



# **Undergraduate Student Organizations Handbook**

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**Hofstra University  
Office of Student Leadership and Engagement**

**260 Student Center  
osle@hofstra.edu 516-463-6914**

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Welcome PRIDE Family,

We extend a warm and sincere thank you from the Office of Student Leadership & Engagement (OSLE). This thanks is for all of your involvement to this point and in anticipation of the work you will produce during your time at Hofstra and beyond. Looking back on the memories that we have created so far, the table is set for us to raise the standard and create the best Hofstra University experience possible.

We all benefit from student engagement and OSLE is perfectly positioned to help you maximize your involvement. The combination of programming ideas, infused with student talent and dedication will result in the most dynamic, most engaging, most “BEST TIME EVER” shared experience. As partners, let OSLE make your time at Hofstra as memorable as possible with the hope that we are all transformed into the best version of ourselves. The following handbook covers necessary and vital information to ensure that you understand how to manage your organization and problem solve as issues arise. Allow this information to guide your decisions and processes and help you create a memorable student membership experience. Should you still have questions, know that we in the OSLE are here to assist you can provide guidance every step of the way.

YOU & OSLE, creating the future, one memory at a time!!!

The Office of Student Leadership and Engagement

The information contained in this handbook is for the reference of the Hofstra community regarding undergraduate student organization involvement. The information is not comprehensive and the Office of Student Leadership and Engagement reserves the right to update the information or enforce additional policies and procedures as needed. Questions and answers regarding the information contained within, rest with the Office of Student Leadership and Engagement in consultation with the office of the Assistant Vice President and Dean of Students. Please refer to the Guide to Pride for the complete and most up to date versions of the policies.

**Mission:**

The Office of Student Leadership and Engagement creates a dynamic co-curricular student experience to produce self-reflective, critically minded, and globally aware student leaders.

**Vision:**

Through active and engaged participation in both on and off-campus events, activities and organizations, OSLE empowers students to enhance their educational experience. This is accomplished through intentional programming that encompasses conferences, lectures, cultural immersion, socials, dance parties and other interactive opportunities that complement the educational mission of the University.

**What is a Registered Undergraduate Student Organization?**

A registered student organization (RSO) is a group of 15 Hofstra students who unite to promote or celebrate a common interest, and is recognized by the Office of Student Leadership and Engagement after a comprehensive registration process. RSO's at Hofstra must comply with all University policies as specified by the Guide to PRIDE. Hofstra is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws.

Membership and participation in undergraduate student organizations must be open to all undergraduate students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

**How Registered Student Organizations Fit In:**

Registered student organizations are an essential component of the overall campus experience at Hofstra University. They provide valuable learning experiences outside the classroom and create opportunities for students to develop personally and professionally. An engaged student is one who understands his or her personal responsibility and shows a willingness to connect interpersonally, behaviorally, and socially with a concept, a process, an event, or people.

We believe that community and campus involvement is a powerful vehicle for leadership and assists student organizations in their development with the focus of promoting leadership and personal growth. OSLE offers group & individual leadership education, officer resources, organizational consulting, event planning resources and more.

**Registered Student Organization Definitions:****Academic Good Standing:**

To be a member of any student organization at Hofstra University, students must remain in academic good standing as defined by the University. No student on academic probation as defined by the University shall be allowed to participate in co-curricular student organizations. Registered student organizations may have additional or higher criteria outlined in their constitutions for members.

**Advisor:**

A member from the university faculty or administrative staff, employed full-time by Hofstra University, who volunteers to mentor student leaders and represent the University on behalf of a registered student organization. All student organizations are required to have an advisor and all advisors must complete an advisor agreement outlining expectations. This process is coordinated in consultation with the OSLE.

**Registered Student Organization (RSO):**

An RSO is a group of Hofstra students who unite to promote or celebrate a common interest, and are officially recognized by the Office of Student Leadership and Engagement or Recreation and Intramural Sports. RSO's are considered active if they are visible on GetInvolvedHU.

**Member:**

A member of a registered student organization is an undergraduate student enrolled at the University during the academic term he or she participates in the organization. Members are expected to regularly attend meetings, programs and/or group events and functions. Non-students and students on a leave of absence and not registered may not participate in RSOs.

**Student Organization Officers:**

An officer of a RSO is an undergraduate student enrolled at the University throughout the duration of the time he or she holds office. Officers may be elected or appointed in organizations as per their constitution guidelines. All registered student organizations must have, at minimum, a President, Vice President, Treasurer and Secretary. The President shall be the official contact person for the organization and shall be accountable for all actions of the organization.

**GetInvolvedHU:**

GetInvolvedHU is the Hofstra University's designated e-portal for club and organization information, event requests, and communication. All organizations are required to maintain their GetInvolvedHU page as their official web page and clubs may maintain social media accounts provided those accounts are linked to GetInvolvedHU. All clubs are required to have a constitution, by-laws and/or operating procedures. Any organization that charges for services such as Hofstra Concert must provide a clear price list. These documents must be current within one years (12 months). Any organization that collects dues must also make note of these. All clubs must maintain at least 15 members on their club roster. This roster should be updated each semester and proof of membership maintained. Each club is required at a minimum to list the Advisor and elected officers on the organization roster publically. All GetInvolvedHU pages must adhere to the University policy regarding acceptable use of computing resources and follow ADA compliance guidelines.

**President's Roundtables:**

President's Roundtables are meetings sponsored by the Student Government Association and the Office of Student Leadership and Engagement. It is highly recommended that the student organization president attends. If the organization's president is unavailable, they may send another officer as their alternate. Each student organization should participate in the President's Roundtables each month. These meetings are designed to support stronger relationships between student organization leaders on campus while providing a more effective way to communicate and engage with our campus leaders and administrators. Weekly topics may include: upcoming programs, events, initiatives or campus issues.

All meeting dates, times and location can be found on GetInvolvedHU and reminder notifications will be sent via email to all organization presidents, primary contacts, and advisors at least two days prior to the scheduled meeting.

### **Categories of Registered Student Organizations:**

At Hofstra University, there are more than 200 student organizations subdivided into 12 categories, which provide a wealth of opportunities to get involved on campus. While groups may share an interest area, each group has a distinct mission and purpose. Here are the twelve interest areas of student organizations at Hofstra:

***Academic/Departmental Academic/Departmental Organizations:*** function, in a way, as an extension of a specific academic program or department. These organizations facilitate further growth within a given discipline, fostering opportunities for supplemental learning as well as professional development.

***Intercultural Organizations:*** facilitate the maintenance of and/or education relating to customary beliefs, social forms, and traits of a racial, ethnic, or social group. Intercultural organizations foster communication, understanding, and promote positive relations among cultural groups.

***Fraternities/Sororities:*** are those organizations (most recognized as single sex) that provide students with a social atmosphere while establishing standards in academics, philanthropy, community service and education. These organizations are exclusive (used to denote attaining membership in only one organization) and are initiatory by historical standards. There are enhanced guidelines that govern fraternities and sororities that are unique to these organization types.

***Social/General Interest Organizations:*** provide an opportunity to plan and participate in a variety of programs that provide students with support, social interaction and co-curricular opportunities outside of the classroom. These organizations promote events regarding topics of interest that enhance student learning inside the classroom through practical application outside the classroom.

***Governance Organizations:*** These organizations are tasked with working with specific populations on campus advocacy and creating policies and procedures for student organizations and promoting student interests.

***Graduate Organizations:*** These organizations are focused on graduate students enrolled in various graduate level courses and provides co-curricular engagement.

***Honorary Organizations:*** have a national affiliation and recognize students who have excelled in a particular area. Honorary Organizations strive to promote academic excellence among students pursuing a baccalaureate or graduate degree within a specific department or program at Hofstra or a population of specific students. Student organizations that fit this classification are inherently different from other student organizations because they: do not meet on a regular basis, do not offer their members ongoing educational or social opportunities and traditionally, only meet once a semester or academic year for initiation/induction.

***Faith Based Organizations:*** provide opportunities for spiritual enrichment, social activities, and religious service. Religious organizations strive to allow students to integrate spiritual values, intellectual pursuits, and personal development.

***Service Organizations:*** provide experiential learning opportunities for students in the area of community service and civic engagement and may have a national affiliation. Service organizations strive to provide a wide variety of safe, well-planned volunteer and community service opportunities.

In addition, they foster a life-long commitment to civic engagement and provide opportunities for students to reflect on their community service experience.

***Pre-Professional Organizations:*** provide an opportunity for connections to the real world through practical applications many times affiliated with particular majors and programs. Many of these organizations have national affiliations and alumni connections that enhance the overall experience. Many times these organizations also have connections with academic programs and overlap with departments.

***Politically/Socially Active Organizations:*** provide students a wide variety of opportunities to connect and work for various philanthropic endeavors. Many of these organizations are affiliated with specific causes and organization members fundraise for the affiliated charities or non-profits.

***Performance Organizations:*** Hofstra has a rich tradition of the arts including performance groups and theatrical groups. Many of these groups are able to audition. Auditioning is allowed as long as everyone is given a chance to participate. Specifically these groups focus on vocals, dancing, acting and backstage work. Focused on vocal, dance, acting, backstage and performance art. These groups recruit through an open audition process.

***Social/General Interest/Programming Organizations:*** These organizations fall under many categories and are all tasked with adding to the social and co-curricular experience. Organizations accomplish this through active engagement through a wide variety of topics.

***Sports/Recreation Sports/Recreation Organizations:*** provide a broad and diversified opportunity of activities for students. Through participation in Sports/Recreation organizations students will be able to enhance their total well-being and engagement within the university community. Students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own organization. These groups are directly advised by the office of Recreation and Intramural Sports.

Find a complete list of Hofstra student organizations online at: [Hofstra.collegiatelink.net](http://Hofstra.collegiatelink.net)

Student Organizations must provide updated information to the Office of Student Leadership and Engagement or Recreation and Intramural Sports each time officers change and as requested in order to maintain active status. This is the primary method of communication regarding office updates. Student groups are responsible for providing accurate information.

All Registered Student Organizations will be identified as one of three classifications: Blue, Gold, or Pride. In order to be recognized by Hofstra, the student group must achieve Blue Classification by commencement each spring.



GetInvolvedHU Incentives Program Registered student organizations are eligible to receive many benefits, which include, but may not be limited to:

***Blue Classification:***

Advising and support from the Office of Student Leadership and Engagement or Recreation and Intramural Sports; Eligibility for funding through the Student Government Association Funding Process; Establishing an organization financial account with the University; Participation in campus-wide events, such as the annual Involvement Fairs; Use of University facilities through reservations of rooms and outdoor event space; Permission to publicize events and reserve public marketing space on campus; Permission to use the Hofstra University name as outlined by University Relations Marketing standards; Ability to post organization's events to the University Calendar; Personalized Website on GetInvolvedHU.

***Gold Classification:***

Eligible for all benefits in the Blue Classification level; will receive recognition at the Hofstra Student Leadership Awards (HSLA) banquet; Development of organization marketing material through OSLE; Personalized workshop by OSLE staff (must be booked in advance), Eligible to participate in the biannual party lottery. \$25 in advertising materials from WebCRD.

***PRIDE Classification:***

Eligible for all benefits in the Blue and Gold Classification levels; \$50.00 in advertising materials from WebCRD.

***Failure to Complete Bi-Annual Registration Process:***

If a student organization fails to complete the annual registration requirements as stated above, the organization will have their status frozen. Frozen status involves the loss of RSO incentives and privileges until the process is complete.

### ***Suspension or Termination of Recognition by the Office of Student Leadership and Engagement:***

The recognition of a registered student organization may be suspended or terminated for any of (but not limited to) the following reasons:

- A written request of the officers and/or the advisor of the organization;
- When a group dissolves due to a constitutional clause
- When an organization fails to attend required training sessions;
- When an organization fails to update organization information;
- When an organization fails to retain an advisor or the minimum number of members for a period of 30 calendar days;
- For violation of university regulations or policy, the student code of conduct, or federal / state laws.
- An organization fails to comply with Office of Student Leadership and Engagement policies or mandates.

The Associate Director/Assistant Director of OSLE will meet with club leadership and relay the message of suspension of active status

In the event that an organization does not comply with stated policies or procedures, the organization will be documented for the policy violation. Three documentations in an academic year at which point a formal meeting will be held between student organization leadership and the Assistant Dean and Director of Student Leadership and Engagement regarding the future of the organization. Note that the discretion of this process rests with the Office of Student Leadership and Engagement in consultation with the Assistant Vice-President and Dean of Students.

A student organization that has its recognition suspended or terminated shall, for all purposes, cease to exist and will no longer be accorded any privileges provided by the university. Suspension or termination may be for a specific or indefinite period of time.

Note that Office of Student Leadership and Engagement recognition is tied to Student Government Association recognition. Group failing to attain OSLE Recognition cannot attain SGA recognition.

### ***Appeal of Suspension or Termination:***

The organization may submit an appeal in writing to the Office of Student Leadership and Engagement within two (2) weeks of notification of the termination. The appeal must be directed to the Assistant Dean and Director of Student Leadership and Engagement. If the appeal is granted, the organization will be placed on probation for a specified period of time and must meet with the Office of Student Leadership and Engagement to discuss the terms of probation. If the appeal is not granted, the organization will not be recognized for the remainder of that academic year or until the termination is lifted.

All registered student organizations and its members shall adhere to all University policies and procedures, as well as all state and federal laws. University policies include, but are not limited to, those published in the Guide to PRIDE and this Student Organization Handbook. No student shall take any action, which violates any published university policies or procedures. This includes the violation of any university published policy, rule, or regulation in hard copy or available electronically on the university website. Student organizations should pay special attention to policy related to alcohol, discrimination, hazing, and sexual abuse and harassment.

A few of the policies you should be aware of are listed below. Refer to the Guide to PRIDE for the complete list:

## **Rules and Regulations of Hofstra University Regarding Hazing**

The state of New York has enacted a law that requires the University to file its rules and regulations relating to the subject of "hazing" with the Regents and the Commissioner of Education. The following rules and regulations regarding hazing are hereby adopted by the University and that the same be filed with the Regents and the Commissioner of Education and be disseminated among the University community. Hofstra University recognizes that membership in a fraternity/sorority or other campus organization (herein collectively referred to as an "organization") can be a meaningful experience in conjunction with other aspects of the educational process. Unfortunately, however, membership or prospective membership in an organization is sometimes accompanied by a wrongful activity commonly known as "hazing." Hazing is a violation of the Penal Law and other laws of the state of New York as well as the general regulations of the University. Accordingly, the University hereby reaffirms its policy that it will not condone hazing of any kind. To this end, any student, faculty member, staff member, visitor, licensee or invitee who engages in hazing may be removed from the campus and, where appropriate, shall be subject to suspension, expulsion or other disciplinary action. Similarly, the University may take any or all of the following actions against any organization that authorizes hazing or those members (whether individually or in concert) who engage in hazing: rescind permission for the organization to operate on campus property, rescind recognition of the organization, and prohibit the organization from using the University's name in any manner.

Hazing has been defined as generally including, among other things:

1. Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
2. Any other act or series of acts that cause or are likely to cause mental or physical harm or danger.
3. Mistreatment by playing stunts or practicing abusive, humiliating or ridiculous tricks that subject an individual to personal indignity, humiliation or ridicule.
4. Harassment by exacting unnecessary, disagreeable, or difficult work or harassment by banter, ridicule or criticism. Some examples of such prohibited activities are:
  - a. Abnormal or unusual dress holding the wearer up to ridicule, e.g., extraordinary headwear, costumes, underwear, body painting, etc.

- b. Performing unusual or abnormal acts, e.g., dancing on tables, standing at attention, standing on windowsills, blindfolding, etc.
- c. Excessive or unusual physical activities, e.g., crawling, duckwalk, push-ups, sit-ups, skipping, hopping, squatting, etc.
- d. Verbal or written harassment or abuse, e.g., yelling, making demeaning remarks, etc.

Violations of any of the foregoing prohibitions are also considered violations of the Student Conduct Code and shall be dealt with by the University as follows:

1. In the case of any individual or group that is not a member of the University community: The authorization for such individual or group to remain on University property will immediately be revoked; and if the individual or group thereafter refuses to leave University property, necessary and appropriate action will be taken to remove such person or group from the University property. In addition, the University may, at its sole discretion, take all necessary and appropriate action to prevent any such individual or group that engages in hazing from reentry University property.
2. In the case of a student: The student shall be requested to cease and desist from such prohibited conduct and, if he/she fails to do so, necessary and appropriate action will be taken to restrain and remove such student from University property. In addition, disciplinary proceedings shall be commenced, pursuant to the Code of Community Standards, against any student who engages in hazing. In accordance with those procedures, the penalties of suspension, expulsion or other disciplinary action may be imposed.
3. In the case of a non-student member of the Hofstra community: The person shall be requested to cease and desist from such prohibited conduct and, if he/she fails to do so, necessary and appropriate action will be taken to restrain and remove such person from University property. In addition, charges shall be brought, in accordance with appropriate University policy, against any non-student members of the Hofstra community who engage in such inappropriate conduct. Appropriate disciplinary action will be imposed in accordance with University approved procedures.
4. In the case of an organization: The organization shall be requested to cease and desist from such prohibited conduct and, if the organization fails to do so, necessary and appropriate action will be taken to eject such organization from University property. In addition, charges shall be instituted pursuant to the disciplinary procedures of the University against any organization that authorizes or engages in hazing. A hearing shall take place and, to the extent applicable, those procedures shall be followed. In addition to the penalties set forth in those procedures, the penalties of temporary or permanent rescission of permission for the organization to operate on campus property and temporary or permanent rescission of use of the University's name in any manner by such organization may be imposed.
5. Whenever, in the opinion of the Dean of Students or the designated representative, the conduct of any individual or organization poses an imminent threat to the physical or emotional safety of himself/herself or others or to property, the Dean of Students or the designated representative may immediately suspend such individual or organization and/or eject such individual or organization from the campus pending an appropriate hearing and final determination.
6. In addition to the foregoing, the University reaffirms its right to utilize and seek the aid of public authorities and such judicial, civil and criminal processes and proceedings, at the discretion of the University, as may be necessary and appropriate. Any penalty imposed by the University shall be in addition to any penalty pursuant to the Penal Law or any other law to which a violator or organization may be subject.

7. The foregoing rules and regulations shall be part of the bylaws of all organizations operating on the University's campus. Every organization shall annually review its bylaws with all
8. Individuals affiliated with such organization.

### **Hofstra University Alcohol Policy for Student Organizations**

*The Hofstra University Alcohol Policy is as follows:*

1. Consumption or possession of alcoholic beverages by those under 21 years of age is prohibited.
2. Consumption or possession of alcoholic beverages in areas other than those specified and approved by the University is not permitted. Consumption or possession of alcohol in community/public areas, such as parking lots, University grounds, building lounges or hallways is also prohibited.
3. Identification proving legal drinking age is mandatory in order to consume alcoholic beverages on campus.
4. Persons presenting false identification and/or proof of age and/or failing to comply with the regulations of Hofstra USA will be subject to disciplinary action.
5. Persons of legal drinking age are not permitted to purchase beverages for or pass beverages to persons under 21 years of age.
6. No student activity funds will be used toward the purchase of alcohol, except with special permission of the University.
7. When alcohol is served at an event, a faculty or staff sponsor must be present. Provisions for compliance with New York state liquor laws must be approved by the Office of Student Leadership and Engagement. The University reserves the right to prohibit the sale and consumption of alcohol at any student event.
8. When an alcoholic beverage is served at a student event, an alternative beverage and food must be made available.
9. The sale and/or consumption of alcohol in the Mack Student Center is strictly prohibited except with special permission from the University.
10. No alcohol is permitted at Greek recruitment events.
11. Bulk alcohol is not permitted on campus. Bulk alcohol is defined as any container other than a bottle or a can, such as wine boxes, beer balls, kegs, etc. Students found with bulk alcohol will be fined \$100 per bulk alcohol item per

## **Room Reservations and Event Logistics:**

The administrative office of the Office of Event Management is located on the first floor of the Mack Student Center. The office is open Sunday - Thursday 8:30 am to 11:00 pm and Friday-Saturday 3:30am-9pm. The staff of the Student Center is dedicated to making your experience satisfying and enriching. Room Reservation forms can be found on the Hofstra University website here: [https://www.hofstra.edu/About/Campus/oem/oem\\_request\\_forms.html](https://www.hofstra.edu/About/Campus/oem/oem_request_forms.html)

For Student Clubs and Organization Room Requests:

### **To Reserve Space**

Room reservation requests are coordinated by the Office of Event Management and in the order that they are received. All reservation requests for meetings and events require a completed Student Room Reservation Request Form. The Student Room Reservation Request Form is available on our website at [www.hofstra.edu/oemstudentreserveonline](http://www.hofstra.edu/oemstudentreserveonline) or in the Event Management Office, Student Center Room 112. The forms must be submitted to the Hospitality Desk located in the Student Center, room 112, or via the online form [www.hofstra.edu/oemstudentreserveonline](http://www.hofstra.edu/oemstudentreserveonline). We ask that the organization request space at least 14 days prior to the requested event date. If handed in at the Hospitality Desk, a staff member will date and time stamp the request, make a copy, and submit it for review. When filling out an online form an automated email will be sent upon receipt. The contacts will be informed of the status of the request within 3 business days of submission.

All recognized student organizations must be registered and active on Get Involved HU to reserve space. If an organization is not registered please see Student Leadership and Engagement for approval, located in Student Center 260. Event Management suggests the student organizations contacts be listed under positions in the roster of the organization on Get Involved HU.

### **To Find Available Space**

The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request at 516.463.6925 or Student Center 112. Availability of space can be viewed on our website at [www.calendar.hofstra.edu](http://www.calendar.hofstra.edu) when on campus. Reservations are booked on a first-come-first-serve basis, and although space may be open on the calendar, be advised that requests may have been submitted prior.

### **Contacts**

Recognized student groups must designate two club members (contacts) to reserve space for an organization. Only these individuals can request space, update event information, or cancel events. Academic organizations may also list a department member as a contact. A Student Contact form may be picked up in Student Center 112 or you may print one out from [www.hofstra.edu/oemstudentcontactform](http://www.hofstra.edu/oemstudentcontactform). The form must be **signed** by the organization's Campus Office Contact Person and returned to the Hospitality Desk in the Event Management Office. The form must be completed each semester as well as whenever individuals are added or removed.

### **Co-Sponsored Events**

Co-sponsored events between a student organization and an external client must be sponsored by the organizations programming department. Please see Conference Services Guidelines for more detail. Form can be found at [www.hofstra.edu/oemcosponsored](http://www.hofstra.edu/oemcosponsored).

### **Available Spaces**

Please note that there is the option to pick “best available” spaces and we will choose the most appropriate available space for the event. If there are specific requests, the contact may also list their first, second, and third space preferences. Please indicate best available if possible. The Scheduler will then have the most flexibility and better success accommodating your request. The following spaces can be listed as a preference.

#### **Meeting Rooms**

##### *Student Center*

- 141 (up to 49 people),
- 142 (up to 49 people),
- 143 (up to 49 people),
- 145 (up to 49 people),
- 218 (up to 14 people),
- 219 (up to 30 people),
- Greenhouse (up to 120 people),

#### **Classrooms (posted occupancy)**

#### **Program Spaces:**

- Hofstra USA (up to 300 people),
- Student Center Multiple Purpose Room (up to 415 people),
- Multipurpose Room West (up to 188 people),
- Multipurpose Room East (up to 227 people),
- Student Center Theater (up to 334 people),
- Library Cultural Center Theater (up to 132 people)
- Student Center Plaza Rooms (All 3 - East, West & Center - up to 238 people),
- Plaza Room West (up to 94 people),
- Plaza Room Middle (up to 69 people),
- Plaza Room East (up to 75 people), combination of 2 plaza rooms;
- Plaza West & Mid (up to 163 people), Plaza Mid & East (up to 144 people),
- Monroe 142 (up to 375 people),
- Academic Classrooms (posted occupancy),
- Netherlands South (up to 50 people) and Netherlands Dining Room North End (up to 145 people).

*Please note that these numbers depend on the setup requested for the space.*

Events are permitted **Sunday - Thursday 9:00am – 11:00pm and Friday – Saturday 9:00am – 12:00am** (midnight). Student events/meetings are not permitted during winter and summer breaks, as well as 24 hours prior to the first study date. Requests outside these hours require the Office Contact

person approval. Please indicate justification for a time extension on your reservation request. The Event Management Office will coordinate the request.

### **Seeking Approval**

Room Reservation Requests for events charging admission, held in Hofstra USA, requesting bar service or hosting Non-Hofstra Guests, or are held in outdoors spaces require further approval from campus departments. (Note, bar service is only hosted in Hofstra USA). This is only to be done on a Tentative Confirmation where there are designated spots for signees. All student clubs have a Campus Department Programming Office. The Programming Office will be one of the following offices: Student Leadership and Engagement, Recreation and Intramural Sports, or an academic department.

1. If the event is **charging an admission**, the following signatures are required:
  1. Campus Department Program Office  
*\*scheduling a money drop with the Graduate Assistant of Evening and Weekend Programming in OSLE is also required for this.*
  2. Public Safety (bring event flyer)
2. If the event is in **Hofstra USA**, the following signatures are required:
  1. Campus Department Program Office (if other than Student Leadership & Engagement)
  2. Student Leadership and Engagement Office
  3. Public Safety (bring event flyer)
  - Please note these signatures are also required for bar service.
3. If the event is **inviting Non-Hofstra guests**, the following signatures are required:
  1. Campus Department Program Office
  2. Public Safety (bring event flyer)

Any group inviting a speaker from off campus must file the appropriate background material with the Campus Department Programming Office at least two weeks in advance of the date of the event.
4. If the event is **outdoors**, the following signatures are required
  1. Campus Department Program Office
  2. Public Safety (bring event flyer)

### **Campus Department Program Offices located at the following:**

1. **Office of Student Leadership and Engagement** - Student Center room 260, phone- 463-6914, email [OSLE@hofstra.edu](mailto:OSLE@hofstra.edu)
2. **Recreation and Intramural Sports** – Fitness Center , phone 463-7628, email [recreation@hofstra.edu](mailto:recreation@hofstra.edu)

### **Other Departments**

1. **Public Safety** - Hofstra Information Center Service Desk, phone 463-6606

### **Confirmed Events**



All events have to be confirmed at least 10 days prior to their event date. Confirmed events require **all** of the following: a completed reservation request form with all room set up and AV information and all required signatures, an active Get Involved HU and a current contact sheet. The event will remain tentative until all requirements are submitted to the Event Management Office and reviewed by the Event Management Scheduler. The room reservation requester will receive an official confirmation from the Event Management Office by email. It is very important to keep the official confirmation document and have it with you at your meeting/event.

### **Meeting Rooms**

1. Weekly meetings in the Student Center are scheduled on a yearly basis.
2. The following spaces are intended for club meetings: SC 141, 142, 143, 145, 219, 218, Greenhouse and classrooms.
3. Meeting times have been set aside in these rooms after 6pm for student use, please see office for these.
4. All meeting rooms will be setup in row style in order to allow for quick turnaround for the next group. We ask that rooms be left as they were when you arrived.
5. Meetings outside of the allocated Student Center times may be held in a classroom at the desired time.
6. Prior to 7 days into the semester organizations may only book one Student Center Meeting, after that time period, organizations may book additional meeting space.

### **Hofstra USA Parties**

Parties in Hofstra USA may take place Friday and Saturday nights **only**. Parties are permitted to take place until 2:00am. Alcohol service must end one hour prior to the party. Hofstra USA must be requested at least 4 weeks prior to the requested event date.

- There are to be no fog machines at parties.
- Bar service is available upon request and approval. Please indicate that your organization wishes to have a bar on the designated spot on the request form.
- Flyers may not be distributed off campus for parties
- Public Safety will designate a guest policy as it pertains to the event.
- Hofstra USA Party Contract to be signed with OSLE & Money Drop scheduled

*As with all student organization events a party must be approved and confirmed at least 10 business days prior to the event date or it will be cancelled.*

### **No Show Policy**

Events must be cancelled by one of the student contacts listed for the Organization or, by the Campus Department Programming Office or Event Management. We ask that events are cancelled as soon as possible and must be at least 24 hours in advance. To cancel space an email must be sent

to [studenteventmanagement@hofstra.edu](mailto:studenteventmanagement@hofstra.edu). Not showing up for a room is a violation of the cancellation policy and is considered a “no show”. Violations are cumulative for an academic year.

Failure to adhere to this policy will result in the following penalties:

- First Offense: The Organization will receive a verbal warning.
- Second Offense: The Organization will lose all scheduled events/meetings for two weeks. Students may not hand in requests for meetings/events during this two-week span.
- Third Offense: The Organization will lose the ability to utilize programming space on campus for the semester. The Organization may not request space for the duration of the semester.

The Office of Event Management logs the usage of each room. If you are not sure if a representative has seen your organization use a room, please stop by Student Center 112 to inform us when your group is exiting.

### **Cancellation Policy**

Event Management understands that due to unforeseen circumstances an organization may have to cancel space. In order to ensure that space is utilized to its potential, organizations who excessively reserve and cancel space will be penalized.

- After 3 cancellations of event space an organization will receive a warning.
- After 4 cancellations all requests whether requiring signatures or not will need to be approved by the organizations programming office advisor. All Tentative event regulations will be followed.
- After 5 cancellations an organization will not be allowed to reserve space for the remainder of the semester.

### **Scheduling of Classrooms**

The Event Management Office coordinates requests for classroom spaces. Classrooms may be used as is *only*. Events and meetings in classrooms must not create a disturbance to surrounding classes. If there is a specific classroom you wish to host a meeting or event, please specify the room on you form. Rooms must be left in the condition that they were found. Please note, classroom spaces need to be reserved at least 5 days in advance, in order to ensure confirmation with Academic Scheduling.

### **Outdoor Events**

Events held outside may not interfere with academics. Amplified sound on the South side of Campus may only take place during common hour. When requesting outdoor space please also list a rain location.

### **Scheduling an Event in a Theater**

It is the goal of the Office of Event Management to utilize all of our meeting and program spaces to its full capacity. With that in mind, theater space must be scheduled accordingly and at least half of the capacity should be utilized. There are four different stage spaces:

- **Student Center Theater** - 334 person capacity, works well for lectures, panels, movies, forums, and small shows. This space is located in the Student Center and is great for student events.
- **Cultural Center Theater** - 132 person capacity, good for films, forums, lectures, meetings, small shows.
- **Monroe Theater** - 377 person capacity, ticket box, lighting, good for theatrical and musical performances.
- **Hofstra USA** - 300 person capacity, fashion shows, theatrical and musical performances.

A Student organization may book theater space for an audition, performances, and two dress rehearsal dates.

When Event Management receives a request for a theater, it is at the discretion of the Office of Event Management to reserve the appropriate venue for the requested event. If an organization wishes to upgrade the location of their event (to a theater) after it has been approved for a small room, or to request additional rehearsal dates in a theater, they may do so on the Friday prior to their event date. To do so, the organization contact must email [studenteventmanagement@hofstra.edu](mailto:studenteventmanagement@hofstra.edu) or see the Event Management Coordinator. At that time, the organization may be assigned to a vacant theater space for the following week pending availability.

Please note when planning events, there is no food or beverage in a theater except Hofstra USA.

Please note that these guidelines are in place to insure that events take place in programming spaces and they are utilized efficiently. There are a limited amount of large performance spaces on campus and it is the goal of Event Management to make certain every student group has an equal chance to utilize these programming spaces.

### **Audio and Visual Services**

Standard AV services and equipment (in stock) are supported at no additional cost to student groups for events hosted within Event Management managed spaces. Videotape services, lighting Technician, Senior Technician, and events outside of the Student Center may require appropriate charges and will depend on the complexity of the request and transportation requirements. Requests must be submitted at least one week prior to your event, and are suggested to be requested as soon as possible. Last minute AV requests will not be approved.

AV setup will be completed by the Pre-Event time. Events which require audio visual equipment including the assistance of a technician must start within 15 minutes of the scheduled event start time. If the group does not arrive after 15 minutes, the AV Technician may start breaking down the equipment. Charges may incur for AV staff to set & break down events which the group who fails to show up. AV Technicians will reset if the group arrives while they are still breaking down the equipment, but there will be a 50% charge for the AV services. The technician will notify the Hospitality Desk once breakdown is completed.

### **Ordering Food/ Beverage services**

Please contact Compass Dining services for all food and beverage services at least one week prior to the event. Compass can be reached at x35395 or via website [www.hofstra.catertrax.com](http://www.hofstra.catertrax.com). The use of other caterers is not permitted without written approval from Compass.

### **Scheduling of Sports Facilities (Hofstra Arena, Physical Fitness Center, and athletic field areas)**

Please contact your Office Contact Person to reserve athletic spaces.

#### ***Scheduling Events in the JC Adams Playhouse***

Please contact your programming advisor to reserve Adams Playhouse.

#### ***Scheduling of Hofstra University Club***

Please contact your programming advisor to reserve the University Club.

### **General Guidelines**

**Candles** are not allowed under any circumstances within a building.

**Custodial Coverage:** Standard maintenance services on campus are supported at no additional cost for student groups for events hosted within the Event Management managed spaces. Custodial coverage is limited after noon on Saturdays, Sundays, and holidays. Groups may be responsible for coverage if set ups or room monitoring is required.

**Maintenance Requests (Work Orders):** Sponsoring clubs are responsible for all costs associated with maintenance requests. Any additional resources utilized on the ***south side*** of campus may require a work order cost.

**Signage:** The Campus Department Programming Office must approve all advertising. Flyers hung must adhere to the OSLE flyer policy.

**Smoking** is not permitted inside buildings and within 25 feet of facilities.

**University Function:** On University property, it is contrary to rules and unlawful to engage in any action that will impede the normal instructional and/or administrative process of the University or disrupt any normal University function. Therefore, outdoor activities may be scheduled only in areas and at hours that will neither interfere with, nor disturb classes or affect the normal operations of any University offices. Any violation of this general principle will be looked upon as a grave breach of University regulations.

Please refer to the Guide to Pride for all campus policies.

[http://www.hofstra.edu/pdf/StudentAffairs/DeanOfStudents/commstandards/commstandards\\_guidetopride.pdf](http://www.hofstra.edu/pdf/StudentAffairs/DeanOfStudents/commstandards/commstandards_guidetopride.pdf)

### **Student Not Affiliated with an Organization**

When requesting a space for a class project, please be aware that each room is designed with set-up limitations. Please pick a location that is conducive to your needs and does not require extensive removal of furniture. Furniture may not be added to or removed from a classroom or a space with fixed furniture such as Rathskeller and the Main Dining Room.

If your event requires electricity greater than the standard for filming, Event Management will need to place a work order which will need to be requested with your room reservation, so that we may accommodate you accordingly. This includes outside spaces.

Event Management understands that often space is needed to complete coursework. The best practice to complete the task, is to have the student request the space via the student form, which can be found at [www.hofstra.edu/oemstudentreservationonline](http://www.hofstra.edu/oemstudentreservationonline). While completing the Student Reservation Request Form, please list the professor assigning the projects contact information as they are a secondary contact for the reservation.

**Students may only hold an event if it is for a graded class project.**

**Students will need to retrieve signatures from their department head as well as Public Safety before confirming the space.**

### **Raffle Policy**

This policy governs all raffles conducted by the University, and applies to all employees, students, alumni, and any other authorized representative of the University. This policy is intended to inform and guide departments when considering a raffle in support of the University or any group associated with the University, and to ensure compliance with the external regulations of the Internal Revenue Service and New York State. Reporting Requirements the Internal Revenue Service (IRS) requires federal income tax withholding and reporting for raffles conducted by tax-exempt organizations in certain circumstances, as described below. In addition the University must comply with the additional filing requirements mandated by New York State. Policy Prior Approval of the Office of Legal Affairs the Office of Legal Affairs must be consulted before any raffle is

advertised, printed on tickets or conducted. The legal approval is essential to ensure University compliance with all regulatory requirements associated with raffles, including all necessary disclosures. The Office of Legal Affairs must approve all recommendations to conduct a raffle, before the raffle is advertised or conducted. Regardless of the amount of the raffle prize, the department wishing to conduct a raffle must notify the Office of Legal Affairs of their intent and plans. Notice should be given 30 days prior to the date of the raffle drawing, and before any advertisement of the raffle is issued. The department will be required to complete a raffle registration form, which must be approved by the Office of Legal Affairs. Documentation supporting the value of the prize shall be attached. All raffles must indicate the following in all marketing or promotional materials regarding the raffle: "Winners will be responsible for all taxes associated with the prize

At the time of the raffle drawing, before the winner receives his/her prize, the sponsoring department, must ensure the following: For prizes with a value of less than \$600: The winner provides his/her name, address, and phone number. For prizes with a value of \$600 or more: The winner provides his/her name, address, social security number, and phone number by completing a Form W-9, "Request for taxpayer Identification Number and Certification. All information shall be submitted to the Office of Legal Affairs following the raffle, within one week. The Office of Legal Affairs will coordinate the proper filing of tax forms with the Office of Financial Affairs. Accounting for Raffles Proceeds from raffle activities must be deposited to a separately designated account, approved and set up with the Office of Financial Affairs in advance of any activity. Raffle proceeds may not be commingled with other gift proceeds.

***Reporting Raffle Prizes An exempt organization must report raffle prizes if:***

1. The amount paid, reduced by the wager (the amount paid for chance to win a prize) is \$600 - \$4,999; and at least 300 times the amount of the wager; or
2. The amount paid is \$5,000 or more. The person(s) receiving the raffle winnings either for someone else or as a member of a group of winners must furnish the University a statement on Form 5754. The University will issue Form W-2G to the winner by January 31, in the year following the raffle, and will issue the same form to the IRS. There are additional reporting requirements if the total amount of University raffles exceed certain thresholds, and the University reserves the right to restrict the number of raffles permitted in any calendar year. Federal Income Tax Withholding Cash Prizes Tax must be withheld on individual raffle prizes exceeding \$5,000. The current withholding rate is 25%, and the tax amount will be reported on Form W-2G. If the University fails to withhold or collect the tax withholdings from the winner, the University is liable for the tax. If the winner fails to furnish a correct taxpayer identification, the University is required to withhold 28%. Non-Cash Prizes For non-cash prizes valued at \$5,000 or greater, the University is required to withhold 25% of the fair market value of the prize minus the amount of the wager. Should the University choose to pay the withholdings on behalf of the recipient, the amount of withholdings to be paid shall be equal to 38.88% of the amount paid to the winner. In such cases, the prize will be deemed to include the amount of federal tax paid by the University. The cost of the prize, including the withholding, must be borne by the department running the raffle. New York State Reporting Requirement the Office of Legal Affairs, working with the department, will ensure that all New York State filing requirements are met. It is essential that the Office of Legal Affairs be consulted long before any raffle is advertised or conducted.

## **Community Service Projects and Hours**

The Office of Student Leadership and Engagement recognizes that our many student organizations participate in a wide variety of community service opportunities. The contributions of our student organizations echo Hofstra's commitment to the surrounding community and beyond. These hours should be tracked using GetInvolvedHU. Organizations with the most community service hours will be recognized at the annual Hofstra Student Leadership Awards reception. These hours will be reported to the Office of Institutional Research on a yearly basis.

## **Movies on Campus**

Event sponsors wishing to use University facilities to show films or videos for public viewing to the University and community (both free and with admission charges) are required to obtain/show proof of permission from the copyright owner to show the work publicly. Proof of copyright/approval is required to be in the OSLE Office at least 48 hours prior to the event. Failure to do so will result in the cancellation of the reservation. Sponsors can obtain a Public Performance Video Tape License through the film company. The film company who currently works with Hofstra's Office of Student Leadership and Engagement and is familiar with copyright policies is: SWANK – [www.swank.com](http://www.swank.com) - 1-800-876-5577, [mail@swank.com](mailto:mail@swank.com). Student organizations are encouraged to contact them directly. Any and all costs associated with such requests are the responsibility of the student organization.

## **Advisor Event Coverage Policy**

It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success. The following guidelines must be followed for an organization when hosting events on campus: The University reserves the right to implement special requirements or conditions not specifically outlined in this policy due to safety concerns or liability issues. In addition, the advisor or Student Affairs staff may request extra security through Public Safety for events they believe warrant extra security. Arrangements, including all associated costs, for extra security are the responsibility of the student organization. The level of security required for an event will be primarily determined by the following: type and time of event; location; expected attendance; whether the event is closed or open to the public; entry fee; and the expected level of potential risk to the safety and wellbeing of participants, staff, and community members. Additional factors may also be considered as deemed pertinent by administration and campus safety personnel. Metal detection may be required for any non-seated, general admission, or open to the public events. It may also be required for other events if deemed necessary by the appropriate scheduling office and/or Public Safety. The event sponsor will be responsible for all associated costs. Public Safety and Student Affairs staff has the right to cancel any event at any time if safety is a concern. University personnel will monitor any security risk event. The faculty/staff advisor's role is to advise student organizations in the planning and successful implementation of their major events, etc.; to work with the students to coordinate all aspects of the event from beginning to end; and to be a dependable resource for them. Events that are held in open areas require the presence of the student organization's faculty/ staff advisor regardless of the size of the event. The advisor's presence provides additional support and

perspective. The advisor must be present for the event in its entirety. Advisors should arrive at least one-half hour before the event and must remain until the crowd disperses. The event may not start until the advisor is present. If the advisor does not show up, the event will be cancelled. If the advisor leaves before the event is over, Public Safety, the facility manager, or other Student Affairs staff will stop the event. If the faculty/staff advisor is unable to attend an event, the student organization is responsible for finding a Student Affairs staff member to attend the event or the event must be rescheduled.

Failure to comply with specific provisions as outlined in this policy may result in the organization being subject to Hofstra's designated judicial process. Sanctions may include, but are not limited to, organizational discipline, financial repayment of damages, and suspended use of specific University facilities. The facility manager must submit requests for exceptions to any aspect of this policy in writing to the Assistant Vice President of Student Affairs/Dean of Students at least 30 days prior to the event for review. Requests will receive a written response within 10 business days of the date of receipt.

**Student Organization Funding** There are two methods by which a student organization can bring in money in order to develop, promote, implement, and enhance its programs or initiatives:

### **Fundraising Activities**

All campus organizations sponsoring fundraising events are subject to the University's policies. Student organizations must submit a Fundraising Form through GetInvolvedHU when conducting fundraising activities. In order to access this form, go to GetInvolvedHU. Precede to click on "campus links" on the top of the page. Click on "undergraduate organization forms." Then under "forms," click on "undergraduate student organization forms." You must submit this form 4 business days prior to the event for Atrium Table requests and 7 business days for all other spaces.

Student organization leaders are responsible for all transactions and for monitoring any sponsored vendors. Student organizations may not invite off-campus food vendors to sell food on campus as a fundraiser for the organization. The following guidelines pertain to all fundraising programs sponsored by student organizations:

Funds raised on campus shall not be used for any illegal purpose or personal gain. All on-campus fundraising activities, regardless of location, must be approved by OSLE. The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization. Student organizations are to deposit the funds collected in OSLE at the conclusion of fundraiser. There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies except by written permission of such agencies. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

### **Food**

Sales of food items, other than home baked goods must be approved by Compass Dining Services. You will need to have written confirmation of the approval submitted to OSLE before the fundraiser will be approved.



### **Auctions**

Auctions which involve selling, bidding for, or in any way paying for a person's company or services are not allowed. Auctions for items are permitted, but must be pre-approved.

### **Drawings**

Student organizations may sponsor drawings on campus under the following guidelines: Request a donation for an item (i.e., pen, candy etc). The item must have an equal value to the ticket donation and the organization must provide the donor a drawing ticket. Anyone requesting a ticket without making a donation must receive a ticket. On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization) and the fact that the tickets are available free of charge.

### **Games of Chance**

Games of chance (cards, dice, dominos, bingo etc.) where money is involved (for monetary gains) are not allowed. Games of chance may only be played with free chips, tokens and tickets.

### **SGA Treasurer Packet:**

The objective of funding by the Hofstra University Student Government Association is to promote, support, and encourage meaningful events and activities for the student body. SGA will comply with all federal and state laws, as well as any university policies and guidelines that apply. Funds will be maintained in Hofstra University accounts and purchases and reimbursements must be approved by the group's office contact person, the SGA Comptroller and the SGA Advisor. Purchases over \$1000.00 will be subject to additional approvals.

### **Registered Student Organization Marketing**

#### **University Style Guide**

It is recommended that student organizations utilize the University Style Guide found on the University Relations website when designing marketing and publications materials. This style guide was created to provide guidance on the use of consistent graphic standards for Hofstra University. The following document illustrates how the institutional logos should be used in communication materials and documents including official letterheads, envelopes, business cards and emails. This manual also contains additional University graphics, acceptable type fonts and approved colors. In addition, rules for written content are included.

This manual serves as a brand guide to help us create a more powerful, consistent presence for Hofstra. Thank you, in advance, for your support and cooperation in making Hofstra stronger.

### **Disability Support Statement**

It is recommended that all publications that will be posted around campus include the following accessibility statement:

Hofstra University and the Office of (name) encourage all members of the community to be a part of the many activities we have to offer. If you require assistance or an accommodation to participate in this activity, please contact (name, telephone number/email) by (date) so that appropriate arrangements can be made.

Or

The Office of (name) or (Name of) Organization encourages all students to participate in (Event). If you require assistance or an accommodation to participate in this activity, please contact (name, telephone number/email) by (date) so that appropriate arrangements can be made.

### **Creating a New Student Organization**

In order to ensure that a proposed organization is compatible with the University's mission, and that it is in compliance with all federal, state, and University regulations, the University reserves the right to review and approve all proposed student organizations. Students who are interested in forming a new student organization must discuss their plans with the Office of Student Leadership and Engagement before having organization meetings, writing a constitution or planning activities. The Office of Student Leadership and Engagement will work with the student organization to identify existing student organizations that may meet students' needs or help the students to develop the appropriate documentation to support successful completion of the recognition process. Students who wish to form a social Greek letter organization must meet these guidelines as well as those set by their respective overarching councils.

Registered student organizations at Hofstra University must comply with University policies, including University policies on non-discrimination. Hofstra University is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such: In keeping with applicable law and University policy, membership and participation in this organization is open without regard to age, race, color, national origin, religion, disability, gender, or veteran status unless exempt under Title IX. Applicable if you can answer yes to this question: This organization selects members on the basis of commitment to a set of beliefs (e.g. religious or political belief). As a student organizations that selects members on the basis of commitment to a set of beliefs we may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

To become a registered student organization at Hofstra University, the following procedure must be followed:

1. Schedule a meeting with the Office of Student Leadership and Engagement to discuss the proposed organization and the registration process. Prior to meeting, make sure to consider the following questions:
  - a. Does a similar group already exist? Two groups working towards the same goal(s) can create a drain on membership and resources. Determine if merging with an existing group is a possibility.
  - b. What is the purpose? What is my group planning to do? If your organization is only looking to put on one event over the course of the year, it may be wise to consider collaborating or joining with an existing student organization. This may help on costs as well as the overall organization of your event/program.

- c. Am I committed to this process? Starting a new organization is a significant commitment of time and energy. It requires ample motivation and dedication.
  - d. Do I have at least 15 students who will be active members for at least the first year? Remember, all student organizations are required to maintain a roster of at least ten (15) members to remain active. Recruiting new members regularly and cultivating leadership opportunities ensures the longevity of the group.
  - e. Is full-time faculty or staff member willing to be our advisor? All student organizations are required to have an advisor and all advisors must complete an advisor agreement outlining expectations. The advisor must be a member of the university faculty or administrative staff, employed full-time by Hofstra University, who volunteers to mentor student leaders and represent the University on behalf of a registered student organization. No more than two (2) organizations, including Fraternity and Sorority organizations, may share the same advisor.
2. Develop a constitution and bylaws for your organization.
  3. Establish a roster of at least ten (10) interested students. The roster should include: Names PRIDE email, Banner ID, Phone Number
  4. Identify a faculty/staff advisor who is employed full-time by Hofstra University.
  5. After meeting with the Office of Student Leadership and Engagement, you will be invited to a monthly New Club Registration Committee meeting. The steps do so will be covered in your meeting with the Office of Student Leadership and Engagement.
  6. The New Club Registration Committee is chaired by the Associate Director of Student Leadership and Engagement with representatives from OSLE, Recreation and Intramural Sports, Event Management and the Student Government Association.
  7. After presenting to the committee, the committee will vote and the group will be notified as to the decision of the committee. In the event that the group is denied, appeals can be submitted to the Assistant Dean and Director of Student Leadership and Engagement within 10 business days of the denial notification.
  8. After approval, organizations will be required to submit their registration within 7 business days. Once submitted the Associate Director of Student Leadership and Engagement will review the roster, constitution/by-laws, and advisor agreement to ensure the minimum criteria/guidelines for establishing an organization have been met. If approved, your organization will need to set up another meeting with their office contact person to go over logistics of establishing the organization.

### **Checklist for Establishing a New Student Organization:**

- 1) Interest meeting with the Office of Student Leadership and Engagement
- 2) Complete Application for New Club Registration on GetInvolvedHU: Registration form to include: ☐ Primary student contact, Roster: at least fifteen (15) members: names, PRIDE email, banner ID, and a phone number, Advisor: full time Hofstra Faculty/Staff member, Constitution and Bylaws, Complete and submit the Advisor Agreement Form – Located on GetInvolvedHU.

- 3) Once paperwork is approved, invitation to Club Registration Committee will be extended along with specifics of a presentation for the committee.
- 4) Once the organization registration is approved, the member(s) who submitted the application shall be notified. Remember: the approval process can take time, so plan accordingly if there is an event or program you wish to host or co-sponsor.
- 5) Within two (2) weeks after official approval of recognition, the organization will schedule organization training/ meeting with office contact in Office of Student Leadership and Engagement. Until the student organization is officially recognized, activities of the organization will be limited to meetings and membership recruitment ONLY. No other activities will be permitted until final approval of recognition has been granted.

Each time there is a change in advisor, officers, or general membership, the organization should update that information with the office of Student Leadership and Engagement or Recreation and Intramural Sports.

## **Developing a Constitution and Bylaws**

### **Why Have a Constitution?**

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society”. The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

### **How to Utilize Your Organizing Documents**

A Constitution and By-Laws articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws generally only require a simple majority for passage. Once you have developed your Constitution and By-Laws review them often. The needs of your group will change over time and it's important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.

### **Creating a Constitution**

To aid your organization in getting off to a good start, this constitutional structure outline and an explanation of each section has been prepared for your use. These guidelines are designed to assist groups in their formation and to anticipate any future problems. Prospective student organizations

should use these guidelines to assist them in drafting a Constitution. Any Constitution not in accordance with these guidelines will not be accepted, and recommendations for recognition will be delayed until the Constitution meets University standards.

The Constitution of an organization provides for efficiency, fair and equal consideration, clarification, and continuity in the regular operations of an organization. Every organization has basic principles and procedural rules, which the Constitution merely states in writing. Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

### **What Should Be Covered In A Constitution?**

Constitutions should be concise, yet contain the important framework of an organization. They should be between two and four pages in length, leaving the detailed procedures of a group's daily functions to the bylaws. Below is an outline of the kinds of information that should be included in a constitution. Constitution Template The following template is to serve as a guide for creating and structuring your organizations constitution. Please feel free to modify it to fit your organization's needs. When reviewing the constitutional template you should notice that sections highlighted are required sections for your organizations constitution. These sections include:

If you have any questions while drafting your constitution, please feel free to contact the Office of Student Leadership and Engagement.

### **Hofstra University Club Constitution Guidelines**

Your club is strongly encouraged to create as many articles as necessary to make your constitution more detailed and effective. Each organization has specific qualities that set it apart from other organizations. Please add the specific details of your organization to this template to make the constitution a document that will serve as a guide for the future leaders of your club.

The following template is to be used as a guide for creating a club constitution. Please remain within the formatting guidelines of this template, particularly as it relates to margins, indents, and outlining format (i.e. no bullet points or dashes). Preceding each section is a bolded explanation. Title: Please title the constitution appropriately.

For example, if the club were called the "Lawn Mowing Club," an appropriate title would be "The Constitution of the Lawn Mowing Club." It is not necessary to include Hofstra's name unless it is part of the official title of your club.

#### **THE CONSTITUTION OF THE LAWN MOWING CLUB PREAMBLE:**

Under Article 1, Section 2, of the Student Government Association (SGA) Constitution, the following organization is hereby granted approval to function as a student organization for the best interest of the University community. It is the duty of this student organization to follow the Student Government Association's Constitution and Policy Series. Membership in this organization is open to all full-time undergraduate students without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status ("protected status") in the conduct and operation of its educational programs and activities, including admission and employment.

Name: Please use the organization's full name. It is acceptable for an organization to be known by an acronym or abbreviation, but if this is the case, the full name MUST be spelled out. So if the Lawn Mowing Club is known as L.M.C., it still needs to be spelled out as it is below.

ARTICLE I: NAME A. The name of this organization shall be the Lawn Mowing Club. B. The name of this organization shall be colloquially known as L.M.C. Purpose: Clubs must provide a detailed purpose describing every aspect of the organization. The more clear and detailed a purpose, the better chance a club will have in differentiating itself from other clubs. It will also prevent new clubs from being created that conflict with an existing club's purposes. This is the appropriate section to include any existing affiliation with a national, regional, or state organization.

#### ARTICLE II: PURPOSE

A. The purpose of this organization shall be to educate the Hofstra Community on the art and methodology of mowing lawns. It will seek to incorporate aspects of landscaping and gardening in addition to lawn mowing; however, operation of walk-behind mowers, riding mowers, and commercial mowers will be emphasized.

B. It will be the goal of the Lawn Mowing Club to offer mowing and landscaping services to communities surrounding Hofstra University as both service opportunities and fundraising efforts.

Club Advisor: All clubs and organizations are required to have a Club Advisor selected by the organization. The advisor MUST be a non-student employee of Hofstra University. A second advisor, the Programming Advisor, will be assigned appropriately from the Office of Student Leadership and Engagement, or the Department of Recreation and Intramural Sports,

#### ARTICLE III: CLUB ADVISOR

A. The Club Advisor for this organization must be a non-student Hofstra University employee.

B. The advisor must be approved by a two-thirds (2/3) vote of the active members of this organization.

C. The duties of the Club Advisor will be the following:

- a. Mentor and advise this organization on how best to fulfill its purpose.
- b. Hold members and officers of this organization accountable.
- c. Provide structure for the meetings of this organization and serve as a resource for all members and officers during meetings. Membership: It is strongly advised that a club define a system to track the status of members. This way, members that are not active in the club are held accountable and lose their active status. Active members are those that regularly attend club meetings and events. Your organization has the right to determine how many attended meetings it takes to be recognized as an active member and how many missed meetings it takes to become an inactive member.

#### ARTICLE IV: MEMBERSHIP

A. Any full-time undergraduate student at Hofstra University may become a member.

B. Status of Members a. Members shall be recognized as active after attending three (3) consecutive meetings. b. Members who miss more than two (2) consecutive meetings will be considered an inactive member. Duties of Officers and Their Elections: It's required that all clubs have an Executive Board composed of a President, Vice President, Treasurer, and Secretary or equivalents of these positions. Clubs are encouraged to add additional officers to this section as needed. It is recommended that the duties of officers be adjusted to best fit the purpose of a club. The provided example uses a commonly recommended elections procedure; however, it can be changed to best fit the purpose and operations of a club.

## ARTICLE V: DUTIES OF OFFICERS AND THEIR ELECTIONS

A. The titles of the officers and their duties shall be to: a. President i. Preside at full meetings of the club. ii. Act as a member ex-officio of all club committees. iii. Represent the club where such representation is required, requested, or deemed appropriate and/or acceptable. iv. Carry out or delegate all duties not specifically vested in any other officer of the club. v. Ensure that the member roster is active and complete by updating GetInvolvedHU. b. Vice President i. Assume the duty of the President in the event of a resignation, removal or in the event that the President cannot for any reason fulfill his/her duties. ii. Act as temporary chairperson, in the event that a chairperson of any committee is unable to fulfill his/her duties, until a new one is appointed. c. Treasurer i. Keep track of all records concerning club funds. ii. Perform all other tasks as delegated by the President. d. Secretary i. Record all minutes during each general meeting and E-board meeting. ii. Maintain a permanent file of all agendas, minutes, and meeting handouts. iii. Keep attendance at all club meetings and events. iv. Perform all other tasks as delegated by the President.

B. Elections a. Elections shall be held at the last meeting before the culmination of the spring semester. b. A representative of Student Government Association's Rules Committee must be present in order for the election proceedings to occur. c. The presiding officer shall take nominations from the floor. Any active member may nominate any other active member for any office. d. There shall be a closed ballot; election of a candidate to a position shall be constituted by a simple majority of the active members present and voting. i. If any one candidate does not obtain a majority, the two (2) individuals with the highest number of votes will participate in a run-off election. ii. If there is a tie in the percentage of votes cast in the first election, all of the candidates will reintroduce themselves and proceed with another election until there is either a clear majority or two (2) individuals with the highest number of votes. e. All ballots must be cast in person. No voting by proxy will be permitted at any election. However, if any active member cannot attend the elections, he/she may hand in a signed, written ballot to the advisor before the election. f. The order of elections shall start with the President. After the President is elected, the Vice Present shall be elected, followed by the Treasurer, and so forth. g. Elected officials shall take office immediately after the conclusion of the elections. h. Procedure in the event of resignation, removal, or vacancy: i. Any vacancy in the Presidency shall result in the succession of the Vice President to the Presidency. ii. If for any reason the Vice President cannot assume the presidency, an election shall take place as soon as possible to elect a new President. Meetings: Clubs are encouraged to indicate how often meetings will occur. General guidelines for what is allowed at meetings are included, but this can be changed depending on the needs of the club.

## ARTICLE VI: MEETINGS

A. Meetings shall be held at least once a week while classes are in session. The exact time and date shall be determined by a common agreement of the members.

B. Special Meetings a. If one-third ( $1/3$ ) of the club's active members present a petition in writing to the President, he/she is required to call a special meeting within 48 hours. b. During a special meeting, no removal of officers shall take place.

C. A quorum of a majority of the active members will be required for any business actions at a meeting.

D. Only active members may be permitted to vote at meetings.

## ARTICLE VII: REMOVAL OF OFFICERS

A. If it is determined that an officer is not fulfilling the duties of his/her position or is violating the rules and procedures of the club, he/she shall be removed from office or could be removed from the club in the following manner: a. A concerned member shall collect and bring charges against the officer. b. Said member shall send a letter to the officer notifying him/her of the date of the impeachment vote. c. He/she/they shall present his/her/their findings to the club. d. The officer shall have a chance to rebut the charges. e. After all procedures have been carried out, a two-thirds (2/3) vote of all active members is required to remove the officer.

B. A member of Student Government Association's Judicial Panel must be present for impeachment proceedings to occur.

## ARTICLE VIII: METHOD OF AMENDMENT

A. Proposed amendments to this constitution shall be presented at any regular meeting and shall be ratified by two-thirds (2/3) vote of the active members present and voting at the following regular meeting.

B. Any amendments made to this constitution must be presented to and approved by the Student Government Association's Rules Committee before going into effect. Additional Articles: Since all clubs have different purposes, it is beneficial to provide additional sections specific to the policies and components of your club. In this example, the Lawn Mowing Club creates

ARTICLE IX: FUNDRAISING to describe the fundraising policies. The additional articles your club adds to this template can be anything that helps to provide more structure for your constitution.

## ARTICLE IX: FUNDRAISING

A. It will be the duty of all members and officers to be involved with this organization's fundraising opportunities.

B. Members and officers will never be required to contribute money to fundraisers; however, contributions made by members or officers for the execution of fundraising events will be allowed. a. The Executive Board shall set a contribution limit for individuals before each fundraiser. b. Any amount contributed above such limit by an individual will be refunded when deemed necessary by a majority vote of all active members. c. All money contributions, even those under the contribution limit, are subject to review and refund by the Executive Board. Logistics: In this example, the Lawn Mowing Club creates

ARTICLE X: LOGISTICS to describe relevant club necessities. This section is not necessarily for all clubs but may help to create a conducive constitution that will provide explicit intricacies for the future of your members. This section should by no means be limited to the examples provided here.

## ARTICLE X: LOGISTICS

A. Equipment a. The Lawn Mowing Club shall require two (2) pull-start gas powered push mowers. This will be provided by the Hofstra University Maintenance Department. They will also require each member to purchase a pair of Pruning Clippers to be brought to every meeting. i. Members shall be responsible for the care of said equipment and assume the consequences for its misuse. B. Events a. Each year the Lawn Mowing Club shall host a "Lawn Race," wherein participants shall vie for the title of Hofstra's fastest, most efficient lawn mower. i. The President shall be the presiding figure in this event. ii. This event shall be hosted annually in the Spring semester at a time to be determined by the present voting members of the Lawn Mowing Club when the weather permits Landscaping activities.



***\*\*This Template is to serve as a guide\*\****

## **Robert's Rule of Order**

Robert's Rule of Order provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language for fair and orderly meeting conversations. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action! The assembly rules - they have the final say on everything! Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. / Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking! Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote! Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second. The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone. The member moving the "immediately pending question" is entitled to preference to the floor! No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once! All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives! The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!