before the event**
3. Have all advertising approved by the Office of Student Life before posting
4. Limit all advertising to current KCC students, and allow free admission to the event

5. Show the film only in compliance with the terms of the license purchased

Expressive Activity

Information in this section is in compliance with, and subject to the CUNY-wide Policy on Freedom of Expression and Expressive Conduct.

The College supports the right of individual students, faculty, staff and student organizations to engage in expressive activities, including the carrying or displaying of signs or placards, leafleting, marches, rallies, demonstrations, protests, speeches, and circulation of petitions. The College will take whatever steps it deems necessary to protect the right of any member of the College community to publicly proclaim any view, however unpopular, and protect the freedom of speech and assembly of any individual or group. However, all expressive activities must comply with the College's rules regarding the time, place, and manner for such expressive activities to ensure that the College's educational activities are not disrupted when members of the College community wish to exercise their First Amendment rights.

Procedures:

1. **Leafletting** Individuals who wish to distribute materials to students on campus can do so in the following areas: (1) Breezeway outside of the Library, Breezeway outside of the bookstore and Breezeway in between the cafeteria and the West Academic Clusters. Please note that this area does not include the inside of the cafeteria, or in front of its entrance, due to high traffic and congestion. (2) Outdoors on sidewalks and grassy areas that are open to students, so long as it does not obstruct entry doors to effect/create unsafe traffic conditions (for example, in the parking lot).
2. **Banners** A banner is considered any advertisement larger than 11"x17". Banners may be placed around campus with prior approval from the Offices of Student Life and Buildings and Grounds (with *the limited space around campus it is important to have the banners meet Size requirement, thus the need to approve the banners*). Banners should be utilized to publicize student organizations campus events i.e., meetings, parties, workshops, celebratory weeks, etc.
3. **Tabling** Requests must be submitted to the Office of Student Life, via the online Reservation Request Form. Such requests will be granted on a first come, first served basis based on the availability of space.
4. **Postings on Bulletin Boards** KCC has provided limited bulletin boards for student use. University personnel will remove outdated notices from all approved student-posting areas every Friday.

5. **Group Expressive Activities** (such as Rallies, Demonstrations, and Protests)
    A. Any request to schedule a group expressive activity should be in writing at least 24 hours before the requested date to the Office of Student Life (C-123). The office will review and approve applications on a first come, first serve basis. Each request must contain the following information:
        1. Name/e-mail address/ contact number of the individual/ group making the request

2. Date and hours requested for the activity and the duration
3. Area requested for use
4. Number of expected attendance

Group expressive activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, staff, occupants, or the public. Expressive activity shall not impede or interfere with College business, the educational process, or public access to and use of the College grounds. The College reserves the right to stop any expressive activity when it interferes with or disrupts the normal activities of the College, interferes with the educational process, or violates any of the conditions covering expressive activity under this policy.

The carrying or displaying of signs or placards must be done without the use of sticks or posts. All signs and placards must be made of paper, cloth or poster board.

Publicity

1. **Scepter -** The student newspaper will publish any announcement related to student activities. Contact should be made well in advance of the event to determine deadlines for publication. Scepter is located in room M-230, extension 5603.
2. **WKRB -** The student radio station is on the air from 9:00 A.M. to midnight each school day and will announce any Kingsborough organization event. Copy must be submitted along with the name of the sponsoring organization. WKRB is located in room U-228, extension 5604.
3. **Graphics -** Neatly printed signs are available to student groups with an advance notice of about two weeks. Appointments for computer graphic services can be made in the Office of Student Life, room C-123, extension 5597.
4. **Posters/Flyers -** Bulletins announcing the date, time, location and details of an event may not be placed on walls, doors or any other areas other than bulletin boards and poles. Posters should be attractively arranged to draw maximum attention, and the name of the sponsoring organization must be included. All posters must be brought to the Office of Student Life, room C-123, to be stamped with a removal date. The Office of Student Life reserves the right to remove all unstamped posted material. (See "Posting Policy" below).
    a. Black and white photocopies can be made in the Office of Student Life, up to twenty (20) copies per flyer.
    b. Color copies or copies larger than standard, letter-size paper can be purchased through off-campus vendors. RSO advisors may submit print requests to Office Services, but approval is at the discretion of Office Services. **Students may NOT contact Office Services** for print/copy requests.

5. **Official KCC News Release** – Should there be a large-scale, public event, the Office of Student Life will work with your RSO to coordinate a news release about the event. A news release will only be considered for large events of significant public interest, as determined by the Office of Student Life and KCC Communications and Government Relations. Events must be fully confirmed before a news release will be approved.

Posting Policy

It is important for students, faculty, and staff to have adequate opportunities to publicize their programs and events. It is also important to maintain an attractive campus free of unnecessary litter. The purpose of these guidelines is to ensure an atmosphere conducive to learning, the reasonable conduct of public business and unobstructed access to the College for its students, faculty, staff, occupants and the community. These guidelines are designed to achieve those objectives, while avoiding limitations to freedom of speech.

Student organizations may post information and notices concerning their organizations and activities in areas provided by the College, including designated kiosks, bulletin boards, and poles. Guidelines for posting by student groups include the following:

Posting Guidelines

1. All posters, flyers, and table tents must be approved for posting by the Office of Student Life. Organizations can bring flyers and table tents to C-123 during normal business hours to be stamped. Flyers which are not stamped will be removed.
2. Flyers must include the name of the organization.
3. Date, time, and location must be confirmed prior to approval.
4. Information printed in any language other than English must have an English translation.
5. Flyer size cannot exceed 11" x 17".
6. Advertisements of solicitation of alcohol will not be approved.
7. Credit card advertisements will not be approved.
8. Flyers must only be posted to bulletin boards with staples and on walls with 'dots' provided by C-123. Flyers are not to be attached in any way to glass surfaces, doors, floors, traffic signs, light poles, sidewalks, or trees.
9. Only one notice per event may be posted per kiosk, wall, pole or board surface.
10. Posted materials should not cover or obstruct other notices.
11. Be mindful and respectful of other groups/organizations when determining the number of copies to be posted. Excessive copies may be removed at the discretion of the Office of Student Life.
12. RSOs in violation of posting guidelines may have postings removed and/or lost approval to post on campus.

Food at Events

It is recognized that food is often a good way to get students to attend events, and that an annual year-end celebration is an important activity. While RSO funds may be used to purchase food, within reason, the following guidelines must be followed:

1. No more than 50% of the RSO's allocated budget may be spent on food throughout the year.
    a. A maximum of 20% of the RSO's budget may to go refreshments for regular meetings.
    b. There is no set limit on the amount of fundraised funds which may be spent on food.
2. Whenever possible, food should be purchased through the on-campus food service provider.
    a. Food orders must be submitted at least one (1) week before the event. Orders submitted after this deadline are **not** guaranteed and are processed at the discretion of Student Life, Events Management, and the on-campus food service provider.
3. For orders placed through off-campus vendors, the following rules apply:
    a. Vendor must be willing to accept a college check as payment, typically within 2 weeks after the event. Checks are NOT made available for vendors to pick up at the time of the event.
    b. Vendor must provide a current, valid food service permit and a copy of current liability insurance before an order can be placed.
4. The maximum amount allowed for the combination of the combination of dinner, gratuities, arrangements, decorations, band, etc. may not exceed $25 per person.
5. The following persons may be invited at the organization's expense:
    a. RSO officers and members
    b. Registered RSO advisor(s)
    c. President of the college
    d. Director of Student Life
    e. No more than six additional members of the KCC faculty or staff, or special guests designated in advance by the RSO
        i. Faculty/Staff/Special Guests may constitute no more than 50% of the total event attendees
    f. Special award recipients (as applicable)
6. Anyone other than the persons above may attend at their own expense.
    a. Expense must be the full per person cost for the event
    b. Any non-approved guests, including alumni, may only attend at their own expense

REMINDER: Your organization budget must cover the expenses incurred at your annual dinner.

Evaluating Events

It is beneficial to meet with everyone who was involved with the event (i.e. student officers, your faculty/staff advisor, co-sponsors and student life staff) to evaluate the execution of the event and the performance of your organization, as soon as possible after your event occurs. Post-event evaluation reports are a useful tool to pass on to future members of your organization. This form will help you evaluate your event and must be submitted to the Office of Student Life (C-123) no later than a week after the event takes place.

Travel

For the purposes of this section, travel shall be defined as any activity sponsored or organized by an RSO which takes place anywhere other than on the Kingsborough campus. Events which are hosted by third-parties but where group travel is organized by an RSO are still subject to the guidelines below. In addition to the policies below, all travel must also be in line with the respective CUNY guidelines for domestic or international travel, available via the CUNY website.

While participating in RSO travel, students and staff are reminded that they are acting as representatives of Kingsborough Community College. All campus policies still apply. Violation of campus rules may result in loss of travel privileges for the individual and/or the RSO, removal from the trip (at the student's expense), and campus disciplinary proceedings as necessary.

In order for travel to be approved, RSOs must complete the following:

- **Travel Approval Packet** must be submitted at least **one month before departure date:**
    - KCC Trip Approval Form
    - CUNY Off-Campus Student Travel Approval Form
    - A copy of the meeting minutes showing approval for the trip. Minutes must reflect:
        - Tentative travel date(s)
        - Expected number of attendees (specifying how many students/how many staff)
        - Approved total budget amount for the proposed trip
- **Trip Approval** is not complete until confirmed by the following:
    - Director of Student Life
    - Vice President for Student Affairs
    - Campus President

- **Funding** for trips (detailed below) must be available through the RSO budget. Additional funds may be requested through Student Government if necessary.
    - If the RSO is requesting additional funding for a trip, funding must be approved before travel can be approved.
- **Faculty/Staff Chaperones** are required for all RSO travel, and must be secured by the RSO in advance.
    - CUNY requires a minimum of one chaperone for every twenty (20) students on all trips.
    - **For overnight trips** with a mixed-gender group of students, a representative mix of chaperone genders is also required (e.g. a trip with male and female students requires both male and female chaperones).
    - RSOs must cover the cost of the required number of chaperones.
        - RSOs may choose to cover the full cost for up to one additional chaperone, above the required minimum.
        - If the RSO wishes to bring additional chaperones, the KCC Association will pay an amount equal to the cost of all required chaperones, plus one. The additional cost must be paid out-of-pocket by the trip chaperone(s) and will not be reimbursed.
        - Chaperone accommodations must remain single-gendered and chaperones are not permitted to share lodging with students, regardless of age or gender.
- **FOR OVERNIGHT TRIPS ONLY: Sexual Misconduct and Alcohol Awareness Training** must be completed by all travelers at least **one week before the departure date**.
    - Training must have been completed no more than nine (9) months before the trip departure date. Students who complete training within the nine (9) months preceding the trip will NOT need to complete the training again.
    - Specific training requirements and content will be set by Student Life, in compliance with CUNY guidelines.
- **Traveler List** with the names of all travelers (students and staff) must be submitted by the RSO at least **one week before the departure date.**
- **Off-Campus Activity Participation, Waiver, and Emergency Form** must be received from each student at least **one week before the departure date**.
    - Copies will be given to trip chaperones. Original forms will stay on file in Student Life.
    - Please note Part B, #6, requiring that all students have health insurance before traveling.
- **Individual Travel Fees** must be received from all students at least **one week before the departure date.**
    - Students are required to pay for a portion of all travel. The KCC Association will fund a maximum of $100 per student, per trip. Each

student attending must pay a minimum of $10, or must pay the per-student cost of the trip, minus $100, for all trips costing more than $110 per student.
    - The exact amount due from each student will be confirmed by the Director of Student Life.

Any exceptions to the above requirements or timeline are made only at the discretion of the Director of Student Life and Vice President for Student Affairs.

Budgeting and Spending

All RSOs are allocated a portion of the Student Activity Fee to be used in support of furthering the RSO's mission on campus. Regulations regarding the use of Student Activity Fee funds are set by the KCC Association.

Full purchasing procedures are covered during the mandatory budget training, attended by RSO presidents and treasurers each year. Refer to the packet provided during budget training for more information.

Getting Your Money

This section covers information about how funds are allocated to student organizations. There are several ways for RSO to be approved for funds needed to conduct activities including an annual budget request process, requests for additional funds through Student Government, requests for additional funds from the KCC Association, or RSO fundraising efforts.

Budget Requests

The annual budget request process is the most efficient way to obtain funding for RSOs, and applies to funds for the upcoming fiscal year. Each spring, Student Life will provide all RSOs with a Budget Request Form, to be completed and returned by the published deadline.

Submitted requests are reviewed by the KCC Association's RSO Budget subcommittee, composed mainly representatives from Student Government. Recommendations are then provided to the KCC Association Board for final approval. Once approved by the KCC Association, budget allocations are non-negotiable. Allocations are based on the RSO's size, activity level, previous budget, previous spending, and explanations provided as part of the budget request process. **Groups who fail to submit their budget request on time** are NOT guaranteed a budget for the coming year.

When submitting a budget request, RSOs should include all anticipated expenses for the upcoming year. Treat this like your "wish list" and request the funds you think you will need. Do not expect additional funding to be provided by other departments, including Student Government or the Campus Activities Board.

Funds granted through the annual allocation process are available as soon as the RSO completes the annual renewal process. Funds are available through the end of the fiscal year, or until the budget has been depleted.

Request for Additional Funding from Student Organization

Student organizations can submit a request to the Campus Activities Board (CAB) for additional funds for events. CAB will only consider requests for groups which have already exhausted their allocated budget. The RSO must show a need and provide a description for the use of the funds, including a detailed breakdown of how the requested funds will be used.

Funds can be granted to each organization/association up to three (3) times per academic year, based on the decisions and limits imposed by CAB. Requests must be submitted no later than one (1) month before the proposed event to allow time for review, decision, and processing. Requests submitted less than one month before the event date may not be reviewed.

Funds are NOT guaranteed *– CAB may choose to only fund part of the request, or may not fund the request at all.* Expenses will not be approved prior to receiving official notification from CAB that the request has been granted.

Request for Additional Funding from the KCC Association

In rare circumstances, RSOs may be sent directly to the Association to submit requests for additional funds. These requests are only for extenuating circumstances, and will be advised by the Office of Student Life. Groups submitting a request directly to the Association must provide a full, written proposal including an explanation of why the funds are needed, the benefit to the KCC community, a detailed breakdown of all costs (including vendors), and a total amount requested.

The KCC Association Board will review these requests at their next regular meeting, following submission of the request. The board typically meets monthly, and a schedule of upcoming meetings is available through Student Life.

Fundraising

RSOs may choose to conduct fundraisers to supplement the group's budget, to support a specific event or project, as part of a service or philanthropy project. Full details on conducting fundraising activity can be found on page 38. Any donations to the RSO would be considered "fundraised" and would also apply. ***Groups may NOT solicit outside donations without prior approval from Student Life.***

Spending Your Money

Once your RSO has its budget, funds must be used in accordance with KCC and CUNY policy. Full details of the processes for using funds will be covered during the annual budget training.

Appropriate Expenses

All KCC RSO budgets are funded by the KCC Student Activity Fee – a fee paid by all students to support co- and extra-curricular services and activities on campus. Per CUNY bylaws (Article XVI, Section 16.2), these funds may only be expended for the following purposes:

1. Extracurricular educational programs
2. Cultural and social activities
3. Recreational and athletic programs
4. Student government
5. Publications and other media
6. Assistance to registered student organizations
7. Community service programs
8. Enhancement of the college and university environment
9. Transportation, administration, and insurance related to the implementation of these activities
10. Student services to supplement or add to those provided by the university
11. Stipends to student leaders *

**While CUNY policy allows for this use, KCC policy currently does not accommodate stipends to student leaders.*

RSO funds may NOT be used to purchase alcohol, nor may funds be used for purchases which provide an individual benefit to select students (e.g. paying for students' individual memberships to larger associations, individual certifications, or scholarships). Funds also may not be used to pay fees or honoraria to any current CUNY student or employee.

Accounts

All RSO funds must be maintained through a KCC Association account. ***RSOs are <u>NOT</u> permitted to maintain off-campus bank accounts***. RSOs should maintain a ledger of account balances. KCC Association staff maintain records of all accounts and balance information is available to RSOs as needed.

Tax Exempt Status

All purchases made/paid directly through the KCC Association are exempt from New York sales tax. Documentation is available upon request. Purchases made by individuals and then reimbursed are NOT exempt from sales tax. Thus, purchasing through the Association is the best use of the RSO budget.

Contract Items

KCC and CUNY have contracts to purchase many items through specific vendors. The College and KCC RSOs are often eligible for discounted prices on items through these vendors. Student Life can help identify contract vendors for many items, which will help the RSO save money and make the budget last longer.

Vouchers

Vouchers are the primary method by which RSOs will use the funds in their budget. A payment voucher is the official method by which an RSO requests that a check be cut to pay for any expenses. Regardless of whether checks are going to individuals, businesses, or other internal departments, the payment voucher must be completed.

For payments to businesses or contracted artists, standard procedure is that checks are mailed to the recipient after services have been completed. For reimbursements to RSO members or advisors, checks are delivered to the RSO mailbox in Student Life. Contact Student Life to discuss any exceptions to this procedure.

Payment vouchers must be turned in to Student Life with signatures from the RSO president or treasurer, as well as the faculty advisor. Additionally, vouchers must contain all relevant documentation, including invoices, performance agreements (where applicable), and event sign-in sheets (for all events with meals or refreshments).

For certain expenses, vouchers will be prepared by the KCC Association and sent to Student Life to get the necessary signatures. When this happens the RSO president or treasurer and the RSO advisor will need to sign the voucher before it can be processed.

Vouchers are submitted to the Office of Student Life for review and approval. Student Life will contact the RSO if there are any issues with the signatures or documentation. After Student Life approval, vouchers are sent to the KCC Association for budget approval and processing. Vouchers will NOT be processed for expenses in excess of the RSO's available funds.

When handing in a completed voucher, RSOs should keep the pink copy as their record that the form was submitted. When the Association processes the voucher, the RSO will receive the yellow copy of the voucher as an indication that the check was sent. ***RSOs are responsible for maintaining their own copy of financial records and documentation. Copies are NOT kept in Student Life.***

Purchase Requisitions

Purchase requisitions must be used for the following:

1. Purchases totaling $500 or more
2. Purchases of items which require delivery to campus

a. Please note that the KCC Association will **NOT** reimburse students or advisors for online purchases that are delivered to the student/advisor's home address. All orders requiring delivery **MUST** be delivered to campus, and thus require a purchase requisition.

3. Ordering bus transportation for RSO travel

Requisition forms may be requested through Student Life. To request a requisition, provide Student Life with a detailed breakdown items/quantities to be ordered, cost, and preferred vendor (with contact information, if necessary). As an example:

Item #	*Item*	*Price*	*Qty*	*Total*
3456	*Dry Erase Marker 12pk, Asst. Color*	*17.99*	*2*	*35.98*
Preferred Vendor: Staples				

In many cases, the easiest way to provide this information is to add the desired items to your online shopping cart, print that out, and provide the copy to Student Life.

Student Life will generate the Requisition Form and provide it to the RSO for signatures. Upon return of the signed form, Student Life will work with the KCC Purchasing Office to generate a Purchase Order and submit the requested order.

Before submitting a requisition, be sure that the desired vendor can and will accept a school purchase order as payment for the order. A purchase order is a legally binding order, but the vendor will not receive payment until after the entire order has been received.

Bookstore Purchases

When necessary, RSOs may purchase items through the KCC Bookstore. To purchase items, bring Student Life a list of the desired item(s) and their cost. Student Life will provide the RSO with a memo which can then be used as payment when picking up items in the bookstore. After the purchase, the RSO will receive an Association-prepared voucher which must be signed by the RSO president or treasurer and RSO advisor to complete payment.

Please allow at least two (2) business days for Student Life to prepare the memo(s).

Reimbursements

In some cases, the easiest way to complete a purchase may be for an RSO member or advisor to make the purchase out of pocket, then be reimbursed after. To process a reimbursement, complete a voucher form in the name of the person(s) to be reimbursed and attach all original, itemized receipts. If reimbursements are for food, also include an event sign-in sheet. Reimbursements submitted without documentation will not be processed until documentation is provided.

Note that reimbursements to students (one or multiple) are limited to no more than $100 per event. Reimbursements to advisors are not limited, but reimbursements over $500 require approval BEFORE purchases are made. Reimbursements WILL NOT be made for purchases delivered to a home address.

Reimbursements may take up to four weeks to receive, once a complete voucher is submitted. Be selective about how and when to choose reimbursement as a purchase method.

Purchased Items

All items purchased become the property of the RSO, under the authority of the KCC Student Government and KCC Association. Equipment purchased for RSO use must have a dedicated storage location on campus. Consumable items (including office supplies) are for RSO use, and are NOT to be given to individual students to use as school supplies. Items purchased as giveaway items must be made available to all KCC students to promote the RSO. Items purchased as prizes for contests must follow the guidelines for prizes, outlined below.

Prizes

Items purchased as prizes for contests are purchased using the standard procedures outlined above, but must also follow the following guidelines:

1. No individual prize may have a value of more than $250
2. Contests must be open to all KCC students
3. **Raffles are NOT allowed**. Raffles are defined as contests which meet the following criteria:
    a. Participants must pay to play;
    b. Winner is decided by chance, not by skill;
    c. Winner receives a prize
4. Winners must be current KCC Students. Faculty/staff are NOT eligible to win.
5. Contest organizers are not eligible to win prizes, unless the drawing is a game of chance.
6. Winners must complete a Prize Award Receipt form upon receiving the prize. ***Do NOT hand over a prize until the winner has completed and signed the form.***

Food Orders

Whenever possible, RSOs should order food from the on-campus food service provider (FSP). RSOs are allowed to order food from off-campus sources, following the guidelines below.

During the year, no more than 50% of an RSO's budget may be spend on food orders, whether on- or off-campus.

On-Campus Food Orders

To place an order through the campus FSP, first obtain a Food Order Form for Student Activities from the Office of Student Life. Schedule a meeting with the manager of the campus FSP to discuss menu, attendance, and cost. The manager will help complete the top section of the food order, outlining the items, quantities, and prices.

Following the meeting, complete the middle section of the form, detailing the event name, date, time, and location. Obtain the required signatures for the RSO president or treasurer, and the RSO advisor, then return the signed form to Student Life. Following the event, the KCC Association will provide a voucher to pay for the event. The RSO must sign the voucher and attach the relevant event sign-in sheet.

On-campus food orders must be submitted to Student Life at least one week before the event date.

Off-Campus Food Orders

To order food from an off-campus vendor, ensure that the vendor meets the Food Vendor Guidelines below, then contact the vendor to place the order. Orders with off-campus vendors should be placed at least 5 business days before the event.

There are two options as payment to the off-campus food service vendor:

1. Vendors may receive a KCC check for the event. Checks will not be processed until after the event, and payment may take up to two weeks after the RSO submits a complete voucher form.
2. An RSO member or advisor may pay for the order up front, and be reimbursed later.
    a. Reimbursement limits still apply, as described above.

Food Vendor Guidelines

When food is served or provided on campus by an outside caterer/vendor, the RSO must obtain from the vendor copies of the following documentation:

1. Food Service Commissary Permit
2. Certificate of Food Protection
3. Certificate of Liability Insurance

Payment/reimbursement will NOT be processed for vendors without proper documentation on file.

Plaques and Awards

Annual awards are a good way to demonstrate your appreciation for an individual or an office who provided exceptional service to your organization during the year. Awards should be selective, to highlight the distinction and show genuine appreciation to deserving parties.

To order awards, use a Plaque Specifications Form, available through Student Life. Visit the Crown Trophy website (http://www.crowntrophy.com) and select the exact awards you would like. Use the form to provide Student Life with the award details and EXACT text of any engraving. **Note that Student Life and the award vendor can NOT be held liable for spelling errors – double check all spelling before submission.**

If there is a change in price, the RSO will be notified before the order is confirmed. Student Life will place the order with Crown Trophy, and will contact the RSO when orders are ready. In most cases, someone from the RSO will then be able to pick up the order, and the RSO will receive an invoice to process a voucher after the order.

Plaque orders should be submitted 4-6 weeks before the award is needed.