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Introduction
Dear Club Leadership,

We are elated to welcome you to the USG family! Over the course of the next academic year, we hope to not only build upon the strong work that has been done in the past but to also constantly innovate. We are looking forward to a productive partnership with you as we advocate and program for all Steinhardt students.

For the 2018-2019 Academic Year, the Executive Board has three distinct goals:
1. Improve the participation and awareness of USG.
2. Create unity amongst Steinhardt students.
3. Increase our community outreach.

We hope that these would be reflected in our own programming as well as the programming of each of our clubs.

Undergraduate Steinhardt Government (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. Their purpose is to provide NYU Steinhardt students the opportunity to enrich their co-curricular experience and that of their peers through the conceptualization, planning, and presentation of diverse offerings of student-driven activities and programming that enrich and enlighten the unique NYU community they serve in the Global Network University.

A robust club life is the heart of any great institution. USG Clubs are one of the many pillars of student life within Steinhardt. Registered clubs are also granted permission to take advantage of University purchasing agreements with non-NYU caterers, publishing and printing shops, and special event ventures. 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 both recognition and funding.

To maintain their "registered club at NYU Steinhardt" status, the club’s activities shall support the school’s mission and values, honor the club's Constitution and By-Laws, meet the criteria set by the USG, and comply with all applicable rules and procedures set by Steinhardt, administrative offices, and the USG. 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. We all share the responsibility for our school’s successes. Our dedication and passion will act as a guiding light for our clubs and will propel our endeavors forward.

Yours in Leadership,

Isaac Caballero | President
rr2738@nyu.edu

Joanna Yamakami | Vice President
jy2453@nyu.edu

Steven Ramdilal | Senator
steven.ramdilal@nyu.edu

Carly Mantay | Treasurer
cm3941@nyu.edu
Updated September 2018

Club Guidelines & Coverage

Policies, procedures, programs, and services for student clubs recognized by, and registered with, NYU Steinhardt School of Culture, Education, and Human Development’s Undergraduate Student Government (USG).

USG Contact Information

NYU Steinhardt
Undergraduate Student Government
82 Washington Square East, Suite 304
New York, NY 1003
Tel. 212-998-5350
steinhardt.usg@nyu.edu
http://steinhardt.nyu.edu/usg

USG Club Philosophy

The Undergraduate Student Government at NYU Steinhardt supports student organizations and create a greater sense of community. We place a high priority on offering each of our constituents and clubs a superior student experience in an environment that promotes community service, social justice, and ethical leadership; values personal wellness; embraces the arts and artistic expression; protects freedom of speech; supports the community building efforts of student leaders; and welcomes the contributions of our alumni.
Club Requirements
The Undergraduate Student Government

Steinhardt's Undergraduate Student Government (USG) is a student government body composed entirely of student leaders representing all undergraduate Steinhardt students and is responsible for recognizing and governing all clubs organized under its purview. The USG will sponsor clubs within The Steinhardt School of Culture, Education and Human Development that are unique in mission and purpose, are non-exclusive, and contribute to the overall quality of life within the Steinhardt School of Culture, Education and Human Development.

Club Community Standards

Registered student club and organization members and officers shall promote the wellbeing of themselves, others and the school when planning activities, making decisions, or advocating or taking actions. They shall be honest and truthful in all their club activities and business. They are responsible for the consequences of their actions and accountable to the Steinhardt community.

Requirements for USG Sponsored Clubs

To be eligible for Club status a student organization shall
I. properly register with Steinhardt’s Undergraduate Student Government
II. have at least seven (7) fully matriculated Undergraduate Steinhardt student members
III. sponsor at least three activities per semester that are open to the entire school
IV. maintain a visible impact on campus,
V. uphold the club’s mission statement and insure that all club engagements are in the spirit of this statement.
VI. demonstrate that the group will serve a purpose or provide a service that is currently not performed by an existing student organization
VII. be held responsible for complying with all applicable rules and procedures set by Steinhardt, administrative offices and the USG.
VIII. 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
IX. All Club Representatives must attend mandatory club training at the discretion of the USG Executive Board.
X. 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 Steinhardt’s Undergraduate Student Government” or “XYZ Club is sponsored by the NYU Steinhardt’s USG”. All Official USG Logos will be shared with Club Leadership via Google Drive.
USG requires that all clubs

I. Submit a completed application for club sponsorship, with budget request form to the USG
II. Submit a current club constitution to the USG
III. Submit a roster of club officers, all of who must be members of The Steinhardt School of Culture, Education and Human Development undergraduate student body to the USG
IV. Submit to the USG a current membership list which includes the name of each member and keep USG informed of any changes to the members list,
V. Submit a completed Club Agreement Form to the USG
VI. Comply with all NYU policies and procedures
VII. Adhere to all relevant deadlines established by the USG
VIII. Keep the respective organization’s club advisor & USG informed about all programs, meetings, and activities planned by the organization
IX. Submit a Program Proposal for each club program, meeting or activity at least 2 weeks prior to each event
X. Hold elections for officer positions for the upcoming academic year during the official USG club election period

Active Club Status

Active Clubs shall be granted:
I. An allocation of a budget, with an amount to be decided upon by the Executive Board based on the request of the club. The Executive Board shall take into account all estimated expenses to offer a fair budget to the club for the academic year.
II. Status of a club within the School and use of facilities

Retaining “Active Club” Status:
I. USG Sponsored Clubs will also be held responsible for complying with all applicable rules and procedures set by Steinhardt, administrative offices, and the USG.
II. Clubs must meet all of the requirements established by the University, Steinhardt, CSL, or the USG in order to be recognized as a University organization, to maintain their club status under the purview of the USG, and to qualify to register with the USG.
III. In order to maintain a club's status, no more than 1/3 of a club's membership can be from outside of NYU Steinhardt
IV. Have at least seven (7) full-time undergraduate NYU Steinhardt students participate in the club to remain active
V. Have a club advisor who is a staff member, administrator, or faculty member, not a student employee
Conducting Club Business

Only active and registered NYU Steinhardt students in good standing with the University who are active members of a club may conduct business on behalf of the club, be involved in the funding or budget of the club, or participate in the election of club officers.

Equal Treatment

All student members of a club shall have equal opportunities and privileges with respect to but not limited to being a member, holding an office, participating in elections, voting on club business, or participating in club activities.

Non-Student Members

Other members of the University community (defined as current faculty, staff, administrators and active alumni) may attend the Organization’s meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.
Attendance & Club Updates
USG Club Representatives

I. Club representatives shall be selected by the individual clubs and will serve as the liaison between the club and the USG,

II. There shall be at least one club representative from each USG-sponsored club present at every General Assembly meeting, where they will serve as the primary communication facilitator for all students in their club both directly to the Assembly and from the Assembly to the club members

III. The USG representative, who is an Executive Board member or who is appointed by the Executive Board, will attend each USG General Assembly meetings on Monday nights at 6:30pm in Pless Hall as well as other meetings or events as required by the USG

IV. Club representative attendance at Assembly meetings is mandatory. Attendance must be coupled with a weekly update on the activities of the club. In the event that a club representative cannot attend, a club report must be sent at least 24 hours in advance to the Vice President. Emailed reports may not exceed 2 instances per semester. After three absences, the club will forfeit their entire budget allocation for that academic year.

Club Updates

I. Club Updates are essential to ensure both the USG and Steinhardt students stay informed of club meetings and programming.

II. USG Club Representatives are required to provide club updates at every General Assembly

III. On the weeks that General Assemblies do not occur, Club Leadership must submit a club update to the USG. This will be done via a Google Drive shared with you. These updates are due on Sundays at 11:59 PM Eastern time.
Budgets
**Requesting a Budget**

I. Clubs must request a budget every year from the NYU Steinhardt USG Executive Board via their application to become a club.

II. 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 section titled, Requesting Additional Funds.

III. All rules for the use of USG funds are carefully outlined by the Center for Student Life (CSL) and the Student Activities Board (SAB). USG clubs must adhere to these rules, as well as, any additional policies or procedures implemented by the USG Executive Board and NYU Steinhardt.

IV. It is expected that a club’s spending stays within the spirit of its mission statement.

**Accessing Club Funds:**

I. The club’s President and Treasurer must attend a mandatory Club Orientation with the USG’s Advisor and appropriate members of the USG’s Executive Board.

II. Must complete and submit **Program Proposals** for all events two weeks prior to the event date.

III. Clubs should maintain their **own records** of monies spent and received during the NYU academic school year.
Spending Guidelines

Legitimate Expenses
You will be reimbursed if your club uses USG Club monies for:

I. Educational events (i.e. master classes or field trips)
II. Professional events (i.e. conferences or speakers)
III. Social events (i.e. movie nights or performances). Social events must adhere to the club’s mission statement
IV. Food and Beverages for the above events or for meetings
V. Advertising
VI. Office Supplies (Central Supply)
VII. Postage (NYU Mail Services)
VIII. Equipment Rental for Events

Prohibited Expenses:
You will not be reimbursed if your club uses USG Club monies for:

I. Gifts for members of the club or any students
II. Parties at a bar
III. Alcohol
IV. Payment for services rendered by NYU Students, staff, or faculty
V. Food that is not associated with an event
VI. NYU Space (should be free)
VII. Anything outside Club mission
VIII. Any receipt that does not have the day, location, time, and price listed on it (it must be an itemized receipt)
Honorariums

All clubs funded by USG will not be able to compensate individuals using their budgets. Small, one time only honorariums are permissible, but total honorariums offered cannot be more than 10% of the club's starting budget.

Reimbursements

USG clubs will have to pay out of pocket for purchases. In order to be reimbursed, a club must do the following:

I. Fill out a Program Proposal form at least 2 weeks prior to the event. The Program Proposal should be turned into the USG at 82 Washington Square East, Suite 304.

II. Fill out a Student Reimbursement form: This can be 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.

III. The Student Reimbursement form along with original receipts should be turned into the USG within 7 days of the event either in person or to the USG’s office.

IV. If the USG Treasurer does not receive the proper reimbursement paperwork, there will be no money reimbursed.

V. 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.

VI. 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.

VII. If the reimbursement is for more than $300 or more than $150 dollars per receipt, the USG Treasurer will complete the paperwork and contact the payee when the paperwork is ready to be picked up. The form must be brought to Accounts Payable (105 East 17th St.), and a check will be sent to the listed address within 3 weeks.

VIII. All receipts must be itemized.

Denying Reimbursements or Payments

The USG reserves the right to deny reimbursement or payment of club expenses when if it determines it is in violation of USG, NYU Steinhardt, or NYU policies. All clubs are cautioned not to commit their club funds to cover an expense until they have received approval from the USG.
Invoicing Guidelines

Invoicing is an alternative process to spend your club’s budget. Instead of fronting the money and getting reimbursed, the invoicing process allows the USG to pay the vendor before the event. You must begin the invoicing process at least 4 weeks before your event. Club leadership should:

I. Approach vendor and ask for quote for the event
II. If the vendor is not an NYU approved vendor, contact USG Advisor for details.

Income

All income and donations, that a registered Steinhardt USG Club receives shall be reported to and deposited by the club through the USG Advisor. Any funds derived from ticket sales to a club activity shall be collected at NYU Ticket Central and transferred by NYU Ticket Central to the USG’s budget account. A Club Advisor must be present when club members are collecting cash for fundraising or ticket sales. Venmo and other payment services are strictly prohibited.

Unauthorized Bank Accounts

No clubs are authorized to set up accounts with banks or other similar institutions, or use personal checking or savings accounts to hold club income.

On-Site Deposits

Funds raised must be counted and secured in the USG Office at the conclusion of the programming day. Individual members of a club or other individuals shall not hold income for a club. Following an event or activity, All clubs shall arrange with the USG Advisor for club income to be collected and safely transported to the USG Advisor’s office until the income can be accounted for and deposited.

Fundraising

Charity Donations:
All clubs may use their club funds, club income, donations to the club, and other University funds (e.g. funds from co-sponsoring clubs and departments) to host programs to raise funds that will be donated to charities. The funds raised may only be donated to 501 c (3) tax-exempt US charities. Fund raising activities must be consistent with the purposes of the University, the club and the mission of the club and in accordance with University, Steinhardt, CSL & USG policies.
Fundraising in University Facilities:
The use of University facilities for the purpose of raising funds whether through charging for admission to an event, or by soliciting voluntary contributions, is permitted only by University organizations, provided the funds raised are intended for purposes consistent with the purposes of the University and its exemption from registration under the New York Social Services Law.

Restrictions on Non-NYU Funding

No clubs are authorized to accept funding from non-NYU sources to supplement their budget allocation other than funds raised through ticket sales for a club activity, or sale of merchandise at a club activity (e.g. baked goods, t-shirts, etc.). Non-NYU donors wanting to assist or support a club are authorized to donate funding and other resources to the USG which may accept those donations on behalf of the club. Clubs may not accept donations from alcohol or tobacco manufacturers or distributors.

Requesting Additional Funds

If a club has exhausted its current budget and to request additional funds, the club must complete a written request to the USG Executive Board. In the request, be sure to state the following:

I. Amount requested
II. Why you need the additional funds
III. What the funds will be used for, and when the funds will be used.

The Executive Board will review 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.

Due Diligence

Club officers and members are expected to exercise due diligence when generating, reviewing, and approving financial transactions that commit the University to expenditures.

Ethical Stewardship

Failure to properly report club income or donations, or the improper use of, or misrepresentation of the use of clubs funds, shall be referred to the Office of Community Standards and Compliance and/or other appropriate offices/boards.
Programming
Programming Proposal

In order for a registered club’s activity to be approved by the USG, the activity must meet all University, School, CSL, and USG requirements for a club activity and the club officers must submit a Programming Proposal to the USG. Regardless of the cost, funding source, or location for an activity, registered student clubs and organizations are required to register all of their activities (both sponsored or co-sponsored) with the USG via a Program Proposal by the deadlines set by the USG. Program Proposals can be found under the Resources tab on the USG website.

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, and also not being advertised by the USG.

Fourteen-Day Deadline

Clubs are required to submit a Program Proposal fourteen (14) days or more days prior to any programming activity or event to be held. 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 all guidelines.

Exceptions to the Fourteen-Day Deadline

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

Off-campus approvals

Registered clubs must receive prior approval from the USG if they are seeking to hold events off campus.
Community Service Exception

Exceptions are made for those registered clubs participating in community service projects at locations in the five boroughs of New York City that are accessible by New York City public transportation. A Programing Proposal Form shall be submitted prior to the participating in the activity and must be approved by the USG.

Unsanctioned, Unauthorized, and Restricted Activities

Any activity the registered club sponsors or the club attends without the authoritative permission of the USG shall be deemed an unsanctioned and unauthorized activity. Use of a club name in affiliation with any unsanctioned and unauthorized activity in a manner that may imply that the club has the permission of the school and USG to participate in the activity or implies to participants that the unsanctioned and unauthorized activity is sanctioned by the school and USG, is strictly prohibited. No club funds or resources shall be used to support the participation of a club in a unsanctioned and unauthorized activity. The USG reserves the right to decline, prohibit, deny access or remove any club which in its sole judgment is contrary to the character, objectives, and best interests of the Steinhardt community.

Smoking Policy

Smoking is prohibited in University buildings.

Alcohol Policy

The possession or consumption of alcohol by visitors, invitees, and licensees at club events is strictly prohibited.

Facilities

All facilities at New York University are governed by the Guidelines for the Use of University Facilities, the policies of New York University and the Kimmel Center and the laws of New York City, State, and the Federal Government. Use of the facilities is limited to University faculty, students and staff and University affiliated organizations and their guests. Non-University organizations must be sponsored by a University department or school.

Reserving Rooms & Spaces

I. All events scheduled must be conducted in the manner stipulated in the contract. No changes or additions can be made in this contract unless confirmed in writing by Steinhardt spaces or other booking offices and/or programs.
II. Steinhardt spaces can be made online at http://steinhardt.nyu.edu/spaces/
III. The USG secretary shall serve as the point person for all Room bookings and inquires.
Media Services

Please let the Vice President and Treasurer know if you are planning on ordering Media, as the USG account number will need to be provided. When using University spaces, your club is responsible for making sure all extra food and supplies are removed and all garbage has been placed in trash receptacles. Failure to adhere to these policies will result in the loss of access to the booking systems.

Copywriting & Trademarks

Registered students clubs must receive verifiable permission from the owners of copyrighted property and trademarks in order to legally reproduce, display, exhibit, perform, or otherwise use those copyrighted properties or trademarks. Please direct all questions regarding copywriting, trademarks, and liability to the USG Advisor.

Programming for students, by students

USG funded activities should be planned and executed by NYU students. These activities should be designed to benefit and enlighten the NYU Steinhardt community and support the school’s mission and the mission of their club.
Posting on NYU Property

Registered student clubs shall only post on University bulletin boards or other areas that the University provides for club or other announcements.

Posting on Public Property

Registered student clubs shall not post on public property.

Posting on Private Property

Registered student clubs shall not post on private property without prior authorization from the property owners or their agents, and only in the location and manner they prescribe.

Chalking

I. Local laws allow chalking with washable chalk on public sidewalks in a manner that does not disrupt or impede pedestrian traffic on the sidewalk, at intersections or curb cuts or within twenty (20) feet of entrances or exits of buildings. Chalking is not permitted on NYU property.

II. The sidewalks that abut NYU property on one side and a public street on the other are public sidewalks. Chalking in public parks is permitted with permission from the NYC Parks Department.

III. Note that property owners in New York City are required by law to keep their sidewalks clean. As a result NYU staff are required to remove any chalking on the sidewalks abutting NYU property to avoid a fine. Please be respectful and understanding of this catch-22 when engaging in chalking activities. When designing the images and content of a chalking campaign be mindful that children of all ages use the public sidewalks as well as adults.

Club Name on Advertising and Publications

The use of "Steinhardt" as part of a club name is restricted to "at Steinhardt". For example, your club is not authorized to use the name "Steinhardt Theatre Club" but it is authorized to use the name "Theatre Club at Steinhardt". Clubs may not identify themselves as an "Office", "Council", "Board", "Center", "Department" or other names commonly used to identify official governing bodies, administrative or academic areas of the University.
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 President at steinhardt.usg@nyu.edu by Thursday at 3pm BEFORE the weekly email is to be distributed. The following information must be in the body of your email for your submission to be processed:

I. Audience (ex. Junior Class, all undergraduates, etc)
II. Event Name and Description
III. Date/Time/Location/Cost
IV. RSVP/Graphics
V. Contact information.

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 Steinhardt’s Undergraduate Student Government” or “XYZ Club is sponsored by the NYU Steinhardt’s USG”. All Official USG Logos will be shared with Club Leadership via Google Drive.

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. Please include the following information:

I. Name of Event & Description
II. Club Contact person and Email Address
III. Date/Location/Cost
IV. RSVP info (if needed)

General Resources

Please visit http://steinhardt.nyu.edu/usg/resources
Role of the USG

It is the responsibility of the USG to establish policies and procedures in order to ensure that undergraduate Steinhardt club funds are equitably distributed to and judiciously used by, registered student clubs.

Club Obligation

While the activities and services provided by student organizations are many and diverse, these organizations must be mindful that they are under an obligation to serve the students of NYU Steinhardt responsibly. Receipt of clubs funds by a student organization imposes an additional obligation to use those funds wisely.

Executive Board

I. Each club must have an elected Executive Board composed of full-time undergraduate NYU Steinhardt students
II. The required positions are President, Vice-President, Treasurer, and Secretary.
III. Clubs are required to submit to Steinhardt USG a list of Executive Board members name and contact information, a club roster, and contact information for the club advisor
IV. The club shall hold elections for officer positions for the upcoming academic year during the official USG club election period typically in late spring of each academic year for the upcoming academic year. Vacancies in the Executive Board in the Fall semester may be filled according the procedures and policies laid out in the club’s constitution.

Elections

Eligibility:
Only matriculated and registered NYU Steinhardt students in good standing with the University are authorized to take part in the nomination and election process and run for an officer position in a club. The club shall follow its election procedures as stated in the club’s constitution.

Voting Rights:
All active members of the club shall have equal opportunities and privileges with respect to being a member, running for and holding an office, participating in elections, voting on club business, or participating in club activities. The USG shall make no policies, regulations, by-laws, tests, or requirements limiting or restricting these opportunities and privileges.
Election conflicts:
All University, Steinhardt, CSL, & USG policies and procedures shall prevail in cases where a club’s constitution, by-laws, charter or mission may contradict or violate any All University, Steinhardt, CSL, & USG policies and procedures shall prevail in cases policies and procedures. When a contradiction or violation occurs, a club’s constitution will be considered null and void by the USG until measures are take by the club to correct the contradiction or violation. Clubs must have a valid constitution in order to maintain their recognition and sponsorship with the USG.

Election Timeline:
USG policy requires that all clubs hold elections in April of each year to select the new executive board (president, vice president, treasurer, secretary) for their club. New officer terms begin June 1. The club’s current (not the newly elected) president must submit to the USG a list of new officers and contact information. Failure to submit the form by the June 1 deadline will delay officers from having access to valuable resources and services. The club’s President must register any new officers elected during the academic year with the USG no later than 14 days after the election by following the same online process.

Changing Club Names
The President of a registered club is required to email the Vice President if the club proposes to change the club name. A justification for the change should be clearly presented in the email. The USG reserves the right to deny the change especially when the mission or activities of the club are out of sync with the proposed name change, or the name is similar to that of another club or student government body, or an academic or administrative unit in the University.

Changing Club Officers
The President of a registered student club is required to notify the USG of any changes in officers by emailing the Vice President.

Maintaining Executive Board membership
Registered student clubs are required to maintain at all times a full executive board consisting of a President, Vice-President, Secretary and Treasurer.
Constitutions

A registered student club’s constitution is a critical document where the club’s mission is stated and rules of procedure are outlined in a clear and precise manner. The constitution serves as a club’s by-laws and guide to conducting important business including but not limited to nominating and electing officers, impeachment process, running meetings, membership expectations, and other general rules of procedure. All clubs are required to file the latest edition of their USG approved constitution with the USG. This will be the constitution of record and all other editions will be null and void.

Validity of Constitutions

All University, Steinhardt, CSL, & USG policies and procedures shall prevail in cases where a club’s constitution may contradict any University, Steinhardt, CSL, or USG policies.

Equal Opportunity

Steinhardt USG requires that club constitutions shall state a commitment to a policy of equal treatment and opportunity in every aspect of their relations with faculty, students and staff members, without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, and any other legally protected basis.
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 2018-2019. 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: ____________________________________________________
Email: ____________________________________________________

Club President

Name: ____________________________________________________
Signature: __________________________________________________
Date: ____________________________________________________
Email: ____________________________________________________

Club Treasurer

Name: ____________________________________________________
Signature: __________________________________________________
Date: ____________________________________________________
Email: ____________________________________________________