

# Graduate Student Club Information

THE OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES  
260 STUDENT CENTER

Phone: 516-463-6914  
E-Mail: [OSLA@Hofstra.edu](mailto:OSLA@Hofstra.edu)

## **Membership**

Membership in any club or organization shall consist of any graduate student enrolled at Hofstra University and paying graduate fees. Any graduate student is eligible to be an officer of any organization. All graduate students are eligible to vote in officer elections, referenda, and other organization-wide ballots. All graduate students vote equally. Elections should be held as soon as the club is approved and your advisor should be present.

## **Purpose**

The purpose of graduate student clubs and organizations is to advance graduate students' interests, identify and protect the rights of graduate students, provide a forum for public debate and promote graduate student participation in University affairs. The clubs and organizations are committed to affirmative action/equal employment laws and to prohibit discrimination on the basis of sex, race, ethnicity, religion, national origin, age, sexual orientation, disability, marital status, or veteran status.

# **HOW DO I START A NEW GRADUATE CLUB?**

At any time during the academic year, please hand in to room 260 Student Center the following: A written proposal for your club, including its purpose and goals. Why do you want to start this organization and how does it differ from organizations already in existence? Please already have secured an advisor who will work hands on with your organization. You must also submit at least 10 graduate students' signatures and Hofstra ID numbers that have agreed to be a part of this proposed organization. Do not forget to include a name, contact number, and email so that we can contact you for a meeting to discuss your proposal.

## **Constitution**

Upon OSLA approval of the new graduate club proposal, groups must submit a constitution outlining the mission and goals of the organization, membership eligibility and requirements, executive board (including faculty/staff advisor) responsibilities and selection procedures, and procedures for making amendments to the constitution. A sample constitution is available in the "Clubs and Organizations" section of the Undergraduate SGA website (<http://www.hofstra.edu/sga>). Groups may add/remove/change sections as relevant to their specific organization.

## **Budget Proposal**

In conjunction with the initial constitutions, new graduate student clubs and organizations who wish to apply for University funding must submit the enclosed Budget Proposal, outlining all requested funding. Groups must submit a new Budget Proposal for each academic year in which they request funding.

## **The Executive Board**

The following are guidelines to *help* each organization. Duties may be reassigned, and additional positions/committees may be created at the discretion of the graduate student group.

### **The President**

- Acts as a spokesperson for club/organization in the presentation of its positions and enunciation of its policies.
- Acts as group's representative at campus functions or appoints a designee from the group.
- Appoints and removes members of all committees, subject to confirmation by a majority vote of the members.
- Nominates and recommends the removal of candidates, subject to confirmation by a majority vote of the members.
- Chairs meetings of the Executive Board.
- Meets with advisor on a regular basis.
- Acts as a liaison between club/organization and other departments.
- Reports at each meeting a summary of his/her activities and such activities of committees which may be of interest to members.

### **The Vice President**

- Assists the President in the execution of his/her duties.
- Fulfills the responsibilities and duties delegated to him/her by the President.
- Assumes the role of the President in his/her absence.
- Assumes the role of the Secretary or Treasurer in their absence.
- Reports at each meeting a summary of his/her activities that may be of interest to members.

### **The Secretary**

- Records, publishes and reports the minutes of club/organization meetings.
- Assists the President with the dissemination of club matters to members/public.
- Maintains and distributes a membership list of the club/organization.
- Keeps historical records from the past to aid in transitions/continuity.
- Distributes typed minutes to all members and advisors.
- Reports at each meeting a summary of his/her activities that may be of interest to members.

## **The Treasurer**

- Manages all club revenues and expenditures.
- In conjunction with the Executive Board and future officers, prepares the club/organization budget for the following academic year.
- Provides an oral and written update on the state of finances to the Executive Board at least once every semester.
- Maintains a financial relationship with the OSLA budget coordinator, located in room 260 Student Center.
- Reports at each meeting a summary of his/her activities that may be of interest to members.

## **The Advisor**

**(All Organizations are required to have faculty/staff advisor)**

## **Whom to Look For**

- Someone with similar interests. Seek someone with whom your organization shares interests.
- Someone you can respect and respects your decision making ability. Someone who will challenge and support your club and its interests.
- Seek an advisor who knows quite a bit about your area, is enthusiastic about graduate students and your organization's issues.

## **Your Organization and Your Advisor**

- Meet regularly – if your advisor is not present at your club meetings, then you should insist on meeting once a month or at best every other week because it gives you motivation to make regular progress and it keeps your advisor aware of the organization's work. Prepare in advance for meetings with your advisor, and be ready to communicate all that has happened since your last meeting.
- Show your advisor the results of your work as soon as possible – this will help your advisor understand your progress and identify potential points for discussion.
- Communicate clearly – if you disagree with your advisor, state your objections or concerns clearly and calmly. If you feel something about your relationship is not working well, discuss it with him or her. Whenever possible, suggest steps they could take to address your concerns.
- Take the initiative – you do not need to clear every activity with your advisor. You must be responsible for your own ideas and progress.

## **Budgets for your Club**

A Budget Proposal must be handed in by May 31<sup>st</sup> of any given year for the following academic year (Newly formed groups may submit their Budget Proposal as soon as possible once their group proposal is approved by OSLA). This proposal must include all projected expenses for the ENTIRE following year (Fall and Spring semesters). It must include a detailed list of events/programs/expenses along with how much these events will cost. At the bottom please total the funding you will need. Your budget will then be evaluated and either approved or changes may be needed. Please use the budget worksheets enclosed in this packet for assistance.

To plan an event, you must have your paperwork in approximately 2-3 weeks in advance. Generally, single engagement contracts can be processed 10 days in advance. However, check requisitions required to pay for events may take longer than one week to prepare, so it is suggested you plan far in advance for all events.

Paperwork needed to secure a speaker or events include: Contracts, Check Requests, Purchase Orders, Insurance Forms, Travel Request forms, etc. All of these can be picked up in room 260 of the Student Center or found on line at the Student Leadership & Activities website or through CollegiateLink (<http://hofstra.collegiatelink.net>). We will not guarantee any payment if this paperwork is not submitted in time.

If you or anyone in your organization has purchased anything for your organization with your own funds and it is NOT allocated in your approved budget, you will NOT be reimbursed. If it was approved, you must submit a detailed, original receipt to get reimbursed. Receipts from restaurants must be accompanied by a Membership Roster including the names and ID numbers of all members present in order to be eligible for reimbursement.

## General Policies:

1. Each club will need to submit a roster to the Student Activities each September as to the membership of your club. Please include all members, positions, ID numbers, emails and advisor information.

**NOTE:** As of Fall 2010, roster and club information must be updated on Collegiate Link (<http://hofstra.collegiatelink.net>)

2. Meetings should take place every week (or bi monthly) during the fall and spring semesters, including partial weeks when school is in session. Location and time should be posted so that all students are aware of upcoming events.
3. An agenda for clubs should be generated for each meeting.
4. All organizations must maintain a minimum of ten (10) members at all times.
5. Hofstra University will not pay National Dues for any graduate club. Members are responsible for paying such dues.
6. Advisors and/or professors may never use club funds for any reason, nor can the club use these funds on behalf of their advisors/professors, with the exception of when the advisor/professor participates as part of a full-membership event.
7. **NO** allocations shall be given for the purchase of alcohol.

## Attending Conferences

Hofstra will only fund registration, room cost and transportation for conferences. Food, workshops, and all other expenses are to be paid by the participants. Generally, 2-4 members a year will be allocated money to attend a conference with the understanding that they will present what was learned to the remaining club upon their return.

It is strongly advised that clubs not fund conference registration, etc. for graduating students in their final semester. Advisors and Professors may never use club funds to attend a conference.

# GUIDELINES FOR GRADUATE CLUBS

1. Proposal must be signed by your advisor.
2. Rosters of all club members and their ID numbers must be submitted at the start of each semester before receiving funds.
3. Budget Proposal must be as detailed as possible. If at any time throughout the year your organization needs additional money, please provide a written proposal to Student Leadership & Activities.
4. Whenever attending dinners on or off campus, a sign-in sheet, including students ID numbers and advisor's approval must be submitted for reimbursement within 72 hours.
5. Club monies cannot be used to cover the cost of non-students or faculty.
6. No money spent without approval and/or any money spent that is not in compliance with the University policies runs the risk of not be reimbursed.
7. Cash advances in the amount of \$500 can be requested by the group advisor two weeks in advance for all events. Please follow all procedures outlined by Student Activities when submitting your cash advance receipts and any remaining cash. Any prior advances must be cleared prior to the issuing of a new advance.
8. Advisors and/or professors may never use club funds for any reason, nor can the club use these funds on behalf of their advisors/professors, with the exception of when the advisor/professor participates as part of a full-membership event.
9. **NO** allocations shall be given for the purchase of alcohol.

# ACCESSING YOUR FUNDING

The information listed below will be a guide for you as you prepare the necessary forms you are required to complete in order to use your club's money.

- You must fill out **REQUEST FOR FUNDING FORM** each time you request money from your budget.
- You can access your budget in the following ways:

## Purchase Orders

These are used for purchases over \$500.00. Any purchase orders totaling \$5,000.00 or more must have 3 bids attached. You cannot make a purchase and then complete a purchase order.

## Check Request

*These are used for purchases under \$500 or to pay performers, speakers, registration fees, reimbursements for approved out of pocket expenses etc.* Please attach the invoice, completed registration forms and completed contracts. Checks will be picked up by the OSLA office and we will contact you when ready.

## Lackmann Food Service

When ordering food for any event you must first go to the Lackmann Office (next to the Plaza Rooms) and speak with a representative who can guide you through CaterTrax System. Print out a copy of the invoice and fill out a REQUEST FOR FUNDING FORM for this purchase. The OSLA office will review and send it back to Lackmann as approved.

YOU MUST CONTACT LACKMANN IF YOU ARE GOING TO CANCEL THE ORDER. IF YOU DO NOT CONTACT THEM YOU WILL BE CHARGED THE FULL AMOUNT.

## Hofstra University Club

When making arrangements with the University Club, please bring the invoice to OSLA as soon as the event is done. You must fill out a check requisition we will have it brought to Accounts Payable for payment. Please keep a copy for yourself. Please keep in mind the University does NOT pay for alcohol, bartenders or gratuities to alcohol related charges. If you are serving alcohol, please make sure that the contract states "CASH BAR". The same goes for any off campus programs.

## Off-Campus Dinner Events

When working with an off-campus restaurant, many businesses require an advance deposit in order to secure space. Please submit a copy of the estimated invoice which reflects the necessary deposit amount, along with a Check Request and a Request for Funding form. When the final guarantee is made, please submit the final invoice, which should reflect the amount of the prior deposit, as well as the total amount still due, along with a Check Request and Request for Funding form. **NOTE:** Agreements with restaurants are considered contracts, and still must go through the contract process outlined below.

## **Booking Buses**

Hofstra University works with two pre-approved bus transportation providers: Educational Bus Transport, Inc and Coach USA. When utilizing either of these companies, groups must submit an itinerary/invoice from the vendor, a Purchase Order Request form, and a Request for Funding. Other bus companies are not approved by the university, and may not be utilized without prior approval from the university Legal Affairs Office.

## Travel and Cash Advances

1. **Travel advance** is money for food and transportation.
2. **Cash advance** is money advanced for club use. It is suggested that the club advisor take out a cash advance for the semester.
  - Fill out the Travel/Cash Advance form in its entirety including a check request form. If it is not filled out properly it will be returned to you and will delay your request.
  - You must have your Graduate Club Advisor sign for their approval and to accept responsibility for the money being advanced in their name.
  - When the check is ready the OSLA office will call you for pick up.
  - To resolve a Travel/Cash Advance, return itemized, paid receipts that show a detailed list of what was purchased, as well as the full amount paid, along with any remaining, unspent cash to OSLA.
  - For Advances given for specific events (dinners, workshops, conferences, etc), resolution paperwork must be returned to OSLA no later than 10 business days following the event.
  - For general advances taken out to cover general semester expenses, paperwork must be returned to OSLA no later than January 10<sup>th</sup> for Fall Semester advances, or June 10<sup>th</sup> for Spring Semester advances.
  - Advances may **not** be taken out for more than a semester, and must be resolved by the above deadlines.
  - Unresolved advances will be treated as taxable income to the group advisor.

## Contracts

There are 5 types of contracts

- Single Engagement Contract – Used when a vendor is providing a one-time service.
- Single Engagement Musician/Accompanist – Single Engagement with special clauses for performing artists
- Single Engagement Photographer/Videographer – Single Engagement with special clauses for photography/videography
- Guest Lecturer Contract – Used for paid speakers who are coming in to deliver a one-time lecture.
- Artist Contracts – The artist provides their own contract (not a standard Hofstra University form). Generally these contracts are \$2,500 or more, and may require a rider attachment and possibly insurance. This is determined by the University's Legal Department on a case-by-case basis. Artist contracts may take more time to process.

Signed contract, request for funding, completed Contract Information Sheet, and Check Request Form should be submitted to OSLA no later than 15 business days before your event is taking place. Incomplete/inaccurate paperwork will delay the request. All contracts must be reviewed and approved by the University's Legal Department **before** the contracted party is permitted to perform/provide their service. For contracts requiring an advanced deposit, the contract, Check Request and Request for Funding for the deposit amount only

can be submitted when the contract is submitted for approval. Final payment cannot be made until a contract has been fully approved.

**Other** (copies and faxes in the OSLA office)

- Copies of fliers can be made in the OSLA office at five cents per copy.
- Faxes may be sent through OSLA \$1/page.

## Notes

When you fill out Budget Requests you will need to include the following information:

<b>Fund</b>	<b>Organization Account</b>	
80660	81650	71002

Checks will be sent to OSLA in 260 Student Center and we will contact you for pick up. Remember to include your phone number so that we can contact you.

It takes about 10 business days, minimum, for your paperwork to be completed (except for copies). If you need more information or an appointment please call the OSLA office @ 463-6914.

**Attached are samples of all forms mentioned above for various requests. Please review these forms carefully. Incomplete forms will delay the processing of your request.**

# Graduate Student Organization BUDGET PROPOSAL

Graduate Student Organization Name (please do not abbreviate)		Today's Date
President's Name		Hofstra ID Number
Hofstra Email Address	Telephone Number	
Treasurer's Name		Hofstra ID Number
Hofstra Email Address	Telephone Number	
President's Signature	Treasurer's Signature	
<b>Advisor Name</b>		<b>Advisor Department</b>
<b>Advisor Email Address</b>		<b>Advisor Phone Number</b>
<b>Advisor Signature</b>		<b>Date</b>

## FOR OFFICE USE ONLY

<b>OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES</b>		<b>SIGNATURE</b>
<b>TOTAL AMOUNT OF BUDGET APPROVED</b>		<b>DATE</b>
<b>NOTES</b>		

Listed below are suggested areas to think about when submitting your proposal. These are guidelines to assist you in completing this form- not every area needs to be addressed and please feel free to add topics not mentioned. If you attach other information (Excel spreadsheet), you will still need to summarize the information in this sheet

Please supply dates (tentative) for all planned events. The more detail you give the better your chance for approval.

1. Kick-off Event Recruitment Meeting	TOTAL \$
2. Educational Workshops/Speakers: (We suggest co-sponsoring events with other clubs with similar interests.)	TOTAL \$
3. Social Programs: (Fundraisers and ticket sales can be used to off-set costs for social programs.)	TOTAL \$
4. Conferences: (Funding for conferences will cover air fare, hotel and conference registration only.)	TOTAL \$
5. Field trips: (Please highlight how the trip relates to your academic program ex. MBA traveling to Wall Street.)	TOTAL \$

6. Marketing/gifts: (These items would include flyers, posters and small purchases used to recruit new members or to have available for some end-of-the year ceremonies such as plaques, awards, etc.)	TOTAL \$
7. Supplies: (Please outline any costs/supplies that are critical to the functioning to the functioning of your group.)	TOTAL \$
8. Other:	TOTAL \$
<b>TOTAL REQUESTED</b>	







# Graduate Student Organization Request for Funding/Reimbursement

Graduate Student Organization Name (please do not abbreviate)		Today's Date	
Name of person submitting this form		Position in Organization	Hofstra ID Number
Hofstra Email Address		Telephone Number	
Name of event and brief description of expenditures: (Include location and ticket prices, if applicable.)			
Signature (By signing you acknowledge that all attached information is correct.)		Amount Requested	Date of Event
<b>Methods of Payments (Circle One)</b> <b>Purchase Request</b> – attached Purchase Request and quote. IF quote is over \$2500 three bids must be attached. <b>Check Request</b> – attach request along with invoice or Single Engagement, Guest Lecturer or Musical Accompaniment Contract. <b>Travel/Cash Advance</b> – attach Travel/Cash Advance form and Check Request. <b>Budget Transfer</b> – attach Hofstra University Budget Transfer Form.  <b>NOTE:</b> When requesting a payment for a restaurant or the University Club, a membership roster must be submitted within 10 days of your event. When holding an event at a restaurant, catering establishment or the University Club, all contracts must specify that it is a "Cash Bar". Cash advances must be cleared with ten days of your travel. Cash advances for the semester must be cleared by the last day of classes. No outside bank accounts are allowed.			
Advisor Name		Advisor Department	
Advisor Email Address		Advisor Phone Number	
Advisor Signature (I have reviewed the information and verify that these charges are directly related to this organization's programs)			Date
OSLA Budget Coordinator	Comments	Current Balance	Date
OSLA Advisor			Date
Comments			