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INTRODUCTION

Congratulations on your new leadership position! Being a member of a student organization consists of hard work and planning which result in programs, lectures and other events that are both fun and educational. This manual can be used as a reference guide to assist you throughout your tenure with your organization. In addition, the Office of Student Life, room C-123, is always here to help! We would like to thank you for your participation and wish you success in all your endeavors.

Understanding Your Role as a Leader

- A leader is one who delegates authority and responsibility.
- A good leader is not overly demanding.
- A leader should be able to guide, behind the lines.
- A leader must have a strong conviction that his/her activity is important.
- Although a leader may sometimes steer his/her team, he/she must be flexible.
- A leader makes sound judgments.
- Before acting, the leader should understand the situation, and know all the issues involved.
- Leaders should know people well.
- A good leader will train someone to take his/her place.
- A leader should have genuine enthusiasm.
- A leader should show confidence in his/her teams' judgments.

UNDERSTANDING THE STUDENT ACTIVITY FEE

What is the 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 honor's memberships (Phi Theta Kappa, Mu Alpha Theta, Sigma Delta Mu, Dean's List, Special Awards).

These 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.

Full-time Students	\$60.00 Per Semester
Part-Time Students	\$27.00 Per Semester

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Kingsborough Community College 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) Directors. The composition of the Board of Directors shall be as follows:
 - The College President or his/her 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 five Student Councils and one elected student government officer selected by the five Student Council presidents.
- Each Director shall have the right to vote.

CAMPUS CLUBS & ORGANIZATIONS

Student Government

Full-time students are assigned to student constituencies (a body of citizens entitled to elect a representative to a legislative or other public body) based upon curricular affinity (a majority sharing some common element). Each student constituency is represented by a student council empowered to conduct student activities, represent student interests to appropriate officers and bodies of the college, authorize and regulate expenditure of funds entrusted to them and elect representatives to the other college committees. All evening and part-time students are assigned to the Evening Council Constituency.

There are presently five constituencies:

- | | |
|-----------------------------|---|
| 1. Liberal Arts | 4. Public and Health |
| 2. Mathematics and Sciences | 5. Evening (all full-time and part-time evening students) |
| 3. Business | |

Officers of the Constituency Councils are elected each May by the members of their constituency. Representatives are appointed by the elected members of the Council. A minimum of twenty-five (25) signatures of voters of the respective constituency on a petition is necessary to qualify for the position of the constituency representative. Your constituency is determined by your present academic major or area of interest.

Example: Accounting students are members of the Business Constituency. (An accounting student planning to change his/her curriculum to Liberal Arts would still be a member of the Business Constituency until such time as approval has been granted for a curriculum change).

1. **Liberal Arts** - includes majors in

Liberal Arts
Criminal Justice
Fine Arts
Graphic Design and Illustration
Journalism
Media Technology and Management
Pre-Clinical Nursing
Speech Communication
Theatre Arts

Culinary Arts / Food Management
Office Administration and Technology
Fashion Design
Retail Merchandising
Tourism and Hospitality
Marketing Management
Retail Merchandising
Website Development and Administration

2. **Mathematics and Sciences** - includes majors in

Biology
Biotechnology
Chemistry
Computer Information Systems
Computer Science
Earth and Planetary Science
Engineering Science
Maritime Technology
Mathematics
Physics
Science for Forensics

4. **Public and Health Services** - includes majors in

Chemical Dependency
Emergency Medical Services
Mental Health and Human Services
Nursing
Physical Education, Recreation and Recreation
Therapy
Early Childhood Education
Child Care
Education Studies
Exercise Science/ Personal Training
Community Health
Physical Therapist Assistant

3. **Business** - includes majors in

Accounting
Business Administration

5. **Evening** - includes majors in

All part-time and evening students and students taking the majority of their courses in the evening.

Campus Activities Board

The Campus Activities Board (CAB) coordinates and facilitates the activities of all clubs and deals with student matters that are of a college-wide nature. The Board consists of three representatives from each Constituency Council. CAB charters clubs, makes initial funding of all new student organizations, and reviews and approves student activity awards.

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

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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 ten 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

Subcommittees of the Committee on Students are:

1. Awards Committee
2. Public Occasions Committee

Kingsborough Clubs

Accounting
A.C.E. (Awareness, Courage, Empowerment)
American Chemical Society
Animation
Antheon
Arab Culture
Art
Art History
Asian Society
Bangladeshi
Bilingual
Brothers United
Bull and Bear Finance
Business Society
Caribbean
Cartoon and Anime
Ceramics
Chess
Chi Alpha Epsilon
Chinese Student Association
College Discovery
Comic Book Club
Community Health
Computer Science
Cosplay Costumers
Criminal Justice
Crossword Puzzle
DECA
Dog Tags
Dominican Republic
Ecology
Education
Emotional Intelligence
Engineering Science
Fashion Design

Food
Forlang
Gamer Culture Club
Gender and Sexuality Discussion Group
Global Innovation and Technology Initiative
Haitian
Hillel
Hispanic Committee
Holistic Healthcare
Honors
International Students Union
Italian
Italian-American
KCC American Sign Language
KCC Civic Action
KCC Debate
KCC ISPE (International Society for Pharmaceutical Engineering)
KCC Praise Dancers
Kings Loop Magazine
Kingsborough Theatre
Law and Justice and Justice
LGBTS Alliance
Martial Arts
Mental Health / Human Services
Mineral, Gem and Diamond
Model United Nations
Muslim Students Association
My Turn
Newman
Nursing
Odyssey
Pakistani
Pan African Students Association
Personal Training

Philosophy
Phi Theta Kappa
Photography
Poetry and Creative Writing
Political Science
Puerto Rican Student Union
Recreation
Scepter
Sculpture
Sisters United
Society for the Advancement of Management (SAM)
Society for the Collegiate Journalists
Spanish American Cultural Club
Spanish Heritage
Speech Communication
Students Unlimited
Student World Assembly
Substance Abuse Counseling
Surgical Technology
Table Tennis
Tagar
The Movement
Tourism and Hospitality
Urban Dance
WKRBB
Women's Studies
Yavneh

Student Government Constituencies

Business Council
Evening Council
Liberal Arts Council
Math & Science Council
Public & Health Council

Maintaining Recognition as a Club or Organization

Once you have become a recognized club or 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 clubs and organizations outlined in the Clubs and Organizations Manual, meets the requirements set by the Office of Student Life, and works to continue developing membership, you should have few problems.

There are seven responsibilities that all KCC clubs/organizations on campus must fulfill each year.

1. Submit the Club Membership Roster one week prior to holding an election.
2. Elect new officers annually.
3. Update the Club/Organization Registration Form.
4. Attend the KCC Club Conference (Nuts & Bolts) (*it is mandatory for all club Presidents and Treasurers*)
5. Maintain a 2.0 GPA and be in good standing.
6. Adhere to all CUNY Bylaws and KCC policies as defined in the KCC Student Handbook. Must be free from violations of the Code of Conduct and Henderson Rules (*see Student Handbook.*)
7. Manage all funds allocated to the club/organization in a fiscally responsible manner as directed by the CUNY Bylaws and the KCC Association.

Forming a New Club or Organization

1. Obtain a copy of Petition to Organize and Establish a Club/Organization from the Office of Student Life, room C-123.
2. Obtain a copy of the Sample Constitution from the Office of Student Life, room C-123. The sample serves as a guide for the preparation of your organization's constitution.
3. Discuss the procedure for chartering of new organizations, as well as methods of drafting a new constitution, with the Coordinator of Club Activities, Room C-123.
4. Obtain at least twenty-five (25) signatures from interested students to form the organization.
5. Obtain the signature of a full-time member of the instructional staff interested in serving as faculty advisor to your organization. If you have difficulty in finding a suitable faculty advisor, see the Coordinator of Club Activities for assistance.
6. Meet with the Coordinator of Club Activities, room C-123, to discuss the draft of your constitution.
7. Submit the completed Petition, accompanied by three (3) copies of your constitution to the Coordinator of Club Activities, room C-123.
8. The Coordinator of Club Activities will contact the petitioner to arrange a meeting with the petitioner and the Club Chartering Committee.
9. At the Club Chartering Committee the petitioner will be asked questions to help the Committee reach a decision on whether or not to approve the petition.
10. If the Petition is denied by the Club Chartering Committee the petitioner will be notified, and given the reason(s) why the petition was not approved.
11. If the Petition is approved by the Club Chartering Committee the Petition and constitution will be forwarded to the Campus Activities Board (CAB) where a charter shall be granted, and funds will be allocated to the new club/organization for the first year.
12. The petitioner will be notified by the Coordinator of Club Activities that a charter was granted and funds were allocated to the new club/organization.
13. The petitioner must then conduct an election of officers, according to the club/organization's constitution.
14. Once new officers are elected they must complete a Club/Organization Registration Form, which can be obtained from the Office of Student Life, room C-123. No funds will be released without the completed Signature Certification Card. Return the Card to room C-123.
15. Once an organization is chartered, any changes to the name or constitution must be submitted to the Club Chartering Committee for approval.

Making the Most of your Faculty/Staff Advisor

Kingsborough Community College requires that each recognized student organization have a faculty/staff advisor. KCC believes that, by sharing knowledge and experiences, the advisor can positively impact the quality of the student organization's experience. The relationship between an advisor and an organization will vary, but the general concerns of the advisor remain constant. The Office of Student Life offers these expectations for advisors, to give the organization members and advisor a foundation for a mutually beneficial relationship.

Eligibility

In order to serve as an advisor the individual must be a Kingsborough Community College faculty or full-time administrative staff member. Faculty and Staff who serve as advisors do so voluntarily. It is in the best interest of all to ensure that their involvement is a rewarding experience.

The following are expectations of an advisor:

- The advisor recognizes and supports participation in student organizations for their contribution to the educational and personal development of students.
- Advisors should work with student groups, but should not direct nor dictate the organization's programs and activities. However, advisors should be frank in offering suggestions, considerations, or ideas for the group's discussion.
- Advisors are expected to advise the group on critical issues or matters pertaining to the organization. Advisors should not play a direct role in student club events, such as organizing or hosting the event;
- The advisor must be aware of the organization's goals and direction and help to evaluate its progress toward reaching these goals.
- The advisor should be familiar with the constitution of the organization and be prepared to assist with its interpretation and provide continuity within the group from year to year.
- Advisors should assist the organization in complying with University policies and procedures.
- Advisors should be aware of the general financial condition of the group and make sure the group keeps accurate and accessible financial records.
- The advisor should assist in orienting new officers and in developing the leadership skills of members.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- Advisors monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, and to maintain balance between academic and co-curricular commitments.
- The advisor should be the link to University administration and serve as a resource person.
- The voluntary association between an advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfying.
- When planning an event or program advisors should insure that steps are taken to protect the right of any individual or organization to demonstrate and publicly proclaim any view, however unpopular, and protect the freedom of speech, assembly, and movement of any individual or group.

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. What will the outline/format of the event be?
2. Who will moderate the discussion, if any?
3. How will alternative viewpoints be heard?
4. What plans are in place to address possible disagreements or disruptions in the event?
5. Who will be in attendance at the event?
6. How has room set-up and program format been designed to insure a safe environment for all participants?
7. What is the target audience for the event?
8. How much money will be needed to produce the program?
9. Is the program's mission consistent with the role of the organization?
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?

SPENDING YOUR FUNDS

Finances

A. Accounts

Student organizations are allocated funds from the Kingsborough Community College Association based on budget requests submitted during the preceding Spring semester and an evaluation of financial spending from the previous fiscal year. All student organization funds are maintained in a Kingsborough Community College Association account. All unexpended and unencumbered Association appropriations in the accounts of organizations and clubs on the last day of the fiscal year will revert to the KCC Association.

B. Expenditure of Funds

Organizations, with the advice of the treasurer and faculty/staff advisor, may expend budgeted funds for such items that are deemed necessary. Funds should be allocated for those events and activities judged appropriate by the members of the organization. All items should be voted upon by members of the organization. A "Request for Payment Voucher" must be completed and signed by the treasurer or president, and the faculty/staff advisor to request payment for a club activity or expenditure. A careful record of all expenditures must be kept by the club's treasurer. **The faculty/staff advisor should sign the form only if the funds requested are for an appropriate club activity and the requisition has been duly voted upon by club members as reflected in the minutes of the club meetings. Clubs can co-sponsor events and each pay their share of the expenses however no club can transfer funds to another club.**

C. Reimbursements

A request for payment voucher must be accompanied by original documentation, receipt, or contract for personal services in order to be reimbursed. Reimbursement for Cash Payments: **Regardless of the circumstances, student reimbursements in excess of \$100.00 per event, will not be processed.** Payments for services or merchandise should be made by college check which provides the Association with proof of payment.

Budgets

All campus organizations are asked to submit budget requests for the following fiscal year during the previous Spring semester. Student clubs should keep goals in mind while preparing the budget. The budget should include those items which promote appropriate functions and activities of the organization that enhance its members' experience and appreciation according to stated objectives.

Budgets must be submitted on time to allow the Budget Committee to review all requests and adequately prepare a club budget recommendation for the approval of the Kingsborough Community College Association Board of Directors.

Budgets are reviewed and requests are granted upon the determination that the organization has made a consistent effort to expand the college experience for its members. Budget requests should be legible and complete and the activities requiring funding clearly listed along with the estimated expense for each.

At the beginning of the Fall semester, all organizations, are asked to submit a revised budget based on their allocation. In addition, each group is required to file a "Club/Organization Registration Form" bearing the name, address, phone number and signature of all officers and the faculty/staff advisor. This procedure serves to establish that the organization is active and represented by a faculty/staff advisor, and certifies the official signatures for all financial transactions.

Upon submission of the revised budget and the "Club/Organization Registration Form," the faculty/staff advisor, president and treasurer are required to meet with representatives of the Office of Student Life and the Kingsborough Community College Association. Accounting procedures are explained, and blank vouchers and a ledger sheet are provided in order to maintain financial records.

Purchasing

A "Purchase Requisition Form" can be obtained in the Office of Student Life, Room C-123. This form is used to purchase supplies, equipment, or services over \$500.00 and must be signed by the same individuals that sign a "Request for Payment Voucher." Purchases over \$500.00 must be bid as part of University policy. Requisitions should be submitted to purchasing at least six weeks before the merchandise/service is needed. If plaques or trophies are ordered, a special form must be attached to the requisition which includes information necessary for the printer.

Please note: Any items under \$500.00 that must be delivered to campus (cannot be picked up) require a purchase requisition. At no time can items be delivered to a home address; any persons having items shipped to their home address will not be reimbursed for any expenses incurred.

Remember the influence of the institution. Many merchants are happy to serve the college and will give discounts, take advantage of them and you will get more mileage out of your budget. Also, tax exempt forms are available in the Association Office – room A-228. You will not have to pay sales tax on your purchase with this form. Please request this form when you submit your payment voucher.

Many items are on college contract and you can avoid the wait for bids. If there are any questions about the purchase of equipment, check with the Purchasing Office – room A-207.

All equipment becomes the property of the college when purchased with club/organization funds. However, your group will have complete use of the equipment. Reminder: Instructions on the purchase order require vendors to deliver all merchandise to Central Receiving (P-105) for processing. If the order is inadvertently mailed to the College or picked up directly from the vendor, please take the order to Central Receiving before distribution. At no time can items be delivered to a home address; they will not be reimbursed. **Failure to comply with these procedures will delay payment to the vendor and require additional paperwork from the order originator.**

Procedures for Purchasing Plaques and Awards

1. Make an appointment with the Office of Student Life to discuss the purchase and to review your budget.
2. Obtain a copy of the Plaque Specifications Form to place your order six weeks prior to your event.
3. To estimate the cost of the plaque you must include:
 - a. How many plaques or awards you want to order.
 - b. Type of plaque or award (wood or acrylic).
 - c. Cost of the plaque.
 - d. Cost of any associated logos and per letter cost of the engraving.

Note: Spelling of all names and organizations must be double-checked. The vendor is not accountable for spelling or typographical errors. Your faculty/staff advisor must sign the form once the form has been checked.

4. For plaque orders over \$500.00 or for plaques that will be delivered to campus (items that cannot be picked up):
 - a. A completed Purchase Requisition form and Plaque Specifications form must be submitted for all plaque/award orders.
 - b. Requisition numbers will then be assigned after the forms are completed and the Director of Student Life has approved the order.
 - c. The order will then be submitted to the Purchasing Office for processing where it will receive a purchase order number.

Note: The vendor will not accept plaque orders over \$500.00 without a purchase order number.

For plaque orders under \$500.00 **that will be picked up:**

Please note that purchase requisitions are not needed for this type of ordering. The instructions below must be followed to ensure a "problem free" order:

- a. Fill out a Plaque Specifications form including all information and signatures.
- b. Fax the form over to the vendor requesting a pre-bill be faxed back.
- c. Submit the material to the Director of Student Life for approval once you have a pre-bill. After the Director approves the order the vendor will be given an order number allowing them to process the order.

The vendor will not accept plaque orders without receiving a call from a representative of the Office of Student Life with an order number to confirm that the order has been approved.

Dining Guidelines

It is recognized that an annual dinner of a club or organization is an important activity. It offers an opportunity for those officers and members of the organization who have worked hard and long throughout the year, to get together and celebrate their club's success in a jovial and pleasant atmosphere. The following guidelines have been prepared to provide clarity as to what expenses can be charged to the organization's budget:

1. Maximum amount allowed for dinner, gratuities, arrangements, band, etc. not to exceed \$25.00 per person.
2. The following persons may be invited at the club's expense:
 - a. Officers of the organization: President, Vice President, Secretary, Treasurer.
 - b. Entire council and representatives of the club or organization.
 - c. Faculty/staff advisor(s) to the club or organization.
 - d. President of the college.
 - e. Director of Student Life.
 - f. No more than six members of the faculty and/or administration and/or special guests chosen by the club or organization.
 - g. Award recipients.

Anyone other than the persons mentioned can attend the function at his or her own expense.

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

Club Fund Raising Activities

Definition: For the purpose of this policy, fund raising is defined as the collection of money. Monies received through donations, sales and/or event programming for the purpose of charitable donation or organizational budget enhancement.

Purpose

Clubs and organizations wishing to raise funds (i.e., raffles, admission fees, cake sales, collect donations, solicit ads for a journal, sell merchandise or take part in any other activity where cash, checks, or money orders are collected) must adhere to these guidelines.

All groups requesting permission to conduct a fund raiser must fill out an application that may be obtained in the Office of Student Life, C-123. The groups must set up an appointment with the Office of Student Life to discuss the details of the fundraiser a minimum of two weeks prior to the event date.

Guidelines

1. Only officially chartered organizations are permitted to carry out fund raising activities.
2. All proposed funds raised must be used for activities consistent with the stated purpose/mission of the club or organization.
3. Fund raising projects planned must have been discussed at a meeting of the organization requesting aforementioned activity. Specific fund raising activity must have been voted upon by a representative majority of members of the club. Subject and vote must appear in the minutes of that club and be attached to request for fund raising activity.

4. Certification: the organization's purpose, discussions and vote, must be attested to by the faculty/staff advisor.
5. 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.
6. All proposed fund raising activities must be presented to the Office of Student Life for consideration by an officer and faculty/staff advisor of the club.
7. A complete and itemized report of expenditures and receipts must be submitted to the Office of Student Life within seven (7) days of completion of event on form "Request of Fund Raising Activity."
8. No club may have the privilege of monopolizing fund raising.
9. Proceeds from approved fund raising activities may be utilized ONLY for stated purposes as noted on request submitted.
10. Proceeds raised must be deposited in the Kingsborough Community College Association account by the next school day and be withdrawn only by following established procedures.
11. No edible food items may be sold on campus without prior written approval of the representative of the Business Office. No "homemade" food items may ever be sold on campus.
12. Business Office clearance is necessary for articles to be sold on campus.
13. No fund raising activity will be approved that tends to project the college in an undesirable light.
14. In case of dissolution of an organization, all proceeds derived from fund raising remaining as surplus assets, if any, shall pass to the Association general fund for utilization and distribution by the Board of Directors.
15. If the fund raising activity involves the selling of merchandise, the organization must obtain a letter from the manufacturer containing an agreement that:
 - The college and/or Association will not be held responsible for merchandise lost or misappropriated by the organization.
 - Indemnify the organization, faculty/staff advisor and individual members for any claims made for breach of warranty, or claim arising out of the sale of the merchandise by the organization or its members.
 - The manufacturer to accept returns where returns are made with just cause.
 - The merchandise delivered by the manufacturer shall be on consignment so that if the merchandise is not sold it can be returned without the organization or the members incurring any obligation to pay for the merchandise returned.
16. The monies derived by the organization from the fund raising activity must be used by that organization for non-profit purposes and **may not** be used for the benefit of any individual, except where it meets with the approved purpose.

The following organizations have the right to sell advertisements as a method of raising funds: Scepter, Kingsborough Theatre Club, WKRB and Odyssey.

17. When a club or organization uses Association funds to produce a fund raiser to contribute to a charitable organization the funds allocated must be "paid back" to their account. The group may only make a donation of funds in excess of the cost to produce the fundraiser.
18. If the Campus Activities Board (CAB) desires to engage in a fund raising activity, they must present their proposal, according to the guidelines as noted previously, to the Kingsborough Community College Board of Directors for review and approval.
19. Appeals may be presented to the Board of Directors for consideration.

20. These guidelines apply to all fund raising activities regardless of whether Association funds are required to conduct the activity.
21. Where the name of the college and/or the organization is used in connection with the event, these guidelines apply whether on or off campus.

Ordering Food & Refreshments

Food orders from on-campus caterers require a Food Order Form to be submitted 8-10 business days in advance to the Office of Student Life, C-123. **Orders submitted less than 8 business days will not be fulfilled; there are no exceptions.** Off-campus food orders must also be requested at least 5 business days in advance. A sign-in sheet must be filled out for every event where food is served and must be submitted to Student Life with payment and final paperwork. Clubs cannot spend more than 30% of their total budget on refreshments for meetings.

Requesting Additional Funding

Clubs and organizations can petition to the Student Government Council they belong to for additional funds for events. They must show a need for funds and provide a description for the use of the funds. Clubs and organizations may only petition to the Campus Activities Board (CAB) for funds if their Council denies them for funding. Funds can be granted to each club/organization up to three (3) times per academic school year.

MEETINGS

Conducting a Meeting

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.

The following suggestions come from several leadership training manuals and hopefully will assist you in conducting your meeting:

1. Meet with your faculty/staff advisor and other officers before the meeting.
2. Prepare an agenda.
3. Notify members of the date, time, place and agenda of the meeting.
4. Arrange seating in a near circle so that each person can see everyone else. Check physical surroundings, such as lighting and ventilation.
5. Have a chalkboard or some other visual aid present.
6. Use visible and readable name tags if members are not well acquainted with each other.
7. Be there early to greet each member personally and introduce them to the other members. Help each member feel that he/she "belongs" to the group; i.e., an ice breaker activity.
8. Light refreshments often are a good ice-breaker for groups, particularly at the first meeting.
9. Start the meeting by stating the problem or task at hand. Break the issue down in parts small enough to be handled.
10. Encourage all members of the group to contribute to the discussion.
11. Keep the conversation focused on the topic and directed toward eventual solution. Summarize the discussion frequently.

12. Delegate your responsibilities, clearly stating the scope, nature and time limits of the task. Careful choosing and supervision is essential to the success of the delegation of responsibilities. Specifically, let your chairperson know!
13. Have a secretary keep the records of all actions and evaluations for future use.
14. After the meeting, appoint two long-standing members who are not close friends to evaluate and report on the group's progress after the meeting is over. The atmosphere of a meeting is very important. Every leader sets the pattern of the meeting in the earliest minutes. The best leaders ease into their meeting knowing they must encourage others.

Following are some suggestions for you to consider:

1. Be informal. Do not require people to stand or get permission to speak.
2. Let the group talk to each other instead of hearing your voice. Continually avoid the expression of your opinion, your ability, your argument or your solution.
3. Let people be quiet if they wish, but cut off the over-talkative with a question like, "Let's hear from some others, maybe those who have not spoken as yet" or "Let's limit the discussion to those we haven't heard from."
4. If you have an opinion about someone's remark or contribution, never show it -otherwise you stamp out a lot of new ideas and support.
5. Summarize and clarify occasionally; always remain neutral on any issue. Remember, a leader can "take sides" without notice by carefully choosing the time to summarize. Ask the group to verify all summaries.
6. When a problem solution is required or disagreement occurs, make a clear statement of the problem on the chalkboard. Itemize the data - arguments lessen and solutions appear when data is available.
7. If the group is large (over 15) it often becomes difficult to solve problems or decide upon a course of action. It is suggested that you divide the group in half or quarters. Require each subgroup to select a spokesperson and discuss their issue for the specified time. At the appointed time, call the subgroups to order, reform into the large group, and ask for reports of the spokespeople. Use the flipchart to clarify the issue and to focus the attention of the group.
8. Pull-In Questions
 - a. 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?"
 - b. Acceptance Response
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.
 - c. Definition - Key Thoughts
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. It is, therefore, 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:

1. Listen carefully to what each member says. Be sure you understand.
2. Remember to make mental or written notes of the important points made by the members.
3. 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.

9. 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 Begin With

What Who
When Where
How Which

Closed Questions Begin With

Is Can
Do Will
Has Shall

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.

10. 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

Brief Board Work

No New Thoughts

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.

Introduction to Robert's Rules of Order

1. **What Is Parliamentary Procedure?**
It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.
2. **Why is Parliamentary Procedure Important?**
Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!
3. **Organizations using parliamentary procedure usually follow a fixed order of business called the meeting agenda. Below is a typical example:**
 - A. Call to order.
 - B. Roll call of members present.
 - C. Reading of minutes of last meeting.
 - D. Officer's reports.
 - E. Committee reports.
 - F. Special orders --- Important business previously designated for consideration at this meeting.
 - G. Unfinished business.
 - H. New business.
 - I. Announcements.
 - J. Adjournment.
4. **The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:**
 - A. Call to order.
 - B. Second motions.
 - C. Debate motions.
 - D. Vote on motions.
5. **There are four Basic Types of Motions:**
 - A. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
 - B. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
 - C. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
 - D. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

6. How are Motions Presented?

A. Obtaining the floor

1. Wait until the last speaker has finished.
2. Rise and address the Chairperson by saying, "Mr./Madam Chairperson, or Mr./Madam President."
3. Wait until the Chairperson recognizes you.

B. Make Your Motion

1. Speak in a clear and concise manner.
2. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
3. Avoid personalities and stay on your subject.

C. Wait for someone to second your motion

D. Another member will second your motion or the Chairperson will call for a second.

E. If there is no second to your motion, it is lost.

F. The Chairperson States Your Motion

1. The Chairperson will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
2. The membership then either debates your motion, or may move directly to a vote.
3. Once your motion is presented to the membership by the Chairperson it becomes "assembly property", and cannot be changed by you without the consent of the members.

G. Expanding on Your Motion

1. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
2. The mover is always allowed to speak first.
3. All comments and debate must be directed to the Chairperson.
4. Keep to the time limit for speaking that has been established.
5. The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

H. Putting the Question to the Membership

1. The Chairperson asks, "Are you ready to vote on the question?"
2. If there is no more discussion, a vote is taken.
3. On a motion to move the previous question may be adapted.

7. Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, and they include:

- A. By Voice -- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- B. 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.
- C. 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.
- D. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chairperson so desires. Members raise their hands or stand.

- E. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. It will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.

Note: Your club can purchase Roberts Rules of Order and refer to it as needed. (*Roberts Rules can be purchased at your local bookstore for less than \$10.00*)

Officer Requirements

Students who wish to hold an officer position in an organization are required to:

1. Maintain a minimum of 2.0 grade point average. Presidents of any club or organization must maintain a 2.0 grade point average or higher throughout his/her tenure. Student Government Presidents must maintain a 2.5 grade point average or higher through his/her tenure.
2. Be free of both academic and disciplinary probation/restrictions.
3. Be a matriculated student.
4. Officers cannot hold more than one signatory position across all organizations. Example: The treasurer of one club/organization cannot serve as president of another club/organization.

Failure to maintain all the above requirements will result in withdrawal of eligibility.

Duties of Officers

The duties as listed here are general duties of the four main officers of any organization. Each organization should have a supplemental list of specific duties designed to fit the special functions and interests of the group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

A. Duties of the President

1. Be a good presiding officer:
 - a. Know the proper procedure for conducting a meeting.
 - b. Be impartial. Avoid expressing your personal opinions.
 - c. Be knowledgeable about parliamentary procedure.
 - d. Prepare an agenda for each meeting.
 - e. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed or completed.

2. Understand and follow your constitution and bylaws.
3. Set an example for your organization by being fair, courteous and obeying the rules.
4. Represent your group, or see that a person is appointed to represent your group, at all campus meetings where representation is requested.
5. Carry out the group's decisions and wishes even though you personally do not agree completely with the decision reached.
6. Know the school policies and regulations and see that they are followed at all meetings and activities of your organization.
7. Keep your advisor informed of all meetings, make certain that he/she is invited to all meetings and be certain that he/she is consulted before making plans for special meetings and events. (The college expects and requires that your advisor attend all organizational activities. Show him/her the courtesy of checking to make certain that he/she can attend before plans are started for any activity.)
8. Know the duties of the other officers and help them in carrying them out.
9. See that a calendar is prepared for the semester's activities early in the semester. Each club and organization should have a project or goal for the semester.
10. Call regular executive committee meetings and plan to check with your advisor before each regular meeting. Your advisor should attend the executive committee meetings. Executive committee meetings should include all officers.
11. Appoint committees to assist in getting things done, to help spread the burden of work among all club members, and to give others an opportunity to participate.
 - a. The president must keep in touch with the committees and is usually an ex-officio member of all committees. He/she is responsible for seeing that they 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.
12. Do not try to do all the work yourself. A good president assigns responsibilities to others. It is his/her role to follow up and check and recheck to see that the work is being done. Total participation of all members of a group makes for a strong organization.

B. The Vice President

1. Takes over the president's responsibilities when the president is unable to carry out his/her duties for any reason. Because of this, the vice president must be familiar with all the duties of the president.
2. Be ready to assist the president in any way possible.
3. Assume and carry out all special duties that may be assigned to you by the constitution, the president, executive committee or members.
4. Attend all executive committee meetings of the organization.
5. Know and understand the organization's constitution and bylaws.

C. The Secretary

1. The president depends upon the secretary for information of an official nature which can be found in the records of the organization.
2. The secretary is the custodian of the permanent records of the organization; records must be kept in a complete and accurate manner. Here is a suggested outline that may be of help to secretaries in writing minutes.

- a. Give the hour, day, month, place of meeting and name of presiding officer.
 - b. State whether the minutes of the last meeting were:
 1. Approved as read.
 2. Approved as corrected. (If there were corrections, list them.)
 - c. Give a statement concerning all reports read and the action taken on them.
 - d. Record items discussed under old business.
 - e. Record items discussed under new business.
 - f. Each motion, whether approved or not, should be included either under "old" or "new" business.
 - g. State the time of adjournment of the meeting.
 - h. Sign the minutes.
3. Read minutes and correspondence clearly so that the group can hear them at the meeting.
 4. Be able to produce the minutes of the preceding meeting and find items of information quickly.
 5. Keep an accurate and up-to date list of members, their addresses and telephone numbers, and record of their attendance at each meeting.
 6. Keep a copy of the constitution and bylaws in the secretary's notebook and have it available for easy reference during meetings.
 7. Keep a copy of all reports presented to the organization by committees or officers.
 8. Take motions down accurately and be prepared to read them back almost immediately.
 9. Be responsible for all organizational correspondence and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the secretary with his/her own name and title.
 10. Act as secretary for the organization as a whole. Officers and chairpersons of committees are responsible for correspondence related to his/her duties.
 11. Establish a secretarial pool to assist in performing the functions of office secretary.

D. The Treasurer

1. The treasurer is responsible for all funds of the organization, and signs all purchase requisitions and vouchers along with the advisor for the withdrawal of funds from the KCC Association Account. (These documents must also be signed by the Director of Student Life.)
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the organization expends money in keeping with the approved budget and within college policy and regulations.
4. Make a treasurer's report at each business meeting of the organization listing receipts, expenditures and balance on hand.
5. See that all bills are paid promptly.
6. Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which money was disbursed.
7. Have records available and in a condition for examination at any time.
8. Do not write requisitions for amounts for which you do not have a bill. Members should be encouraged to obtain a requisition or purchase order which may be presented to merchants and business firms rather than a requisition for cash. Require and file a bill for all amounts which are cash payments to members.

Meeting Evaluation Checklist

1. Goals: What is the group trying to accomplish? Is this clear to all members? Who decides what the group does? Is the process democratic? What have you done to help? What more can you do?
2. Discussion: Is the discussion pertinent to the subject? If not, who is responsible? Are members able to express their ideas clearly? Is the leader articulate? Does everyone understand what is going on? As a member, have you helped to facilitate the discussion? How can you help more?
3. Leadership: Is the leadership good? Democratic? Interesting? Stimulating? Does the leader encourage others to talk? Does the leader talk too much? How much influence does the leader's point of view carry? Does the leader use member contributions as much as possible? How sensitive is the leader to the feelings of the group? Of individuals? Does the leader keep group discussions on the subject? When necessary, can the leader follow correct parliamentary procedure? How can you help the leader to be more effective?
4. Participation: Do many members participate often or only a few? Does a small group dominate the thinking of the organization? Are questions or remarks usually addressed to the leader? Is discussion usually directed to the group as a whole or to individuals? Have you talked too much or not enough?
5. Atmosphere of the Meeting: How well is the membership working together? Do individuals feel free to express ideas contrary to the majority opinion? Is everyone's point of view considered? Does the group seem open-minded? Friendly? Enthusiastic? Have you contributed toward a general feeling of friendliness, informality and interest?
6. Results: How much progress was made? Progress to where or what? Were any conclusions reached? Was the meeting worthwhile? How well will the group follow through on its decisions? What will you do as an officer to see that members follow through? What will you do, or can you do, to keep or make meetings worthwhile?

Planning an Event

The following procedures are intended to insure the success of the many and often simultaneous group-sponsored events.

1. Your assigned Student Life Advisor will review the proposed event with you in an effort to assist with the progress of initiating the arrangements, budgeting for college and programmatic expenses, and providing advice on means of conducting a successful event.
2. After meeting with a Student Life Advisor, student clubs, groups or organizations may request a space with the Student Life College Center Lounge Supervisor, U-213. **The Student Life Room Reservation Request form can only be obtained from the Office of Student Life, C-123. Submission of request does not guarantee confirmation of space.**
3. Obtain all appropriate signatures and return the completed Room Reservation Request form to the Office of Student Life, C-123. All reservations must be made according to the Event Timeline to allow the college ample time to notify the necessary support services.

Arrangements for Audio-Visual equipment for a classroom (e.g., public address system, tape recorders, and projectors) must be made by the Office of Student Life. The group's faculty/staff advisor must sign, and accept responsibility, for equipment loaned from the Media Center. Arrangements for Media Center equipment are made by completing a Media Request Form, available in the Office of Student Life, C-123. Completed forms must be signed by the Director of Student Life. A member of the student group must pick up and return the completed form to the Media Center in room L-115. For Technical Services not in a classroom, submit your request to the Office of Student Life – C-123 for assistance with the arrangements.

Faculty/Staff Advisor

A faculty/staff advisor must be present at every event. Students should attempt to schedule their events when their faculty/staff advisor is available. If your faculty/staff advisor will not be able to attend your event for any reason, please contact the Office of Student Life which commits to providing you with an advisor for the event. (See page 8, "Making the Most of Your Faculty/Staff Advisor," for more information.)"

Off Campus Catering

When food is served on campus by an outside caterer, the requestor **must** obtain from the outside caterer copies of the following documentation:

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

Copies of each document should be provided to the Office of Student Life, to be forwarded to the Office of Events Management at least 8 days prior to the event. Please be sure to include the caterer's company name on the Certificate of Food Protection.

Minutes & Attendance

In order to process vouchers for events, all organizations must provide minutes stating that the members of the organization have all agreed to have the event and its terms and conditions. On the day of the event the organization must have all participants sign an attendance sheet as they enter the event. These items must be submitted with the payment voucher in order to process all payments.

Regulations for use of College Space for Parties and Dances

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; and
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. Also, Security will ask students and their guests to voluntarily open any bags that they bring to the party to insure that no alcohol or other contraband is brought to the party. All those who enter will be required to pass through a metal detector. A validated KCC I.D. Card is required to enter all events. Each KCC student can bring one (1) guest, who will also be asked to present a valid photo ID. **There are no exceptions to the 1 guest policy.** Persons who invite non-University participants may be held accountable for such participants' compliance with all College/CUNY policies.

RECOMMENDED TIMELINE FOR EVENTS

The timeline below is a planning guideline for all events clubs/organizations would like to plan on and off campus. Individuals planning events must stay within the timeline. Events that fail to meet the timeline will be cancelled; cancellations are subject to the discretion of the Office of Student Life.

PLANNING TIMELINE	<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>
	Meetings, literature/info tables	Any event in a large programming space, fundraisers, expressive activities	Guest speakers, outdoor events, off campus trips	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		4 weeks	4 weeks	4 weeks
Submit Contracts			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
Facility Request 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				
		<u>FALL</u>	<u>SPRING</u>	
Last Day to Submit Purchase Requisitions <i>Purchase Reqs. are needed to pay for buses, purchases over \$500, and any orders delivered to the college</i>		N/A	6 weeks prior to the last day of classes	
Last Day to Submit Plaque Orders <i>Plaque orders that are submitted after the deadline for Purchase Reqs. must be picked up directly from the vendor</i>		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		1 week prior to the last day of classes	1 week prior to the last day of classes	

Overnight Off-Campus Trips (more than 75 miles from Campus)

A Request to Travel Form and CUNY Off-Campus Student Travel Approval Form (available in the Office of Student Life, room C-123) must be submitted to Student Life for approval, a minimum of one month prior to the date of departure. All documentation and funding must be in place at least one week prior to the vendors' cancellation without penalty date (for lodging and transportation).

Minutes of the meeting where the trip was voted on and approved, must be submitted with the Request to Travel Form. The minutes must include a breakdown of expenses, list of travelers and the trip itinerary, as well as the cancellation dates for lodging and transportation.

All trips using student activity fee funds, or any trip sponsored by a K.C.C. club or organization, must be discussed with a representative of the Office Student Life, and be related to the mission of the club or organization. No contracts should be signed, or deposits made, without the approval of the Office of Student Life.

Funds in addition to the budget allocation may be requested if the trip is related to the purpose of the club/organization. These requests can be made to the appropriate Council or CAB.

Providing funding is available, the maximum amount a club/organization can cover per student is \$100.00. This amount includes travel and meals. Each student is required to contribute a minimum of \$10. If the trip cost exceeds \$100 per person, each individual must pay the total amount above \$100.00 (i.e., if the trip costs \$900, each person would have to pay \$800.00). A maximum of five students may attend. Student activity fee income may only be used for registered K.C.C. students.

A preliminary list of travelers must be submitted with the amount of deposit collected from each person.

All funds collected for trips must be deposited daily (by 4:00 PM) with the K.C.C. Association Office (room A-228). All funds must be collected and deposited one week prior to event/departure.

A final list of travelers must be submitted to the Office of Student Life and a copy to the Public Safety Office, one week before the trip.

A Purchase Requisition must be submitted at least four weeks in advance if bus rentals are necessary.

Student trips require faculty or full-time staff member(s) to chaperone the group. One faculty/full-time staff member is required for every twenty-five (25) people. However, for a mixed group (males and females), there must be a male and female chaperone, no matter the size of the group. At least one advisor must travel to and from with the students.

Up to two chaperones travel at the cost of the organization; their expenses will be paid in full by the organization. If the faculty advisor travels ahead or returns after the group, he/she is responsible for lodging, food, etc., when not with the group. If a trip requires two chaperones, and three chaperones attend, the funds allotted for the two chaperones must be distributed among the three chaperones.

Chaperones' expenses will be reimbursed in accordance with City Guidelines (<http://www.gsa.gov/portal/content/101518>).

All participants must also complete a CUNY Off-Campus Activity Participation, Waiver, and Emergency Contact Form and submit it to the Office of Student Life prior to any trip. If the participant is under 18 years of age, permission must be granted by a parent or guardian prior to the trip. Please note: Part B, #6 on the waiver form regarding student travelers and health insurance. All students must have health insurance in order to participate in an off-campus trip.

While on a trip, students are expected to conduct themselves properly as representatives of K.C.C. Failure to do so could result in loss of future funding, loss of trip privileges and/or disciplinary action.

Note: Travel by non-athletic teams or organizations participating in competitions on behalf of the College require the completion of a Team (Non-Athletic) Competition Travel Request Form and Team Competition Cost Checklist, available in Student Life.

Approved by the K.C.C. Association Board of Directors
September 29, 2014

Hiring Speakers & Performers

Performance Agreements (or "Contracts")

1. A Performance Agreement and W-9 must be completed for all paid performers and speakers. **The paperwork cannot be submitted the day before, day of or after the event; your vendor will not be paid. All Performance Agreements need to be submitted two weeks before your scheduled event.**
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. We are requesting **one** originally signed Performance Agreement. The agreement must be submitted to the Office of Student Life with a completed and signed W-9 form and voucher. (Organizations should encourage the performer to keep a copy of the contract for his/her 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.

Film Rentals

Showing Films/Movies... Legal Liability

It is important that your organization follows the legal guidelines established for showing films on campus. This includes purchasing the legal right to show the film. You can get more information about running a film series from the Swank Motion Pictures website at <http://www.swank.com/college/guide.html>. It is not legal to rent, purchase or borrow a film and show it in a public performance without purchasing the legal rights. 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.”

Visit this website for more information: <http://www.movlic.com/copyrightcompliance.html>

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 walls. 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. The Office of Student Life reserves the right to remove any posters that are not stamped.
2. Flyers must include the name of the club/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. Table tents must be in text format only. No picture graphics will be approved for table tents.
12. Be mindful and respectful of other groups/organizations when determining the number of copies you will post.

Expressive Activity

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 16"x24". 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 club and organizations campus events i.e., meetings, parties, workshops, celebratory weeks etc.
3. Tabling. Requests should be submitted to the Office of Student Life, Room C-123, during the posted office hours. Such requests will be granted on a first come, first served basis based on the availability of space. Tabling permissions, once granted, must be presented to College personnel if requested.
4. Postings on Bulletin Boards. The College has provided bulletin boards for student use. University personnel will remove outdated notices from all approved student-posting areas every Monday.
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.

Publicizing an Event

- A. 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.
- B. 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.
- C. 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.
- D. Posters
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. 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 Guidelines" on page 27)
- E. Photo copies can be made in the Office of Student Life, twenty (20) copies per original.
- F. Official KCC News Release
If your event is of great significance, discuss the event with the Office of Student Life - C-123 who will work with the college's Office of Public Relations on the possibility of issuing an official news release about the event. Remember this is for events of major public interest.

Event Evaluations

It is very beneficial to meet with everyone who was involved with the event (i.e. club 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.

Sample Forms

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Club Membership Roster

To verify members of your club for elections and other matters that require a quorum, each club **MUST** provide a membership list of all club members, currently enrolled at the college. Please **PRINT** or **TYPE** the information listed below and submit roster to the Office of Student Life Room C-123 by October 15. (**Roster must be submitted to the Office of Student Life one week prior to your elections either in the fall or spring**)

Please keep a copy of this list for your records.

Club Name: _____

Print President's Name

President's Signature

Date

Print Secretary's Name

Secretary's Signature

Date

	Print Name	Phone #	EMPL ID	E-Mail
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

New Club
 Continuing Club
 Update Information

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Fall Winter
 Spring Summer
 Year 20 _____
 Date Received _____

Club/Organization Registration Form

NAME OF CLUB: _____

MEETING DAY/TIME & LOCATION: _____

CLUB WEBSITE: _____ **CLUB E-MAIL:** _____

DATE WHEN ELECTIONS WERE HELD: _____ *(PLEASE REMEMBER TO ATTACH MINUTES)*

In order to charter a student club and maintain recognition at Kingsborough Community College your group must elect from its membership the following officer positions: President, Vice-President, Treasurer and Secretary. An officer must have a 2.0 minimum GPA and the President may not serve as an officer of student government. Club must also obtain a faculty or full-time staff member to serve as club advisor. Minutes showing the election results must be turned in with this form.

PRESIDENT *(print name clearly & sign)*

Name _____ EMPL ID# _____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

PLEASE CHECK ONE
 I authorize the Office of Student Life to share my contact information and my email with other club presidents and KCC students interested in joining my club.
 I do not authorize the Office of Student Life to share my contact information and my email address.

VICE PRESIDENT *(print name clearly & sign)*

Name _____ EMPL ID# _____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

TREASURER *(print name clearly & sign)*

Name _____ EMPL ID# _____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

SECRETARY *(print name clearly & sign)*

Name _____ EMPL ID# _____
Print Name Sign Name

Mailing Address: _____
Street Address City State Zip

Preferred Phone Number: _____ Email (Required): _____

FACULTY/STAFF ADVISOR *(must be a faculty or full time staff member of Kingsborough Community College)*

Name _____ Department _____
Print Name Sign Name

Campus Mail Code: _____ Room #: _____ Campus Phone: _____ Preferred Email: _____

Have you served as advisor to this club in the past? _____ If so, for how many years?: _____

**I have received the faculty/staff advisor guidelines, and I have agreed to be the club/organization's advisor.*
 It is the responsibility of all officers to know the rules and regulations for maintaining recognition as a student club as per the KCC Officer's Manual. Failure to abide by these policies could result in suspension of your club and college disciplinary action.

34 | Clubs & Organizations Manual

Kingsborough Community College of the City University of New York
Key Request and Distribution Record – **FOR USE BY CLUBS AND COUNCILS ONLY**

Name (please print): Smith John
Last Name First Name
 Phone Number: 718-123-4567 EMPL ID: 123456789
 Club/Council: KCC Organization Position: President

Department: The Office of Student Life Mailcode: SL Room: C-123 Ext.: 5597

Please Supply the Following Keys:	No. of Keys	Date Keys Returned	Charge for Keys Not Returned	Initial
Room No. <u>C-123</u>	<u>1</u>	_____	_____	_____
Room No. _____	_____	_____	_____	_____
Desk Lock No. _____	_____	_____	_____	_____
File Lock No. _____	_____	_____	_____	_____
Other (specify) _____	_____	_____	_____	_____

Requested By _____	Club/Council President _____	_____	_____
Signature	Date	Signature	Date
Faculty Advisor _____	Director of Student Life _____	_____	_____
Signature	Date	Signature	Date
VP for Admin _____	Received _____	_____	_____
Signature	Date	Signature	Date

Key Assignment Agreement -- Terms and Conditions

The following items and conditions apply to the release of all keys:

- All keys are the property of Kingsborough Community College.
- Keys released to students are not transferable (no lending or giving).
- Keys cannot be duplicated.
- Bearer of the key is responsible for lost or stolen key. Lost keys must be reported to Security and Student Life immediately.
- Keys must be returned at the end of the Spring semester or at the termination of the officer's position.

Penalties incurred should keys not be returned:

- Official college documents will be withheld including transcripts, diploma, etc. A stop will be placed on your record.
- Bearer will be responsible for any and all monetary fees associated with lost keys and/or lock replacement.

ALL KEYS ARE TO BE RETURNED TO C-123

I have read, understand and agree to the above Terms and Conditions.

Agreed and accepted: _____ Date: _____

Kingsborough Community College
Department of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Petition to Organize and Establish a Club/Organization

Name of Proposed Club/Organization _____

Mission, Purpose or Philosophy of Proposed Organization? _____

What service(s) will your club provide KCC Students? _____

What Types of Activities/Events will your Club/Organization host/present (Please give three examples):

Why do we need this Club/Organization?

Membership Requirements (mandatory): Any registered KCC student in good standing may become a member and/or attend meetings regardless of academic major, race, religion, culture or gender.

Name of Proposed Faculty Advisor _____

Signature of Proposed Faculty Advisor _____

Department _____ Extension _____

Name, signature and last four digits of social security number of student who will represent the organization before the Club Chartering Committee

Print Name

Sign Name

CUNY FIRST ID#

Phone #: _____

e-mail: _____

PETITION TO ORGANIZE AND ESTABLISH AN ORGANIZATION

	Signatures	EMPL ID	Anticipated Graduation
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		
9.	_____		
10.	_____		
11.	_____		
12.	_____		
13.	_____		
14.	_____		
15.	_____		
16.	_____		
17.	_____		
18.	_____		
19.	_____		
20.	_____		
21.	_____		
22.	_____		
23.	_____		
24.	_____		
25.	_____		

KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC.
REQUEST FOR PAYMENT VOUCHER

CHECK NO. _____
DATE _____

VOUCHER NO. _____

KCC Organization Name _____

NAME OF ORGANIZATION

123

ORGANIZATION NUMBER

YY/YY

BUDGET YEAR

DATE **MM/DD/YYYY**

PLEASE PAY TO:

(Name and Address)

FOR

Describe services or materials
Attach Bills to White Copy

AMOUNT

Panda House

Refreshments for Open House

\$200.00

TOTAL AMOUNT OF REQUISITION

\$ 200.00

ACTIVITY FOR WHICH FUNDS WERE EXPENDED:

BUDGET RECAP:

A. Association Approved Budget

\$600.00

B. Deposits

C. Transfers

D. Total Available (A+B+C)

\$600.00

E. Prior Expenditures this Budget Year

0

F. Contracts and/or Other Commitments this Budget Year

0

G. Amount of this Requisition

200.00

H. Total Expended and Committed to Date (E+F+G)

200.00

Remaining Dollar Balance Available (D-H)

\$400.00

CERTIFICATION: I hereby certify that the above listed items are correct and proper and that the services were performed and/or merchandise was received, and that this request for payment has not been included in any previous payment or request for payment.

TREASURER OR PRESIDENT OF ORGANIZATION

FACULTY ADVISOR

APPROVED:

DIRECTOR OF STUDENT LIFE

DISTRIBUTION

WHITE - KCC ASSN.
CANARY - TREASURER
PINK - ORIGINATOR

Kingsborough Community College
City University of New York



PURCHASE REQUISITION

Req. #: 999-8888 Date of Req #: 9/23/14
 Dept.: Chess Club Date Needed: 10/25/14
 Originator: Magnus Carlsen Mail Code: SL
 Ext.: 5597 Fiscal Year: 2015

Page 1 of 1

Authorized Signatures:
 Chairman: Faculty Advisor/Club Pres/Treasurer
 VP/Dean: Tasheka Sutton-Young
 Business Off Obtain in Rm A207

Funding: A

A = KCC Assn.
 Aux = Auxiliary
 C = Capital
 F = KCC Foundation

Purchasing Office Use Only

Document No. _____
 Date of order _____
 Vendor No. _____
 Purchase No. _____
 FAS Code: _____
 Buyer: _____

Is this requisition to: (circle one)

INCREASE DECREASE CANCEL OR CHANGE, AN EXISTING PURCHASE ORDER? IF YES, PO #: _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	#TKMSBTBE Master Series Tourn. Kit, Blue & Tan pieces	8	kit	\$ 22.95	\$ 183.60
2	#2RD Digital Chess Clock Red w/ red LED	2	each	\$ 49.95	\$ 99.90
3	#CHESS101 Beginner's Chess Book	5	each	\$ 7.99	\$ 39.95
				SUBTOTAL	\$ 323.45
				SHIPPING	\$ 18.78
				REQUISITION TOTAL	\$ 342.23

Name and Address of Suggested Vendors:
The Chess Store
20811 NW Cornell Road
Hillsboro, OH 97124
P: 888-810-2437
F: 503-621-5914

Clock In Below:

*For Orders Over \$500.00

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

**PURCHASING DEPARTMENT
PLAQUE SPECIFICATIONS**

INSTRUCTIONS TO REQUISITIONER:

Fax a copy of this entire form to vendor; submit identical copy with signed and approved requisition to the Purchasing Department. Allow two weeks after submission to Purchasing for delivery.

Order Number: _____

Club: KCC Organization Name

Originator: Officer's Name
(Please Print)

Faculty/staff advisor: Faculty Advisor's Name
(Please Print)

Total # of Items: 1

Date Required: MM/DD/YYYY

Date Faxed: MM/DD/YYYY

Total Cost:	_____
Signatures:	
Originator:	_____
Faculty/staff advisor:	_____
Director of Student Life:	_____

Vendor Name: Crown Trophy

Vendor Tel.: 718-769-4111

Item #	Quantity	Price
SL-123	4	40.00 ea + 1.00 (logo) ea + 20.75 ea = 763.00

Engraving to read:

KCC Logo
Presented to
John Smith
For Outstanding Dedication to the KCC Organization
KCC Organization
YYYY

Total # letters 83 @ \$.25 / letter = Engraving cost = \$20.75

NOTE TO THE VENDOR: This fax does not constitute an order until the price has been confirmed with the KCC Purchasing Department and a P.O. Number is assigned. Please call KCC Purchasing at 718-368-5034 for order approval and P.O. Number.

*For Orders Under \$500.00

Kingsborough Community College
 Office of Student Life – C-123
 Phone: 718.368.5597 – Fax: 718.368.4801

PLAQUE SPECIFICATIONS SHEET

Instructions: Fax a copy of this entire form to vendor; you will then receive an estimated bill from the vendor. Once you have received the estimated bill: attach this form and the estimated bill to a payment voucher (making sure all forms have the appropriate signatures) then submit all of it to the Director of Student Life for approval. **This is only for items under \$500.00 that will be picked up, not delivered, from vendor.**

Order Number: _____

Club: KCC Organization Name

Originator: Officer's Name
 (Please Print)

Faculty/staff advisor: Faculty Advisor's Name
 (Please Print)

Total # of Items: 1

Date Required: MM/DD/YYYY

Date Faxed: MM/DD/YYYY

Total Cost:	_____
Signatures:	
Originator:	_____
Faculty/staff advisor:	_____
Director of Student Life:	_____

Vendor Name: Crown Trophy

Vendor Tel.: 718-769-4111

Item #	Quantity	Price
SL-123	1	24.00 + 1.00 (logo) + 20.75 = 45.75

Engraving to read:

KCC Logo
Presented to
John Smith
For Outstanding Dedication to the KCC Organization
KCC Organization
YYYY

Total # letters 83 @ \$.25 / letter = Engraving cost = **\$20.75**

Note to vendor: This fax **does not** constitute an order until the price has been confirmed with the Director of Student Life. Please call the Office of Student Life at 718-368-5597 for approval and order number.

**Kingsborough Community College
Office of Student Life
Phone: 718.368.5597 – Fax: 718.368.4801**

REQUEST FOR FUNDRAISING ACTIVITY

This form must be filled out completely, and please attach the *minutes* from your club’s meeting that states what you are raising funds for and the amount you are expecting to raise. Also, if you are raising funds for a charity you club must obtain a letter from the charity stating that they will accept your donation on behalf of their organization.

PLEASE PRINT

Club/Organization: **KCC Organization**

Date : **MM/DD/YYYY**

Name of Person Completing Form: **John Smith**

Phone Number: **718-123-4567**

Email Address: **jsmith@email.com**

Purpose for which funds are being raised: **To increase the club’s budget**

Estimated Amount to Raise: **\$250.00**

Means by which funds are to be raised (e.g. Dance, Cake Sale, etc.): **Cake Sale**

Will funds from the Club’s budget be spent on this project ? Yes **X** No _____ If so, how?

Club members will donate items

What items will be brought or donated for this project? **Cakes, pies and cookies**

From what source will items be brought or donated? **Costco, BJ’s, Bakery**

Where will the fund raising take place? **8-1-13, 10:00 AM - 2:00 PM, Breezeway**

Name of person responsible for deposit of money (to KCC Assoc. A-228) raised into organization account?

John Smith

Signature of Appropriate Organization Officer

Date

Signature of Faculty Advisor

Date

Signature of KCC Administrator & Title

Date

Signature of Director of Student Life

Date

Please remember to attach Minutes and any other supporting documents

Kingsborough Community College
Office of Student Life
Phone: 718.368.5597 – Fax: 718.368.4801

REQUEST FOR FUNDS FROM A COUNCIL

Clubs and organizations can petition to the Student Government Council they belong to for extra funds for events. They must show a need for funds and provide a description for the use of the funds. Clubs and organizations may only petition to the Student Activities Coordinating Board for funds if their Council denies them for funding. Funds can be granted to each club/organization up to three (3) times per academic school year.

The form below must be filled out completely. Incomplete forms risk automatic denial of funds. A formal proposal including all requested information below may be submitted in lieu of this form.

Club/Organization Requesting Funds: Nursing Club

Council funds are being requested from: Public and Health Council

Name of individual completing form: John Smith Position: President

Phone: 718-123-4567 Email: jsmith@email.com

Name of Event: Nursing Club Pinning

Date: MM/DD/YY Time: 6:00-8:00 PM Location: PAC Est. Attendance: 100

Description of Event: Nursing Club Pinning Ceremony

Purpose of Event/Expected Outcome: Pinning those students who completed the program

Budget (provide a detailed list of all expenses for your proposed event):

\$200.00 – Balloon/Decorations \$200.00 Flowers \$1,000.00 - Food

Grand Total Cost: \$1,400.00

Are you requesting funding from any other source? Yes No X

If yes, please indicate from where or whom and how much: _____

Notes: _____

Date: _____ Approved: _____ Denied: _____ Amount: _____

Notes/Stipulations: _____

President: _____ Treasurer: _____

Approved applications must be attached to council minutes and a voucher indicating an allocation for a "Transfer of Funds" or allocation of specific item being sponsored.

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

EVENT CONFIRMATION CHECKLIST

Club/Organization: _____ Event Title: _____
 Coordinator: _____ Event Date: _____
 Phone: _____ Event Time: _____
 Email: _____ Event Location: _____
 Faculty/Staff Advisor: _____ Event Level: 1 2 3 4

		Date Due	Staff Initials
Initial Meeting (4-6 weeks) <i>Meet with your Student Life Advisor to get event approved and pick up appropriate paperwork.</i>			
Request Space for Event – (4 weeks) <i>Meet with Ruby in the College Center Lounge.</i>			
Develop a Budget & Allocate Funds – (4 weeks) <i>Meet with your club/organization to complete paperwork: attendance, minutes, vouchers/purchase requisitions, contracts, etc.</i>			
Submit Purchase Requisitions – (4 weeks) <i>Purchase requisitions are required for: ordering buses for trips, purchases over \$500 as well as any items being ordered and shipped to campus.</i>			
Submit Contracts – (3 weeks) <i>Contracts are required anytime you pay an individual or a vendor for services rendered. Contracts must be accompanied by attendance, minutes and a voucher. A faxed copy of the contract may be submitted at this time but an original signed copy must be submitted before the services are rendered.</i>			
Marketing Plan – (3 weeks) <i>Meet with the Student Life Graphics Designer to submit information & ideas regarding your marketing plan</i>			
Submit Remaining Paperwork – (2 weeks) <i>Attendance, minutes, vouchers must be submitted any time club/organization funds are being spent.</i>			
Fundraiser Request – (2 weeks) <i>Request to have a fundraiser must be submitted anytime the club/organization is collecting money.</i>			
Facility Request Form (Room Setup) – (2 weeks) <i>This form is to be completed with the final requested setup for the space you reserved. A diagram may be necessary for some events</i>			
Media Request Form – (2 weeks) <i>This form is to be completed with requests for any AV needs: projector, screen, laptop, TV, microphones, etc.</i>			
Meet With Security – (2 weeks) <i>Level 4 Events Only. Meeting must be held with Security, Student Life, and club/organization representative to go over details for the day of event: entrance procedure, ticket sales, guests, performers, capacity, etc.</i>			
Order Food – (2 weeks) <i>Food orders from on-campus caterers require a food order form to be submitted 10 business days in advance to Student Life. A sign in sheet must be filled out at any event serving food and must be submitted to Student Life with payment and final paperwork.</i>			
Request for Faculty/Staff Presence – (1 week) <i>Any and all events sponsored by a club/organization must have a full time KCC faculty/staff present but not necessarily the assigned faculty/staff advisor of the club/organization. In the event that no faculty/staff is available to attend the event, a representative from the Office of Student Life can be there but must still be notified 1 week in advance.</i>			
Participant List – (1 week) <i>All performers, stage hands, judges, speakers, DJs, executive board members, etc. must be on the Participant List and be listed individually by name and not by group. The list must contain actual government names that appear on the individuals IDs; no one will be allowed into the event without photo ID. Individuals Participant List will be subtracted from the total ticket count regardless of whether they attend the event or not. Individuals on the Participant List are still responsible to pay for their ticket if applicable.</i>			
Post Event Evaluation – (1 week post event)			

As the Event Coordinator, I am aware of all the preceding forms that must be submitted and of all the preceding deadlines that must be met. I understand that failure to comply with the outlined timeline will result in the cancellation of my event. Completed form must be returned to Student Life Advisor by: _____

Event Coordinator's Signature _____ Date _____

Student Life Advisor's Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING THE MEETING ARRANGEMENTS FORM AND GUIDELINES FOR THE USE OF COLLEGE FACILITIES

Instructions for Completing The Meeting Arrangements Form

Many changes occur when planning an event and the final details are generally not in place until one month in advance. Taking this into account, the Meeting Arrangements Form should be completed for all college events and received by the Office of Events Management not more than one month in advance and no later than 8 working days prior to your event. This form should be completed for all student functions as well as faculty and staff functions. For student events the form should be signed by the Organization or Club Officer as well as a Faculty Advisor and the Director of Student Activities. Once the form has been completed and all necessary signatures obtained, please forward the form to the Office of Events Management, mail code A. The Office of Events Management is located in room A209 in the Administration Building.

Guidelines for Use of College Facilities

1. One meeting room may be used for several different events in one day. Therefore, all events must end at the stated time, whether or not the event began on time.
2. If an event is changed or cancelled, please call ext. 5028 to inform Events Management at least 24 hours in advance.
3. Food and drink are only permitted in designated areas. A Food Order Form must be completed and submitted to the Office of Events Management for Panda House catering. Food and drink are not permitted in auditoriums or stage areas, hallways, classrooms, the library and laboratories.
4. Home prepared food may not be used at any function on the Kingsborough Campus.
5. All student functions must adhere to all regulations regarding "planning an event", "space and equipment reservations" and "regulations for use of college space for parties and dances" as set forth in the Student Handbook
6. If a function is going to be a student club "fundraiser", you must file the appropriate forms with the Fundraising Committee (C-123 ext. 5597).
7. Smoking is prohibited in all Kingsborough Community College Buildings.

As required by law, each facility has a maximum occupancy to which we must strictly adhere.

MAC Conference Center: 125 people per section, lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

M-239: 45 Lecture Style, This number may be reduced when different set-ups are used

V-219: 70 Lecture Style, This number may be reduced when different set-ups are used

Performing Arts Center: 709 Maximum (includes pit seating). If entire stage area is being used then this number will decrease.

MAC Playhouse: 298 Maximum

College Center: U219 – 150 people lecture style. U220 – 150 people lecture style. Combined – 300 people lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

CALL EVENTS MANAGEMENT (5028) FOR MAXIMUM OCCUPANCY OF OTHER ROOMS

8. The Office of Events Management must be consulted for proper placement and attachment of signs. *Hanging/taping of signs on all painted surfaces is prohibited.*

9. Tables, pianos, lecterns and media equipment must be moved by designated Kingsborough personnel.
10. All of the equipment, in KCC event facilities (including the theaters), is operated exclusively by trained Kingsborough staff members. If any of this equipment is needed, please call Events Management to insure that the appropriate staff and equipment will be available.
11. Under no circumstances will any dangerous weapons as defined by the New York State Penal Code be allowed on campus except for use by authorized security personnel.
12. All security and public safety procedures must be followed (including the use of metal detectors).
13. The Office of Public Safety will have the final word on all security and safety related issues that may arise during a scheduled event, including, the cancellation of such event if it becomes apparent that there is risk of injury to persons or college property.

If you experience any problems with the lights or the sound equipment, please do not try to correct it yourself. Call Events Management (ext. 5028) and someone will respond to your problem.

The Office of Events Management staff are here to assist you in using college facilities safely and comfortably. Please let us know your needs in advance of your event so that we may have everything prepared for you. Of course, if you experience any difficulty during your event, please call ext. 5028 and we will respond to your needs.

Kingsborough Community College

Office of Student Life

Phone: 718.368.5597 – Fax: 718.368.4801

STUDENT LIFE ROOM RESERVATION REQUEST

Completion of this form does not guarantee reservation of space for your event or program. Please fill out the form completely. Form must be completed and submitted with respect to the Planning Timeline set by the Office of Student Life. Forms submitted after the deadline will be discarded.

Individual Completing Form: John Smith Club/Organization: KCC Club

Phone: Ext. 1234 Email: Jsmith@email.com

Name of Event: Holiday Party Requested Date: MM/DD/YYYY

Event Time: (Pre- Access) 2:30 PM (Start) 3:00 PM (End) 5:00 PM (Breakdown)

Requested Room: (1st Choice) U-219 (2nd Choice) MAC (3rd Choice)

If Outdoor Event: (Rain Date) _____ OR (Rain Location) _____

Description of Event: _____

Estimated Attendance: _____

Room Setup (indicate quantity):

<input type="checkbox"/> Theater Style	<input type="checkbox"/> U-Shaped	<input type="checkbox"/> Refreshment Tables	<input type="checkbox"/> Stage
<input type="checkbox"/> Classroom Style	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Fashion Show	<input type="checkbox"/> Podium
<input checked="" type="checkbox"/> Banquet Style	<input type="checkbox"/> Head Table	<input type="checkbox"/> Party	<input type="checkbox"/> Line
<input type="checkbox"/> Conference Style	<input type="checkbox"/> Chairs in a Circle		

Other/Custom: _____

A/V Needs: _____

Will there be a: Guest Speaker DJ Live Band Off-Campus Vendor _____

Food: Yes No Just Pre-Packaged Snacks/Drinks _____

If yes, please select one: ^{2:30 PM} On-Campus Caterer Off-Campus Caterer Caterer: _____

Will tickets be sold? Yes No If yes, how many? _____ Price: Student _____ Non-Student _____

Is Press expected: Yes No If yes, from where? _____

Signature of Individual Completing form _____ Date _____

Signature of Faculty/Staff Advisor _____ Date _____

Signature of the Director of Student Life _____ Date _____



Room Available: Yes No Location: _____ Date: _____ Time: _____

Notes:

Complete this form if order is being paid with KCC Association Funds

Food Order Form for Student Groups

Requester's Name: John Smith / KCC Club/Organization Name

Title: President Tele. Ext.: 1234

Office: Room number Mail Code: SL

Food Item (If more space is needed attach a separate piece of paper to this form)	Quantity	Price Per Unit	Total Cost Per Item
Pizza	3		\$55.00
Soda	For 20 people		50.00
Total Expenditure			\$ 205.00

Name of Event: <u>Open House</u>			
Purpose of Event: <u>To recruit new members</u>			
Date of Event: <u>MM/DD/YYYY</u>	Start Time: <u>11:00 AM</u>	End Time: <u>3:00 PM</u>	
Location of Event: <u>M-239</u>	Expected No. of People: <u>20</u>		

Source of Funds: Club Organization Name

Approved By: _____ Date: _____
 Type Name of Faculty/staff advisor Here: _____

Approved By: _____ Date: _____
 Type Name of Faculty/staff advisor Here: _____

Kingsborough Association Representative: _____
(signature)

Order received by Events Management on: _____
Reviewed and Initialed by: _____ Forwarded to Panda House on: _____

**Kingsborough Community College
Department of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801**

FACULTY/STAFF ADVISOR ATTENDANCE AT A GROUP EVENT FORM

1. Organization: **KCC Organization**

2. Type of Event: **Holiday Party**

3. Date of Event: **MM/DD/YYYY**

4. Time of Event: **6:00 PM** Starting **10:00 PM** Ending

5. Location: **U-219/220**

6. Number of Persons Expected to Attend: **150**

Please read and Sign

I understand that a minimum of one (1) Faculty/staff advisor is required at all student sponsored events. I must be present for the entire event listed above.

Signature of Faculty/staff advisor

Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Post Event Evaluation

1. Organization: _____

2. Event Title and Type of Event: _____

3. Date of Event: _____

4. Official Time of Event: _____

_____	_____
Start Time	End Time

5. Actual Time of Event: _____

_____	_____
Start Time	End Time

6. Was there a faculty/staff advisor at your event? Yes ____ No ____

7. Number of Guests at the event: _____

8. How was the event advertised: _____

9. Was there a Co-Sponsor(s): Yes ____ No ____ If yes, then who? _____

10. Were there performers at the event? Yes ____ No ____ If yes, then who? _____

11. Did your performers arrive on time? Yes ____ No ____

12. Were there problems at the door? Yes ____ No ____

13. Were there any problems with security? Yes ____ No ____

If you selected yes, then why? _____

14. Was there a post-event wrap-up meeting? Yes ____ No ____

15. Describe the successful aspects of the program: _____

16. Describe the negative aspects of the program: _____

17. Was all paperwork submitted for reimbursement? Yes ____ No ____

18. Were all bills paid on time? Yes ____ No ____ If no, then why? _____

19. Were monies brought to KCC Association (A-228) within 24 hours of the event? Yes ____ No ____
If no, then when? _____

20. Did the organization write thank you notes to all sponsors and volunteers? Yes ____ No ____

21. Would you recommend this program again? Yes ____ No ____ Why? _____

Additional Comments: _____

Please Read and Sign

I attest that all of these statements are true.

Print Name of Club Officer & Title

Signature of Club Officer

This form must be submitted to the Office of Student Life (C-123) no later than a week after the event takes place.

PERFORMANCE AGREEMENT

AGREEMENT made as of MM/DD/YYYY, between the Cub Name of Kingsborough Community College, Association, Inc., located on the campus of Kingsborough Community College (“College”) at 2001 Oriental Blvd, Brooklyn NY 11235 (“Association”), and the artist listed below (“Artist”) by and through its agent and legal representative, if an agent is listed below (“Agent”).

ARTIST	
Name of artist/company John Smith	
Contact Person (if other than above)	Title
Address 1234 Address Avenue, City, State, Zip	
Phone Number 123-456-7891	E-mail Address JSmith@email.com
EIN/SS#: 123-45-6789	
AGENT (if any)	
Name of Agent	
Contact Person (if other than above)	Title
Address	
Phone Number	E-mail Address
PERFORMANCE SERVICES	
Description of Performance: DJ Services	
Date(s) of Performance: MM/DD/YYYY	Time(s) of Performance: 6:00 – 10:00 PM
Location of Performance: U-219/220	
FEE	
Fee for services \$600.00	Travel or other agreed expenses N/A

SPECIAL ARRANGEMENTS:

Riders are attached to this Agreement: Yes No

The terms and conditions of this Agreement follow on the next page.

TERMS

In consideration of the mutual covenants and conditions herein contained, the parties agree as follows:

1. PERFORMANCE SERVICES

(a) The Artist shall provide the performance services ("Services") on the date(s) and time(s), and at the location, set forth on page one of this Agreement.

(b) No substitution of artists or speakers will be allowed without the prior written consent of the Association. The Association reserves the rights either to cancel the performance or renegotiate the fee with an appropriate reduction if substitutes appear for any or all the principals constituting the Artist.

2. PAYMENT

(a) The Association will pay Artist a fee for all Services in the amount set forth on page one of this Agreement. Payment to Artist is due after completion of the Services and will be made by check to the Artist unless the Artist provides other instructions in writing that are approved by the Association.

(b) If the Artist does not begin the Services at the starting time noted above, the Association reserves the right to: (i) cancel this Agreement; (ii) reschedule the performance(s) for another date; or (iii) permit the Services to be rendered. If the Association decides to permit the Services to be rendered, the Services must be for the full length of time identified in this Agreement, or at the option of the Association, the Services will be rendered for a shorter period and the Artist will be paid in an amount pro-rated to reflect the actual time the Services were rendered. The Association is solely responsible for the payment to the Artist, and none of the College, The City University of New York ("University"), the City of New York, the State of New York, or their respective agents, employees, officers, directors, and trustees are parties to this Agreement, nor are any of them responsible for such payment.

(c) The amount of travel expenses approved by the Association, if any, are indicated on page one of this Agreement and will be paid to the Artist by the Association upon submission of receipts.

3. AGENT'S WARRANTY. If this Agreement is signed by the Agent, the Agent warrants that it has full and current legal authority to act on behalf of Artist.

4. TERMINATION. The Association may terminate this Agreement with or without cause provided written notice is given to the Artist at least five days prior to the date the Services are to be rendered. Shorter notice may be given if an unforeseen event occurs which in the judgment of the Association may affect the performance or the benefits of the performance to the College.

5. COMPLIANCE WITH RULES AND REGULATIONS. The Artist is an invitee on College property for the purposes of rendering the Services. The Artist agrees to comply with all rules, regulations and policies of the College and the Association, and to comply with lawful directives of representatives of the College and Association acting in their official capacity, including without limitation security and guest policies, tobacco policies, and volume levels for amplifiers and speakers that may be used by the Artist. The deliberate failure by the Artist, its agents, officers, or employees to comply with lawful directives issued by representatives of the College and Association in their official capacity and for the purpose of public order will constitute a breach of this Agreement.

6. SECURITY. All security for the performance, if held on College premises, will be made under the control and supervision of the College. Frisking or other searches are not permitted, except by law enforcement officials. Any special security arrangements must be approved by the President of the College or his/her designee prior to the performance.

7. LICENSES AND PERMITS. The Artist must, at its expense, procure in advance of the performance of the Services, any and all licenses, certificates, permits and approvals required for the proper and lawful conduct of the Services ("Permits"), including without limitation, any and all Permits required in connection with performance, display or other use of another's intellectual property. For the avoidance of doubt, this means that the Artist is responsible for procuring and paying for all rights for the performance, including but not limited to, music, script, performers, stage direction, choreography, scenic, costume and lighting design, etc. At the Association or the College's request, the Artist must submit the Permits for inspection. The Artist must at all times comply with the terms and conditions of each Permit.

8. INDEPENDENT ENTITY

(a) Notwithstanding any other provisions of this Agreement, the Artist's status is that of an independent contractor and not that of an employee or agent of the sponsoring student organization, the Association, the College, or the University. All personnel furnished by the Artist under this Agreement, if any, shall at all times be deemed to be employees of the Artist, and the Artist shall be responsible for their work, direction, and compensation. Nothing in this Agreement shall be construed to impose any liability or duties upon the Association for the performance of services by any third party hired or otherwise engaged by the Artist.

(b) Nothing in this Agreement shall impose any tax liability upon the Association, including, but not limited to, federal, state, and local income taxes, unemployment insurance, or social security tax, incurred by the Artist. The Artist agrees to indemnify the Association and hold it harmless from any and all claims for such payments by taxing authorities, including but not limited to fines, penalties, levies, and assessments, for failure to withhold or remit such payments.

9. NON-DISCRIMINATION. The Artist agrees that in performance of the Services, it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status, and that it will comply with all applicable laws, rules, regulations and ordinances of the United States and the State and City of New York with respect to the Services.

10. CONFLICT OF INTEREST. The Artist represents that no monetary or other form of remuneration has been given, offered or promised to anyone in order to induce the Association to enter into this Agreement, and that during the performance of this Agreement, no remuneration will be given, offered or promised to any trustee, director, officer, employee, student, or agent of the Association, College, or University, or to any other director, officer, employee, or person whose salary is payable in whole or in part from the treasury of the City or State of New York.

11. INDEMNIFICATION. The Artist agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to the Artist's performance of the Services, or to the activities of the Artist's directors, officers, employees, volunteers, contractors, and agents in connection with or related to the Services. The Artist shall protect, indemnify, and hold the Association, the College, the University, and the City and State of New York, and their respective directors, officers, employees, agents, students, and invitees from any and all claims, suits, causes of action, liabilities, losses, damages, and expenses (including, but not limited to, attorney's fees and court costs in connection with any such matters) to which the Association, the College, the University, City of New York, and/or State of New York may be subjected arising out of or relating to: (a)

injury to person or property, or wrongful death, that may result from any negligence, intentional wrongdoing, malpractice, or incompetence of the Artist, or anyone employed or engaged by the Artist, in connection with the performance of the Services; or (b) any breach by the Artist of this Agreement or any of the Artist's representations or warranties set forth in this Agreement.

12. **INSURANCE.** The Artist shall maintain with a licensed carrier authorized to do business in New York (a) workers compensation insurance covering its employees, if any, as required by law and (b) commercial general liability insurance for personal injury (including death) and property damage with a combined single limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The commercial general liability policy shall cover all liability assumed by the Artist under this Agreement. The policy shall name the Association, the College, the University, and the City and State of New York as additional insureds. The Artist shall provide proof of such coverage in advance of the performance of the Services.

13. **TAPING, ETC.** The Artist hereby authorizes the Association and/or the College to photograph, videotape, audiotape, and/or otherwise document by any such means as are now available or may be available in the future, the Artist's performance and to use this documentation in whole or in part, for the University's educational, research, archival and promotional purposes.

14. **MISCELLANEOUS.**

(a) The Artist's obligations under this Agreement may not be assigned, subcontracted, or transferred without the prior written consent of an authorized representative of the Association.

(b) This Agreement, including its exhibits and riders, all of which are incorporated into the Agreement, contains the entire understanding of the parties hereto, supersedes all previous oral or written understandings, representations, or agreements to the extent that they related to the subject matter of this Agreement, and may not be modified by either party unless such modification is in writing and signed by an authorized representative of each party.

(c) Waiver by either party of a breach of any provision of, or right under, this Agreement shall not operate or be construed as a waiver of any other or subsequent breach of the same provision or right, or of any other provision or right under this Agreement.

(d) If any provision of this Agreement, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect any other provision that can be given effect without the invalid provision or application, and to this end the provisions hereof shall be severable.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

(f) This Agreement is governed and construed in accordance with the laws of New York State, without regard to principles relating to conflicts of law, except where the Federal supremacy clause requires otherwise. The courts of the State of New York in New York County and the United States District Court for the Southern District of New York shall have exclusive jurisdiction over the parties hereto with respect to any dispute or controversy between them arising under or in connection with this Agreement.

(g) This Agreement and the obligations of the parties are subject to conditions beyond their reasonable control, including without limitation illness, accidents in transportation or otherwise, failure of instruments or equipment, fire, flood, strikes, riot, acts of God, etc. If either party is prevented from carrying out its obligations under this Agreement for such reason, neither party will be under any obligation to present the performance at a different time, nor to compensate the other for any services or expenses incurred in connection with such performance.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have signed this Agreement as of the day and year first written above.

ASSOCIATION

ARTIST

By: _____
(Signature)

By: _____
(Signature)

(Printed Name and Title)

(Printed Name and Title)

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**Kingsborough Community College
Office of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801
REQUEST FOR EXPRESSIVE ACTIVITY**

Any individuals who wish to schedule an expressive activity are required to fill out this form and meet with a representative from the Office of Student Life and Public Safety. Expressive activities are defined as, but not limited to, the carrying or displaying of signs or placards, leafletting, marches, rallies, parades, demonstrations, protest, speeches, circulation of petitions. The college supports the right of individual students, faculty, staff and student club/organizations to participate in expressive activities provided said activities do not disrupt normal activities or infringe upon the rights of others. The College will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations.

Name of Individual Completing Form: _____

Phone: _____ **Email:** _____

Club/Organization Affiliation: _____ **Circle One:** Student Faculty Staff Other

Reason for Expressive Activity: _____

Description of Expressive Activity: _____

Requested Date: _____ **Requested Time:** _____ **Est. Attendance:** _____

Requested Location: _____

By signing below, I certify that I have read, understand and I agree to all college policies, rules and regulations, and local, state and federal ordinances and statutes. Although persons who are not members of the student body, faculty or staff may participate in expressive activities upon invitation by a bona fide student, faculty or staff member organizing or participating in said expressive activities, they must also be obligated to the terms of this policy. Individuals who invite non-university participants may be held accountable for such participants' compliance with this policy.

Coordinator's Signature: _____ **Date:** _____

Faculty/Staff Advisor's Name & Signature: _____ **Date:** _____

Submission of this form does not guarantee approval of expressive activity.

The College reserves the right to determine the time, place, and manner of all expressive activities.

Approved: _____ **Denied:** _____ **Approved By:** _____ **Date:** _____

Approved Date: _____ **Approved Time:** _____ **Approved Location:** _____

Notes/Stipulations: _____

Kingsborough Community College - Office of Student Life
Phone: 718.368.5597 – Fax: 718.368.4801

REQUEST TO TRAVEL

All off campus travel must be approved by the Office of the President. The form below must be filled out completely. Completion of this form does not guarantee approval of off campus travel. Form must be submitted to C-123 at least 15 business days prior to travel date.

Club/Organization: KCC Organization

Name of individual completing form: John Smith **Position:** President

Phone: 123-456-7891 **Email:** Jsmith@email.com

Location of Trip: NYC Museum

Date(s): MM/DD/YYYY **Time:** 10:00 AM

Est. Attendance Students: 15 **Faculty/Staff:** Prof. Jones

Purpose of Trip: To see exhibit relating to club's mission.

Mode of Transportation: Train

Chaperones: Prof. Jones

There must be (1) full-time KCC faculty/staff member on the trip for every (25) students.

Travel Costs

Source of Funds: Organization's budget

Transportation: \$9.00 **Admission:** \$5.00

Registration: n/a **Lodging:** n/a

Food: \$5.00 **Other:** n/a

Total Cost of Trip: \$190.00 **Cost Per Individual:** \$19.00

Ticket Fee Per Person: \$10.00

Students must contribute at least \$10 towards the cost of his/her ticket or cover the "Cost Per Individual", whichever is less. Non-KCC students (including Faculty or Staff not serving as chaperones) attending the trip must pay the full "Cost Per Individual". If the "Cost Per Individual" is greater than \$100, students are required to pay at least \$10 or amount above \$100, whichever is greater.

Additional Notes: _____

For Office Use Only:

Director of Student Life: _____ **Dean of Students:** _____

Approved: _____ **Denied:** _____ **Date:** _____

President: _____

Notes/Stipulations: _____

Approved applications must be attached to any and all paperwork for process of payment



CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM

The [Off-Campus Student Travel Approval Form](#) must be completed by the Trip Sponsor and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one (1) month prior to travel. All organized travel is expected to follow the **CUNY Student Domestic Trip and Travel Guidelines**. These Guidelines can be found at <http://www.cuny.edu/academics/programs/international/faculty.html>. This Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.

To Be Completed by the Trip Sponsor.

Type of Trip: Academic Field Trip Student Organization Travel Other: _____

Name of Department/Student Club/Organization: _____

If the trip is Academic, identify the Course and Section: _____

Trip Sponsor Name: _____ Status: Faculty Staff
(please print legibly)

Title of Trip Sponsor: _____

Name of College: _____

Cell Phone: () _____

Alternative Phone: () _____

Email: _____
(most frequently checked email address)

Will the trip sponsor be accompanying participants on the Travel/Event/Activity? Yes No
(If you responded "No", please fill out the next page to provide the contact information for the Trip Chaperone or Trip Contact Person.)

If the trip chaperone is different from the trip sponsor, please complete the following information. If you have more than one trip chaperone, please attach an additional page with complete information. If there is no trip chaperone, provide the information for the trip contact person.

Choose One: Trip Chaperone Trip Contact Person

Name of Trip Chaperone/Trip Contact Person: _____
(Please print legibly)

Title of Trip Chaperone/Trip Contact Person: _____

Name of College: _____

Are you a club officer? Yes No If yes, which office: _____

Cell Phone: () _____

Alternative Phone: () _____

Email: _____
(most frequently checked email address)

Approval (Signatures Required)

By signing, I certify I have read the **Domestic Trip and Travel Guidelines** and agree that the proposed activity satisfies all requirements.

Name of Trip Sponsor

Signature of Trip Sponsor

Date

The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief Academic Officer or Chief Student Affairs Officer.

Name of Chief Academic Officer or Chief Student Affairs Officer

Signature of Chief Academic Officer or
Chief Student Affairs Officer

Date

Destination of Travel/Event/Activity: _____

Description of Travel/Event/Activity: _____

Purpose of Travel: _____

Number of Students: _____

Dates of Travel: Departing Day: _____ Time: _____

Returning Day: _____ Time: _____

Transportation (*Check all that apply*): Car Rental Train Plane

University Vehicle Contracted Bus Service

Other _____

Transportation Details (*Please provide relevant details*): Driver's Name: _____

DMV Number of Driver: _____ Rental Service: _____

Name of Bus/Train/Airline Co.: _____ Flight/Train Number(s): _____

Will the travel require overnight lodging? Yes No
(If yes, please complete the next section.)

Name of Accommodation: _____

Type of Accommodation: Hotel Hostel College Residence Hall

Retreat Center Personal Home Conference Center

Other _____

Phone: () _____

Address: _____

City: _____ State: _____ Zip: _____

** Attach additional sheets as necessary.*

Please attach a complete trip itinerary and any other relevant attachments.



CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without the approval from OGC.

PART A - To be completed by the Trip Sponsor and then distributed for completion by participating students

Description of Activity

(“College”) of The City University of New York believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Off-Campus Travel Participation, Waiver, and Emergency Contact Form and submit it to the Trip Sponsor prior to the Activity.

Description of Activity:

Destination of Activity:

Date(s) of Activity:

Name of Trip Sponsor:

Title of Trip Sponsor:

Name of Trip Chaperone/Contact Person:

Telephone Number of Trip Chaperone/Contact Person:

PART B - To be completed and signed by the participating student and, if under 18, his/her parent or legal guardian

Participation, Waiver and Release, and Emergency Contact Information

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks and hazards not found in study at the College, including risks involved in traveling, and I have sought and obtained information and advice that I feel are necessary and appropriate. I am fully aware of and voluntarily assume the risks and hazards connected with participating, and I hereby voluntarily elect to participate in the Activity. I acknowledge, accept, and assume all such risks, whether or not foreseeable and whether or not caused by the negligent or intentional acts or omissions of others.
2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise

not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them ("Released Parties") for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.
4. I will become informed of, and will abide by, all such laws and standards surrounding the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus. I will comply with the University's rules, standards, and instructions, for student behavior generally and for the Activity, including the College's Code of Student Conduct and the Henderson Rules of Public Order (collectively, "standards"). I acknowledge and understand that my compliance is important to the success of the Activity and to the University's/College's willingness to permit future similar activities. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.
5. I agree that the University has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the Activity, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the University, the Activity or other participants. If I am terminated from the Activity, I consent to going home at my own expense with no refund of fees.
6. I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance.
7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, injuries (including death), damages, or loss arising out of my failure to disclose such conditions or problems.
8. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances. I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.
9. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.
10. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.
11. I agree that should any provision or aspect of this Off-Campus Activity Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.
12. This waiver and release represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

13. I am printing my contact information below:

Name of Participant:

CUNY ID:

Local Address:

City:

State:

Zip:

Cell Phone:

Email address:

14. I am printing my **emergency contact information** below:

In case of emergency, notify:

Name:

Relationship:

Phone numbers: day

evening

15. Check one:

I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

I wish to participate in the Activity, I have read and completed this Off-Campus Activity Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily.

Date:

Signature: _____

If participating student completing and signing this form is under the age of 18, then the following pages must be completed and signed by the student's parent or legal guardian.

IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING:

1. I am the parent or legal guardian of the student named above who signed above.
2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that the student is expected to behave responsibly and to follow the University's discipline code and policies.
4. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for the student.
5. I have read this Off-Campus Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by the student is accurate and complete.
6. I am and will be legally responsible for the obligations and acts of the student as described in this form, (including such parts as may subject me to personal financial responsibility),
7. I agree, for myself and for the student, to be bound by its terms.

Print First and Last Name of Parent or Guardian

Signature of Parent or Guardian

If student is under the age of 18 and the Activity includes overnight stay(s), then the parent or guardian's signature must be notarized.

STATE OF _____)
 COUNTY OF _____)

ss.:

On the day of in the year before me, the undersigned, personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

 Notary Public

Kingsborough Community College

Department of Student Life – C-123
 Phone: 718.368.5597 – Fax: 718.368.4801

Team (non-athletic) Competition Travel Request Form

Name of Student Organization: _____

Name of Person Completing this Form: _____

Today's Date: _____ Destination: _____

Address: _____ City: _____ State: _____

Nature of Competition: Attach supporting documents (letters, programs, etc.) _____

Has this organization competed in this competition before? _____ Yes _____ No
 (Indicate results e.g., 1st place, etc.)

Number of Team Members: _____

Number of Official Advisors: _____

Student Name(s): _____

Mode of Transportation: _____

(Bus rentals require a Purchase Requisition completed at least four (4) weeks prior to the date of the trip.) Follow instructions in the travel guidelines.

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Departure Location: _____

Return Location: _____

Club Faculty/staff advisor's Signature

Faculty/staff advisor's Consent: My signature below indicates that I have agreed to accompany the student organization identified above on the trip listed.

Attending Faculty/staff advisor's Name (1) (print)	Signature	Date
Attending Faculty/staff advisor's Name (2) (print)	Signature	Date
Student Organization Officer's Name (print)	Signature	Date
Office of Student Life Designee (print)	Signature	Date
Board of Directors' Approval (print)	Signature	Date

Kingsborough Community College
Department of Student Life – C-123
Phone: 718.368.5597 – Fax: 718.368.4801

Team Competition Cost Checklist

Organization/Team: _____ Contact Person: _____

Submission Date: _____ Competition Name: _____ # of Competitions
 this year: _____

Has team participated in this competition before? Yes No Results: _____

A.	Projected Costs:	
	1 - Student Team	2 - Advisor(s)
	a. Transportation: \$ _____	a. Transportation: \$ _____
	b. Accommodations: \$ _____	b. Accommodations: \$ _____
	c. Food: \$ _____	c. Food: \$ _____
	d. Registration Fees: \$ _____	d. Registration Fees: \$ _____
	e. Other (specify): \$ _____	e. Other (specify): \$ _____
	f. Team Total: \$ _____	f. Advisor Total: \$ _____
	g. Expected # of people: _____	g. Expected # of advisors: _____
	3 – Total Expected Cost (add 1f + 2f)	\$ _____
B.	Club Contribution:	\$ _____
C.	Requested Funding (subtract B from A3):	\$ _____
D.	Amount Approved:	\$ _____
E.	Additional Comments:	

 Signature of Team Competition Committee Chairperson _____
 Date

Kingsborough Community College
Office of Student Life
Phone: 718.368.5597 – Fax: 718.368.4801

PRIZE AWARD RECEIPT

This form is to be completed by any individuals who receive a prize awarded by Kingsborough Community College prior to redemption of the prize/award.

TO BE COMPLETED BY ISSUING DEPARTMENT/CLUB/ORGANIZATION:

Sponsoring Group (budget line): _____

Event: _____ Event Date: _____

Description/purpose of Event: _____

Prize/Award: _____

Fair Market Value of Prize/Award: _____

Notes: _____

SELECT ONE:

Wagered Event _____

Cost of Wager (ticket, raffle, etc.): _____

Is the amount of the prize, less the wagered amount, greater than \$600? (Circle one) Yes No

If yes, is the prize 300x the amount wagered? (circle one) Yes No

If the fair market value of the prize/award is \$600 or more, less the amount wagered, and 300 times the amount of the wager, a W-2G will be issued. Amounts of prizes/awards must be included in your income as required by law. Your signature below acknowledges the terms of the prize received as described above.

Non Wagered Event _____

If the prize or award you received is goods or services, you must include the fair market value of the goods or services in your income. A Form 1099-Misc. may be issued to you at year-end, governed by IRS regulations. Your signature below acknowledges the terms of the prize received as described above.

TO BE COMPLETED BY PRIZE RECIPIENT:

Legal Name: _____

Address: _____

Phone Number: _____ SS #/ITIN# (circle one): _____

I certify that the information provided above is correct and that I have received the prize described.

Signature: _____ Date: _____

College Council Constitution

Article I: Function

Section I

The College Council shall be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefore, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, shall reserve the right to confer degrees. The Council shall make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.

Section II

Upon petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such petition to the President, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision shall be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.

Section III

All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees shall be presented to the Board by the President, together with his/her own recommendations.

Article II: Meetings

Section I

The College Council shall meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings shall be incorporated into the College calendar.

Section II

Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.

Section III

Meetings of the College Council and committees of the Council shall follow Robert's Rules of Order.

Section IV

The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.

Article V Powers and Duties of Committees

Section I

The duties of the committees follow:

- a) Committee on Committees: shall name the members of each of the other standing committees and determine the number of members, with the exception of the Steering Committee, from a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.

KCC College Council Constitution and Bylaws Revised Version – April 2009 v

The committee shall name replacements to standing committees, with the exception of the Steering Committee, from the list of preferences of each member, which it shall maintain.

The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.

- b) Steering Committee: shall prepare the agenda for the College Council meetings. The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.

The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.

The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).

- c) Curriculum Committee: shall be concerned with the formulation, development, modification, and evaluation of curricula.

The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by

appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education). The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.

The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

The committee shall report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

- d) Instructional Committee: shall develop and periodically review and revise instruments and procedures to provide evaluative data on instruction and instructional effectiveness, including student evaluation of instruction and peer review of instruction. The data provided by the KCC College Council Constitution and Bylaws Revised Version – April 2009 vi instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee shall receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, who shall refer such proposals to the appropriate departments and the Chief Academic Officer for purposes of recommendation and evaluation.

- e) Legislative Committee: shall be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.
- f) Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.

The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on

the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.

- g) Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

Section II

- a) Each standing committee shall elect its own Chairperson and Secretary.
- b) Each standing committee shall meet regularly and keep minutes of its meetings.

N.B. Consistent with the Governance Charter, standing committees shall be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.

ARTICLE VI-AMENDMENTS (Proposed Amendments)

- a) Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments shall then be submitted to the Legislative Committee for its consideration.

KCC College Council Constitution and Bylaws Revised Version – April 2009 vii

- b) Amendments shall be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.
- c) Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.
- d) All petitions for repeal of an amendment shall be considered in referendum once a year. At such referendums, an amendment shall be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority shall be determined by the numbers who participate in each referendum.
- e) All proposed amendments or repeal of amendments must be approved by the Board of Trustees.

APPENDIX

Appendix I. College Committees

There shall be the College Committee on Admissions and Academic Standing, the College Committee on Academic Review, and the College Student Discipline Committee.

The College Committee on Admissions and Academic Standing shall be concerned with reviewing requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation. The College Committee on Academic Review shall be concerned with hearing appeals of students of the rulings of the Committee on Admissions and Academic Standing, appeals of students on grades and appeals on waivers of College academic requirements.

The College Student Discipline Committee shall be concerned with hearing allegations against students by members of the instructional staff, employees of the College, or other students; conducting hearings; making judgments and recommending penalties to the Dean of Students.

The duty, composition and method of operation of the above mentioned college committees shall be established in the manner in which these committees functioned prior to the implementation of the College Governance Plan.

The above mentioned committees shall become Committees of the College reporting their decisions to the appropriate College officer.

The college committees established above shall implement policy established by the College Council. Those subcommittees established by the Committee on Students to examine the operations and evaluate the performance of the various above mentioned College Committees will continue to make appropriate policy recommendations with respect to their areas of concern.

Constitution and Bylaws of CAB

Purpose - To provide a vehicle to charter student organizations, assist those organizations' existence, and to initiate and encourage inter-constituency activities and programs between student councils, clubs and the general population, through their related councils.

Bylaws

Membership - 3 representatives from each student council to be appointed or elected by that council, representing their council to CAB prior to the first general meeting.

Voting - Each council shall have 3 votes, said votes being cast by the three (3) representatives. All votes must be cast in person. (No proxies.) Substitute representatives may be assigned by the councils, with their names being submitted in advance to the Chairperson. The Chairperson only votes in the event of a tie. No less than 51 percent of those present and voting shall carry any issue except impeachment and amendments, which requires 2/3 vote.

Quorum - A minimum of seven (7) people shall constitute a quorum. The Chairperson is not counted in the consideration of the quorum. The council which the Chairperson represents may choose another representative for their council. There shall be no more than three (3) representatives from each council.

Powers

- A. CAB shall review all proposed organizations and make recommendations to the Kingsborough Association.
- B. Clubs seeking charter must go to their related councils for review and recommendation to CAB. Any club not recommended by CAB for charter may come before CAB (through the councils) repeatedly so long as they make an effort to conform to requirements for chartered organizations.
- C. CAB shall have the power to revoke any club charter.

Meetings

Meetings will be called as required. Regular meetings shall be held once each month. Members of CAB must be notified at least one week in advance, of all meetings in writing, except in special emergency circumstances. The secretary will be responsible for this notification. Meetings will be called by the Chairperson.

Officers

- A. Duties of Officers: (All officers shall be voted on by CAB representatives.)
 1. Chairperson:
 - a. Shall cause meetings to be called when appropriate;
 - b. Shall chair all meetings;
 - c. Shall encourage activities among councils, for clubs and for the general student population;
 - d. Shall maintain a communication link to all organizations on campus.

2. Vice Chairperson:
 - a. Shall chair all meetings when Chairperson is not present;
 - b. Shall carry out these duties specifically assigned by the Chairperson.
 3. Secretary:
 - a. Shall take minutes of all meetings;
 - b. Shall maintain records of all chartered organizations and their membership as well as their offices, faculty/staff advisors and time and place of meeting.
 4. Treasurer:
 - a. Shall keep accurate records of all expenditures of CAB and divide costs among all councils when appropriate.
- B. Term of Office

One full school year commencing in September. In the event an office becomes vacant, a replacement will be elected for the remainder of the term of office.

Parliamentarian - Faculty/staff advisor will act as parliamentarian.

Amendments - These bylaws may be amended at a meeting consisting of a quorum consisting of at least one (1) voting member of each council. Any amendment must be submitted in writing to CAB at a meeting, discussed at that meeting and may not be voted on until the next regularly scheduled meeting and discussed again at that meeting. A 2/3 vote is needed to pass the amendment.

In the event that the body of CAB sees the necessity for an emergency meeting, they may petition such a meeting with a 51 percent vote of voting members.

All meetings, except executive sessions are open to all spectators.

I. Non-Discrimination Policy

Statement of Principles

The City University of New York, located in a historically diverse municipality, is committed to engendering values and implementing policies that will enhance respect for individuals and their cultures. The University believes that, in order truly to benefit from this diversity, the University must foster tolerance, sensitivity and mutual respect among all members of its community. Efforts to promote diversity and to combat bigotry are an inextricable part of the educational mission of the University. Diversity among the University's many members strengthens the institution, promotes the exchange of new ideas, and enriches campus life.

The University does not condone and will not tolerate discrimination in employment or in its educational programs and activities.

The City University of New York continues to recognize the important need to maintain at each campus equal access and opportunity for qualified students, faculty and staff from all ethnic and racial groups and from both sexes.

Policy Statement

It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans.

Responsibility for Compliance

The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this Policy at his or her respective unit of the University.

Discrimination Complaints

The City University of New York is committed to addressing discrimination complaints promptly, consistently and fairly. There shall be an employment discrimination complaint procedure administered by each unit of the University. Students who believe they have been discriminated against in violation of this Policy should bring their complaints to the Chief Student Affairs Officer for investigation by the officer or his or her designee in accordance with this Policy.

Retaliation against any member of the University community who has made a complaint of discrimination is prohibited.