

The Steinhardt School of Culture, Education and  
Human Development

Undergraduate Student Government

Club Manual  
2016-2017

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Dear Steinhardt Undergraduate Student Government Clubs,

Welcome (back) to The Steinhardt School of Culture, Education, and Human Development's Undergraduate Student Government (USG). We are excited about your interest in becoming an official Steinhardt Club! USG sponsored clubs cover a wide variety of academic departments and interests throughout Steinhardt. Each club provides an invaluable service to the school and greatly enriches the Steinhardt community, and the university as a whole.

USG Clubs are one of the many pillars of student life within Steinhardt. As a result, there are certain policies and guidelines clubs are required to follow which will be discussed in detail in this handbook. When receiving sponsorship for your club from the USG, it is a requirement to review and adhere to all policies and guidelines in this manual. Receiving sponsorship from USG means your club will receive funding. Failure to adhere to all policies and responsibilities will result in the withdrawal of the club's funds.

The USG E-board members are excited for the upcoming year. We are here to help you achieve your goals and have the best year possible, so please reach out with any questions or concerns that your club may have. We look forward to working with your club throughout the year.

Sincerely,

Elyse Stefaniak, President — ehs302@nyu.edu  
Laura Suriel, Vice President — las750@nyu.edu

## Requirements for USG Clubs

### Clubs are required to:

- Adhere to all rules and regulations outlined in this Manual, as well as, any additional rules or regulations announced by the Executive Board of the Steinhardt USG
- Uphold the club's mission statement and insure that all club engagements are in the spirit of this statement
- Inform club members about all events announced at the USG General Assembly meetings, also including USG events, University Events, and the other USG club's events
- Include credit to the USG for all publications from the Club. This includes: programs, posters, magazines, postcards, signs, etc. Anywhere the club's name is used it should also state, "XYZ Club is sponsored by The Steinhardt School of Culture, Education, and Human Development Undergraduate Student Government" or "XYZ Club is sponsored by the NYU Steinhardt Undergraduate Student Government." \*Also, please reach out to the USG Eboard for the official USG logos to include on posters.

### Membership

- Have a club advisor who is a staff member, administrator, or faculty member, not a student employee
- Construct and submit a club constitution
- Craft and submit a mission statement clearly stating the purpose of the club and how it is unique to all other services provided by NYU Steinhardt
- Have at least seven full-time undergraduate NYU Steinhardt students participate in the club
- At least two-thirds of its membership needs to be undergraduate students from NYU Steinhardt

### Executive Board

- Each club must have an elected Executive Board (President, Vice-President, Treasurer, and Secretary) who are all full-time undergraduate NYU Steinhardt students
- Submit to Steinhardt USG a list of Executive Board members name and contact information, a club roster, and contact information for the club advisor

## Requirements Continued

### To Obtain Funding:

- Have the club's President and Treasurer attend a mandatory Club Orientation with the USG's Advisor, President, Treasurer, and Alternate Senator
- Wholly fill out and submit Program Proposals for all events two weeks prior to the event date
- Have at least three activities per semester in which all undergraduate students from NYU Steinhardt are welcome to attend
- Clubs should maintain their own records of monies spent and received during the NYU academic school year

### Attendance

- Have a club representative at all USG general assemblies and other meeting or events required by the USG (see Attendance Policies for information).

## Attendance Policies

- Each club must have a USG representative, who is an Executive Board member or who is appointed by the Executive Board, who attends each USG General Assembly meetings Monday nights at 6:30pm in Pless Hall on the 3rd Floor Lounge
- If said member is unable to attend the General Assembly USG meeting, the club is required to send a brief e-mail report about past and upcoming events and activities at least 24 hours prior to the General Assembly USG meeting to [steinhardt.usg@nyu.edu](mailto:steinhardt.usg@nyu.edu); the Alternate Senator will read this report at the meeting. Each club is only allowed 2 email reports per academic semester
- If the club representative is not in attendance at the USG General Assembly meeting nor a report e-mailed at least 24 hours before the meeting, an absence will be counted against the club
- Each club is allowed two absences per academic semester before the club loses its fundin

## Club Budgets

### Requesting a Budget

- Clubs must request a budget every year from the NYU Steinhardt USG Executive Board via their application to become a club. In order to be accepted as a club and receive funding, each club must already have an established Executive Board and faculty/staff advisor.
- No club is guaranteed to receive the full amount of funding that is requested. Club budgets are subject to change as the USG's funding changes. If additional funding is needed please see the following section regarding Requesting Additional Funds.

### Spending Guidelines

All rules for the use of USG funds are carefully outlined by the Center for Student Activities Leadership and Service (CSALS) and the All-Square Student Allocation Committee (ASSBAC). USG clubs must adhere to the same rules as the USG, as well as, any additional rules as decided by the USG Executive Board and NYU Steinhardt. With that, it is expected that a club's spending stays within the spirit of its mission statement.

- **USG Club money is for:**
  - Educational events (i.e. master classes or field trips)
  - Professional events (i.e. conferences or speakers)
  - Social events (i.e. movie nights or performances---note that these events must still provide a specific service to the student body and be within the club's mission statement).
  - Food and Beverages for the above events or for meetings
  - Advertising
  - Office Supplies (from Central Supply)
  - Postage (from NYU Mail Services)
  - Room or Equipment Rental for Events
- **USG Club money is NOT for:**
  - Gifts for members of the club or any students
  - Private meeting held by the Executive Board
  - Parties at a bar
  - Alcohol
  - Payment for services rendered by NYU Students
  - Food that is not associated with an event
  - Anything outside of your mission statement

- Any receipt that does not have the day, location, time, and price listed on it (it must be an itemized receipt)

### Reimbursements

- USG clubs will have to pay out of pocket for purchases
- In order to be reimbursed, a club must do the following:
  - 1. Fill out a Program Proposal form at least 2 weeks prior to the event
  - 2. Fill out a Student Reimbursement form: found under the Resources tab on the USG website. For more information on how to fill this form out, see the “How to be reimbursed” link on the same web page
  - 3. The Student Reimbursement form should be given to the USG Treasurer within 7 days of the event either in person, or during the Treasurer’s office hours
- If the USG Treasurer does not receive the proper reimbursement paperwork, there will be no money reimbursed
- Any club that is seeking a service (i.,e: DJ, Speaker, Performer, Director, etc) must meet with the USG advisor to submit a signed contract and appropriate forms at least 30 days before the event is to take place
- If the reimbursement is for \$150 or under (per receipt), the USG Treasurer will complete the rest of the paperwork and contact the payee when the paperwork is ready to be picked up
- If the reimbursement is for more that \$150 dollars (per receipt), the USG Treasurer will complete the paperwork and contact the payee when the paperwork is ready to be picked up
  - A check will be sent to the payee within 3 weeks of the signing of the form
- ALL receipts must have the place of purchase, the date of purchase and the amount spent written on it (itemized).

### Other Payment Forms

- Any other forms of payment follow the same rules as reimbursements. If you want to pay a non-NYU employee for services rendered, inform the treasurer at least a week ahead of time so a Payment to Individuals form can be prepared.
- If you want to pay for a rental, inform the treasurer at least two weeks ahead a time so the purchase requisition forms can be drafted.

- If you want to order office supplies, talk to the treasurer about using the Central Supply account.
- If you want to mail anything, ask the treasurer for a Mail Services Slip.
- If you want to pay anyone ahead of time, send a check, pay a bill, order supplies or mail anything, you must let the treasurer know before hand with enough time to prepare the necessary paper work.
- If your club wants to co-sponsor an event with any other organization at NYU, including Steinhardt departments and USG clubs, it must be discussed with the USG Treasurer first.
- *To find out more information on the forms of payment and appropriate forms, talk to the USG Treasurer or USG Advisor*

### Requesting Additional Funds

If at any time your club wants to request additional funds for an added event you must complete a written request to the USG Executive Board. In the request, be sure to state the following: why you need the added funds, what the funds will be used for, and when the funds will be used. When the Executive Board reviews your request, your club's past spending for the academic year, your mission statement, and your original budget request will all be taken into consideration. In most cases, additional funding will only be granted for additional events. Failure to budget your money resulting in a lack of funds at the end of the year is not grounds for additional funding.

## Programming

### Program Proposals

In an effort to both make sure clubs adhere to all policies regarding USG funding, as well as to ensure that clubs have access to the funds they need, each club must fill out a Program Proposal for every event outside of club and Executive board general assemblies. This is **mandatory**.

This Program Proposal must be turned in two weeks prior to the proposed event. All information must be completed, including club advisor approval and an attachment of your program of events. This process will allow the USG Treasurer to allocate the correct funds, as well as the USG Advisor to determine if the event is abiding by all guidelines.

If planning events that involve the following, you **MUST** meet with the USG Advisor after you have met with your club advisor, to ensure the program meets University liability standards. **This meeting must happen at least 6-8 weeks prior to your event:**

- Anything involving outdoor activities
- Anything involving waivers to be signed by an outside vendor
- Anything requiring a contract to be signed
- Non-NYU entities/vendors entering university property
- Travel beyond the 5 boroughs
- Anything you're not sure of, along these lines

Not turning in a Program Proposal puts your club at risk of going over budget without permission and therefore not being reimbursed for certain purchases, possibly having the event canceled by the USG Advisor, and also not being advertised by the USG Council.

### To reserve rooms events:

#### *Pless Hall 3rd floor*

- Fill out the online form: <http://steinhardt.nyu.edu/adminfinance/events>

#### *Kimball or Pless Hall 1st Floor Lounges*

- Send event information to Justine (justine@nyu.edu)

#### *Rooms in Kimmel Center*

- Once clubs are registered with CSALS (Center for Student Activities, Leadership, and Service), Executive Board members will be able to reserve space by visiting the 6th Floor of Kimmel

#### *Other spaces:*

- See USG Advisor

### Media services:

Please let the USG Alternative Senator and Treasurer know if you are planning on ordering Media, as the USG account number will need to be provided.

*When using any of the spaces listed above your club is responsible for making sure all extra food and supplies are removed and all garbage has been placed in trash receptacles.*

## Publicity

### Emails to student body and academic classes:

To be included in the USG weekly email, please send the information below to the USG Publicity Chair and Advisor at [steinhardt.usg@nyu.edu](mailto:steinhardt.usg@nyu.edu) by Thursday at 3pm BEFORE the weekly email is to be distributed:

- To (ex. Junior class or all undergraduates)
- From (your email address or [steinhardt.usg@nyu.edu](mailto:steinhardt.usg@nyu.edu))
- Name of Event & Description
- Date/Location/Cost
- RSVP info (if needed)

### Publicity & Publications

**Printed materials:** All publicity **MUST be approved by your club advisor** before being posted. Once approved you are able to post publicity in Steinhardt buildings (i.e. the Education Block, Kimball Hall, Barney Building.) Any publications produced by the club should include credit to the USG. This includes: programs, posters, magazines, postcards, signs, etc. Anywhere the club's name is used it should also state, "XYZ Club is sponsored by The Steinhardt School of Culture, Education, and Human Development Undergraduate Student Government" or "XYZ Club is sponsored by the NYU Steinhardt Undergraduate Student Government." **Calendar Items:** Any events that you wish to have included on the USG Calendar (via the USG website), can be sent to the USG Secretary at [steinhardt.usg@nyu.edu](mailto:steinhardt.usg@nyu.edu). Please include the following information:

- Name of Event & Description
- Club Contact person and Email Address
- Date/Location/Cost
- RSVP info (if needed)

Resources: <http://www.nyu.edu/life/student-life/getting-involved/clubs-and-organizations/club-management-resources.htm>

## Club Guidelines and Agreement Form

We, the \_\_\_\_\_ club in the Steinhardt School of Culture, Education, and Human Development, have read, accepted, and agreed to all of the guidelines and requirements outlined by the Steinhardt Undergraduate Student Government in the Club Guidelines Manual for 2016 - 2017. We understand that failure to comply with these guidelines can and will result in the revocation of club status and funding.

Club Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club President Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Treasurer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form to the Steinhardt Undergraduate Student Government Office on the 3rd floor of Pless Hall, at the Club Orientation on in Pless Hall (TBA), or no later than the General Assembly meeting on Monday, October 3, 2016.