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PREFACE

Serving as a student leader is both extremely rewarding and at times, very frustrating. The purpose of this Student Officer's Handbook is to make your job easier (and hopefully more fun) by bringing to your attention some of the by-laws, policies, rules, etc. that are important for you to know. Of course there are a number of documents contained herein which do not apply directly to each student officer. If you have difficulty in understanding or implementing any of these regulations, please contact me. I have also included a section in this handbook that I think will be of assistance to you in the conduct of your organization.

I would like to also encourage you to seek out the assistance of the Office of Student Activities. The office is responsible for assisting student organizations in program development, leadership development, organizational management, conflict resolution, and for other student activity related issues. Additionally, all student events must be signed off by the Office of Student Activities, for final approval. It should be noted that no event will be approved unless the budget and contracts related to the event have been approved. The Office of Student Activities also assists students in seeking out leadership opportunities, and networking with individuals in leadership positions, in and around the Hunter community. Students are strongly encouraged to get involved in the wide variety of co-curricular activities Hunter College has to offer.

Students are further encouraged to participate in the various leadership and diversity programs offered by the Office of Student Activities. These program are designed specifically to provide students with an environment in which they can develop their leadership skills, enable students to strengthen the foundations of their organizations, create opportunities for students to work cooperatively and collaboratively with others, encourage students to become involved in leadership opportunities, address issues of diversity and multiculturalism on campus, as well as, to share ideas on enhancing a climate of mutual respect between and among members of the Hunter Community. For further information about student activities and leadership possibilities, please contact Mr. Robinson in 1107 East or by calling 212-772-4924.

A great deal of time is often devoted by students to participation in the co-curricular activities at Hunter College. There is no doubt that this allows students an opportunity to broaden their experiences and to develop talents and leadership abilities and skills. However, I urge you not to neglect or in any way compromise your academic obligations and pursuits.

I look forward to working with you this coming year.

Michael Escott
Associate Dean of Students

STUDENT ACTIVITIES MISSION STATEMENT

The Office of Student Activities is committed to achieving a pluralistic community and to assisting the student body in developing rational, critical and creative capabilities. More specifically, the Office of Student Activities seeks to engage students in active learning, to assist them in establishing a meaningful value system and ethical standards, and to set high expectations for each student.

By offering effective programs and participation in all College venues and by encouraging and supporting activities that include athletics, recreation, student organizations, performing arts, and student government, The Office of Student Activities provides opportunities for students to achieve a better understanding and appreciation not only for their culture, but also for the cultures of others. This fosters educational collaborations throughout the College and builds supportive and inclusive communities.

CONSTITUTION OF THE HUNTER COLLEGE UNDERGRADUATE STUDENT GOVERNMENT

PREAMBLE

Whereas:

1. The Hunter College Undergraduate Student Government. (USG) formerly know as the Day Session Student Government (DSSG) and the Evening Session Student Government (ESSG) is the officially recognized, democratically elected student representation for all Hunter undergraduate, matriculated and non-matriculated students; and
2. It is responsible for the protection of students' rights, students' welfare, student involvement in academic policy and curriculum formation, and an awareness of local, national and International affairs of significance to students.

Therefore, this constitution is the governing instrument of the Undergraduate Student Government and may be amended only In accordance with the guidelines herein.

ARTICLE I OFFICERS: EXECUTIVE BOARD MEMBERS

There shall be a President, Vice President, Evening Affairs Commissioner, Finance Commissioner, External Affairs/Public Relations Commissioner, Student Welfare/Academic Affairs Commissioner, Student Activities/Cultural Affairs Commissioner and Brookdale Commissioner.

ARTICLE II REPRESENTATION

- A. The Senate shall be apportioned so that each class group (i.e., Freshmen, Sophomore, Junior and Senior) shall be represented by four Senators to be elected from said groups at large. (16 Total)
- B. Students who, in the Spring Semester, when elections are being held will have less than twenty (20) credits by the end of that semester may run for two (2) freshmen senator seats.
- C. At the first Senate meeting of the new USG at the beginning of the year, the other two freshmen seats will be filled by two (2) first semester freshmen to be elected by the USG Senate. Notice of the availability of these positions should be as broad as possible so that as many freshmen as would like to run may do so.
- D. Executive Board Members shall be elected from and by the body at large.
- E. The elections shall take place between the first week and the third week of April.

ARTICLE III SENATE POWERS AND DUTIES

- A. The Senate shall appropriate all funds for student activities, within two-week period form the time the dollar amount available for said student activity is made known by the Business Office and no more that one week after the FCB budget proposal.
- B. Shall approve all USG budgets as long as they:
 1. Adhere to CUNY By-Laws, and
 2. Were reviewed by the Executive Board; and
 3. All figures (i.e. Totals, Balances, etc.) match and there are no discrepancies apparent

- C. The Senate shall take any action necessary to protect and represent the students of Hunter College and their interests, as long as the said actions do not conflict with this constitution.
- D. Each senator must serve on at least one but no more than three commissioners' standing committees.
- E. The representatives of the Student Senate must meet at least once per semester in general assembly with the student body at large.
- F. Each senator has one vote in HCSS meetings.

ARTICLE IV SENATE INTERNAL STRUCTURE

- A. There shall be a presiding officer of the Senate nominated by the Senate at large and approved by the Executive Board. The Senate Chair shall be a liaison between the Student Senate and the Executive Board. This Chairperson shall conduct Senate meetings, prepare and distribute the agenda two days prior to the meeting and keep an accurate record of attendance. She/he shall sit on the Executive Board and carry one vote.
- B. There shall be two rotating secretaries to record the minutes of the Senate meetings who will be elected by the Senate members at large.
- C. Senate meetings shall run according to Robert's Rules of Order.

ARTICLE V SENATE MEETING PROCEEDINGS

- A. Senate meetings are to be called by the Chairperson at least twice a month. The Chairperson can call an emergency meeting to handle any and all Senate business.
- B. Quorum for Senate meetings will be constituted by ½ of the represented body plus 1.

ARTICLE VI MEMBERS OF THE EXECUTIVE BOARD

A. EXECUTIVE BOARD INTERNAL STRUCTURE

- 1. Any and all decisions to be made are to be determined by a majority vote of the Executive Board.
- 2. All Executive Board members shall have one vote and no veto power.
- 3. The Executive Board shall serve as the governing body over all USG policies and procedures, with all policies and procedures to be implemented by a majority vote of the body at large.
- 4. There will be a rotating agenda writer and chair of the Executive Board meetings to be elected by the body at large at the previous meeting.
- 5. Quorum shall be constituted by ½ of the represented body plus 1.

B. COMMISSIONERS

- 1. Shall be the official representatives of the Hunter College (HC) student body.
- 2. Shall be responsive to all current issues in which either student or specific Senate opinion is voiced and shall carry out any necessary and appropriate action, as determined by a majority vote of the Executive Board.
- 3. Shall make themselves available and accessible to the student body at large.
- 4. Shall be responsible for any appointment necessary for the carrying out of USG duties to be determined by a majority vote of the Executive Board.
- 5. Shall, in consultation with the President and Senate Chair, establish and chair their standing committees on which shall seat no less than one (1) USG Senator.
- 6. Shall produce written, weekly progress reports to the Executive Board and monthly progress reports to the

- Senate. Each respective body must approve the submission of a verbal report.
7. Shall prepare and administer their budgets to be approved by the Financial Control Board (FCB) and/or Senate in accordance with the guideline herein.
 8. Shall with the aid of their committees, be responsible for student outreach and/or disseminating information regarding their respective activities In coordination with the External Affairs Commissioner and the school media, and with the approval of the Executive Board.
 9. Shall attend weekly Executive Board meetings, the day and time to be arranged by the body at large.
 10. Shall schedule and attend at least ten (10) weekly office hours Monday through Friday, not including meeting times.

C. STEERING COMMITTEES

1. In the case of an emergency, a steering committee of any three (3) or more Executive Board commissioners can hold a meeting to make official decisions. These decisions must be justified to the Executive Board at large at the next E-Board meeting.

D. PRESIDENT

1. Has signatory power.
2. Shall be a College Association member.
3. Shall be a member of the Financial Control Board.
4. Shall be a member of the Academic Senate.
5. Shall be responsible for maintaining records of approved budgets.
6. Shall be the chair of the Student Space Allocations Committee (SSAC).

E. VICE PRESIDENT

1. Shall, in conjunction with the Evening Affairs Commissioner, supervise the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105) for the Executive Board.
2. Shall be the liaison between the Executive Board and all staff of USG

F. EVENING AFFAIRS COMMISSIONER

1. Shall be a signatory.
2. Shall be responsible for coordinating efforts of USG to ensure that services of USG are available during evening hours.
3. Shall work with Campus Facilities to extend services to Evening Students.
4. Shall be responsible in conjunction with the Vice President, of supervising the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105).
5. Shall assist the Cultural Affairs Commissioner with the Club Council.

G. EXTERNAL AFFAIRS COMMISSIONER

1. Shall represent the Hunter College Undergraduate Student Government as a delegate to the University Student Senate and any other City, State, National, or International organization(s) as decided by the Executive Board.
2. Shall coordinate the dissemination of information concerning the activities of the USG by means of the various Hunter College Media available with the consultation of the Executive Board.

H. FINANCE COMMISSIONER

1. Shall be a signatory.
2. Shall be primarily responsible for the preparation of the budgets of USG
3. Shall tend to all matters concerning the finances of the USG and clubs which include but is not exclusive to:
 - a. All USG budgets.
 - b. Attendance at Club Council Meetings.
 - c. Aiding club officers with financial questions/situations.
4. Shall coordinate and chair the Financial Control Board/Hearings.

I. STUDENT WELFARE COMMISSIONER

1. Shall see that the students' general welfare and interests are protected.
2. Shall be responsible for the Emergency Food and Shelter Program, the dynamics of which shall be determined by a majority vote of the Executive Board.
3. Shall in coordination with the ombudsmen be the student representative for any undergraduate student requiring assistance with academic problems.
4. Shall be the liaison between the Academic Senate and USG The Student Welfare Commissioner shall be a Senator on the Academic Senate. If no seats are open, she/he will attend all meetings of the Academic Senate and its student caucus and will examine all of its activities and report to USG any issues that affect the student body at large.

J. CULTURAL AFFAIRS COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and clubs/student organizations
3. Shall act as Chairperson of the Chartering Committee and shall prepare the club charter/budget packet in accordance with the guidelines herein.
4. Shall coordinate and sponsor a diversified program of concerts, films and other social and cultural functions in order to provide the broadest possible scope of activities available to the Hunter student body.

K. BROOKDALE COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and the Brookdale Campus, inclusive of Brookdale Administrators, students and residents.
3. Shall address the needs of residents of the Brookdale dormitory; these include physical facilities (i.e. Computer Lab, Study Areas, Lounges) and services (i.e. food program, hall maintenance).
4. Shall address the needs at all functions held at the Brookdale Campus.
5. Shall represent USG at functions held at the Brookdale Campus for the Executive Board.
6. Shall form a council of Brookdale residents and shall chair said council. This council shall address the needs of the entire Brookdale campus.

ARTICLE VII ATTENDANCE REQUIREMENTS

A. Executive Board and Senate

1. Executive Board members shall be automatically removed from office if that said member should be absent from two successive meetings or a total of three meetings a semester without a reasonable excuse.
2. Any member of the Student Senate who misses two consecutive meetings without 48 hours prior notification to the Senate Chair shall have their stipend (but not their membership) suspended.

- B. College Association and Auxiliary Enterprise Board
 - 1. All standing members of the College Association and the Auxiliary Enterprise Board shall be removed from office should they not meet the attendance requirements of those respective bodies.
 - 2. Reasonable Absence Excuses
 - a. Notification within the set guidelines for that respective body
 - b. Extenuating circumstances (i.e. medical, family sickness or death).
 - c. Attending to work not pertaining to USG shall not be used to justify excessive absences.
- C. Removals/Suspensions
 - 1. The respective body in which the said member sits shall carry out all removals/suspensions from office based on attendance. In the case of the CA or A.E.B., the respective body carries out the removal.

ARTICLE VIII STUDENT ELECTIONS COMMITTEE

- A. The Executive Board shall nominate a representative to the Student Elections Committee (SEC) to be confirmed by the Hunter College Student Senate.
- B. The said committee shall enforce and revise the Elections Code with the approval of the Hunter College Student Senate.

ARTICLE IX AMENDMENTS

- A. Any member of USG may present proposals for amendments.
 - 1. The USG member(s) shall distribute the said proposed amendments one (1) week prior to a USG general meeting for review.
 - 2. A separate meeting must be held to vote on any amendment(s).
- B. Amendments shall be passed at a meeting of 3/4 of the entire functioning Undergraduate Student Government. To pass an amendment, 3/4 of that present body must vote in favor of it. Proxy counts as no vote.

ARTICLE X INTERPRETATION

- A. Any member of the Government may bring an interpretation of this constitution to the Judicial Board whose decision shall be binding.
- B. Any decision or judgment rendered by any standing committee Senate or any Government body thereof, can be appealed to the Judicial Board whose judgment and interpretation shall be final and binding. This final interpretation and/or judgment shall override and supersede any decision rendered by any standing committee.
- C. The President shall nominate five (5) students to be members of the Judicial Board with the approval of the Executive Board.

ARTICLE XI REFERENDUM

*See Hunter College Undergraduate Catalog.

ARTICLE XII REMOVAL OF STUDENT GOVERNMENT MEMBERS FROM OFFICE

- A. Any USG member can have charges brought up against him/her investigated by an elected committee chosen from the USG body at large excluding the accused person(s) and the accuser(s) under the provisions of Article XII for any of the following:

1. Failure to execute the duties of their office.
 2. Incompetence in the performance of their office.
 3. Commission of acts of willful wrongdoing in office, including violation(s) of this constitution and/or any violation(s) as described in the Hunter College and/or CUNY By-laws.
 4. Conflict of interest, which would tend to place the official in a position of using their office for personal gain, and placing that gain above the welfare of the members of the entire undergraduate student body.
 5. Violation of a standing order of the Senate or Executive Board while charged with its execution as a delegate of the USG Senate or Executive Board.
- B. Any official member of USG may bring a charge before the said committee of this article at any time. The charge and all of its specifications must be presented in writing, signed by the accuser(s).
1. At the time a charge is brought against the accused member of USG, a committee shall be formed consisting of five (5) members USG body at large, excluding the accused and the accusers.
 2. The committee shall conduct an investigation lasting no more than ten (10) days and shall report its findings at a meeting specifically held for this purpose composed of all members of USG, or quorum reached as described herein.
 3. At this meeting a full report of the committee and a recommendation of Impeachment of the accused or the dismissal charges shall be made by the committee.
 4. The USG shall determine to accept or reject the recommendation of the committee by a 2/3 vote of the members present at this meeting. The accused person(s) and the accuser(s) shall be excluded from this vote.
 5. At the time a charge is made against the accused, the attendees of this meeting may decide to suspend the accused pending the outcome of the decision.
 6. The accused person(s) may bring forth any arguments and/or documents to defend his/her case.

ARTICLE XIII BUDGET PROCEDURES

- A. The Finance Commissioner shall establish and chair a standing committee called the Financial Control Board (FCB). This standing committee shall consist of the Finance Commissioner, the Cultural Affairs Commissioner, the President, one (1) Senator elected by the Senate, and one (1) CA member.
- B. Each FCB member shall have one (1) vote and shall be given due notice of all FCB meetings.
- C. Quorum for the FCB hearings/meetings shall be three (3).
- D. The FCB will hold an appeals process three (3) days after the release of their recommendations. This process shall last no longer than one (1) week. Any unresolved issues will be brought to the Senate floor for reconsideration.
- E. The college Association shall vote on final decisions.

F. CLUB PROCEDURES

1. The Chartering Committee shall upon validation of clubs' membership, and immediately forward all club budget proposals to the FCB.
2. The FCB shall promptly hold hearings within a three (3) week period of receiving the proposals, to arrive at a determination on the total club budget package.
3. Upon completion of this budget package, all USG representatives shall receive a copy of the budget proposal.
4. A Senate meeting shall be held to make a determination of the Club budget package in which a member of the FCB shall present and explain all allocations. Other emergency meetings may be called if the majority of the Senate deems it necessary.
5. The Senate has the discretion to approve/disapprove the FCB budget in its entirety or any part thereof. The

Senate may vote on the entire package or may approve/disapprove any part of the package separately from the whole. However, a 2/3 vote is needed for disapproving the recommendation of the FCB whether in part or in whole.

6. Any challenged FCB decision may be appealed to the Student Senate for final determination.

G. USG BUDGET PROCEDURES

1. The Executive Board shall submit its budget proposals to the FCB.
2. The FCB shall prepare a USG budget package, and if necessary, conduct hearings with the Executive Board members to arrive at a final determination on the total USG budget.
3. Upon completion of this budget package, all USG representatives shall receive a copy of the budget proposal at least two days prior to the Senate meeting at which it shall be submitted for approval.

H. SPENDING

1. If the Executive Board as a whole intends to spend over 25% of the aggregate USG allocation on any single event, the Senate must approve the expenditure.

I. VOUCHERS

1. Any deliberate attempt by any member of USG to submit a voucher not adhering to the aforementioned guidelines shall result in an immediate investigation by the Executive Board with the member in question to be placed on automatic suspension.

ARTICLE XIV TERM OF OFFICE

The term of office for all USG officers (Executive Board, Senate College Association, etc.) begins July 1st and ends June 30th. However, any elected official shall continue to hold office until the Student Election Committee (SEC) has validated the elected of a successor.

ARTICLE XV VACANCIES

- A. All vacant USG positions shall be filled accordingly by a majority vote of the Executive Board, and approval by the Senate.
- B. The Senate shall fill any vacancy in the Senate by a majority vote, post nomination by the Senate Chair and approval of the Executive Board.
- C. Vacancy in either the Senate or Executive Board shall not count in computing quorum.

ARTICLE XVI HIRING/FIRING PROCEDURES

A. HIRING COMMITTEE

1. There shall be a committee consisting of three (3) members of the Executive Board and two (2) members from USG at large that are selected by the Executive Board via majority vote.
2. The responsibilities of this committee shall be as follows:
 - a. To post available positions and their requirements.
 - b. Collect and review resumes of prospective employees.
 - c. Conduct two (2) thorough interviews of each candidate.
 - d. Present written recommendations to the Executive Board

3. The Hiring Committee shall make decisions regarding the following positions:
 - a. USG Office Manager
 - b. Resource Center Director
 - c. Lounge Manager
 - d. Project Coordinators
 - e. Financial Assistant
4. Any existing employee(s) of the previous administration can bypass the hiring procedures. Contract renewals shall be decided by a majority vote of the Executive Board and approval of the Senate.
5. The Office Manager, Resource Center Director, and Lounge Manager shall conduct interviews for their respective assistant(s) positions. They shall put forth their recommendations to the Executive Board, which shall by a majority vote approve said candidates for hire.

B. FIRING

1. Any termination of employees shall be carried out by the Executive Board with the exception of the following positions
 - a. Resource Center Assistants
 - b. Lounge Assistants
 - c. Office Assistants
2. The procedures for termination of the said positions in Article XVI, Section A, Point 3a-e; are as follows:
 - a. Two (2) verbal warnings, decided upon by a majority vote of the Executive Board; and
 - b. One (1) written warning, decided upon and drafted by the Executive Board; then
 - c. A hearing before a committee of at least five (5) members of the USG at large shall determine the firing of the employee to be finalized by a majority vote of the Executive Board
3. For the positions of Resource Center Assistant, Lounge Assistant and Office Assistant; the above procedures of Article Xi. Sec. B, Part 2a and b; shall be followed by their manager/director, with a recommendation in writing to the committee as mentioned in Sec. B, 2c. finalization will be made by a majority vote of the Executive Board Submitted by USG

Submitted by the Hunter College Undergraduate Student Government

CONSTITUTION OF THE HUNTER COLLEGE GRADUATE STUDENT ASSOCIATION

ARTICLE I

The name of this organization shall be the Graduate Student Association of Hunter College (hereinafter referred to as the GSA).

ARTICLE II

The purposes of the GSA are:

1. To provide a program of cultural and social enrichment for the graduate students of Hunter College;
2. To promote high academic standards and maintain facilities and services for graduate students at Hunter College; and
3. To represent the interests of graduate students to the faculty, staff and administration and other members of the Hunter College community.

The organizing principles of the GSA are:

1. To provide equal representation of graduate programs within departments; and
 2. To facilitate autonomy within the larger Hunter College Community.
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ARTICLE III

1. The GSA shall be composed of graduate students registered in a graduate program at Hunter College.
 2. The GSA shall be governed by a Senate and an Executive Council. Executive Council officers and Senators shall be matriculated in a graduate program at Hunter College and registered for at least three credits during their term of service.
 3. In the event that one-half of Hunter College graduate programs fail to elect a student Senate representative, the GSA will be governed solely by the Executive Council for said fiscal year. As such, the Senate relinquishes its responsibilities, and heretofore references to the Senate shall be substituted by the GSA Executive Council, whom shall assume these duties and responsibilities.
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ARTICLE IV

1. The Executive Council shall be composed of the President, Vice President for University Relations, Vice President for Club Relations, Treasurer, Communication Officer and Sustainability Officer.
2. The Executive Council shall implement a policy of decisions and conduct the general administration and revise articles and bylaws of the constitution when needed.
3. The Chairperson of the Executive Council shall be the President of the GSA, who will report to every regular meeting of the Senate.
4. The Executive Council shall meet regularly on a monthly basis and on the call of the President.
5. The Executive Council shall serve as the Finance/Budget Committee.
6. All programs using student activity fees or supplemental funding sources are under the auspices of the GSA with the Executive Council and Senate as its allocating and governing body.

All expenditures of the GSA student activity funds must be approved by the Executive Council.

The Executive Council of the GSA shall comprise the following GSA officers:

ARTICLE V

President

The GSA President shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The President's duties are:

1. To serve as the spokesperson for graduate students at Hunter College and the GSA Executive Council, and to express their concerns and interests to Hunter College's Administration and Staff, students-at-large and the media;
2. To preside at functions of the GSA;
3. To preside at meetings of the Senate and of the Executive Council;
4. To act as liaison on behalf of the GSA;
5. To coordinate the allocation of supplemental funding sources;
6. To create new employee positions (contingent upon approval by the GSA Executive Council);
7. To serve as a member of the Auxiliary Enterprise Board (AEB); and
8. To serve as a member of the College Association Board (CA).

Vice President for University Relations

The GSA Vice President for University Relations (VPUR) shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Vice President for University Relations' duties are:

1. To attend University Student Senate (USS) meetings;
2. To supervise the proper functioning of the graduate lounge, including but not limited to coordinating all events clubs desire to set in the graduate lounge and assisting the Treasurer in hiring a Lounge Attendant;
3. To attend Technology Fee Committee meetings;
4. To assist the President in acting as liaison on behalf of the GSA with the Dean of Students and College President; and
5. To act as liaison on behalf of the GSA with graduate departments, including those departments not represented by graduate clubs.

Should the President resign, or be unable to perform, the Vice President is appointed by the constitution, without need for election or voting, to be the Acting President for the remainder of the fiscal year.

Vice President for Club Relations

The GSA Vice President for Club Relations (VPCR) shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Vice President for Club Relations' duties are:

1. To maintain a database of all graduate clubs at Hunter College;
2. To represent the Brookdale, Social Work, and MFA Campuses of Hunter College, including, holding office hours at and/or making regular visits to these campuses;
3. To act as liaison on behalf of the GSA with all graduate student clubs, including regular communication and reminders about important regulations and deadlines;
4. To assist clubs in using allocated monies during the fiscal year, including assistance with the four required club events;
5. To assist the Treasurer in helping graduate student clubs prepare and modify budgets and properly complete, submit and revise the required documents for reimbursements or other payments; and
6. To act as mediator to graduate student clubs, assisting in organizational or leadership matters.

Treasurer

The GSA Treasurer shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Treasurer's duties are:

1. To be responsible for the receipt of all monies;
2. To disburse graduate student activity fee funds as voted by the Senate and Executive Council;
3. To keep records of all financial transactions;

4. To be responsible for club chartering and budget allocations;
5. To assist the president in the coordination and allocation of supplemental funding sources;
6. To assist the VPUR in hiring a Graduate Student Lounge attendant;
7. To serve as a member of the Auxiliary Enterprise Board (AEB); and
8. To assist the President with his/her duties as a member of the College Association Board (CA).

Communication Officer

The GSA Communication shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Communication Officer's duties are:

1. To be responsible for public relations of the GSA;
2. To be responsible for all aspects of the G-Blasts including compiling announcements of graduate club events open to the Hunter College community, promoting funding opportunities available to individuals and clubs and announcing important matters to the graduate student body. The Communication Officer shall forward finalized G-Blast text to the Dean's Office for distribution approximately once each week;
3. To be responsible for the timely creation, update, and maintenance of the official Hunter GSA website and on-line calendar; and
4. To be responsible for the timely posting of appropriate information in the two hallway bulletin boards and the 3rd floor lobby bulletin board used by the GSA.

Sustainability Officer

The GSA Sustainability Officer shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Sustainability Officer's duties are:

1. To conduct an annual survey of graduate student attitudes, opinions and general awareness of issues related to social, economic and environmental sustainability, preferably in the Fall semester;
2. To coordinate a planning effort with faculty, staff and students to create and implement a Sustainability Action Plan for Hunter College;
3. To coordinate and support campus-wide sustainability initiatives;
4. To promote campus sustainability awareness and responsibility through presentations, demonstrations, published articles, tabling and other outreach and education events; and
5. To promote opportunities for students to conduct research and further their knowledge in the field of sustainability and coordinate independent study opportunities in collaboration with Hunter College faculty.

In addition to the GSA officers of the Executive Council, the GSA may hire the following positions to assist with the operations of the GSA.

Executive Consultant

The Executive Consultant is not an officer of the GSA. The Executive Consultant is employed by the GSA and does not have voting privileges. The Executive Consultant may be a former Hunter College graduate student who has previously served as a GSA officer for at least one fiscal year. The serving length of this position is one semester, and can be extended for the length of one extra semester. The Executive Consultant's duties are set by the Executive Council.

Office Manager

The Office Manager is not an officer of the GSA. The Office Manager is employed by the GSA and does not have voting privileges. The Office Manager must be a Hunter College graduate student. The serving length of this position is one semester, and can be extended for the length of one extra semester. The Office Manager's duties are set by the Executive Council.

Officers and employees shall be elected by the Senate at its May meeting, from its own membership, for a one-year term, subject to recall by a two-thirds vote. Vacancies shall be filled by the Executive Council pending the next regular meeting of the Senate. In the

absence of Senate, incumbent officers and employees shall be elected by the predecessors of the previous fiscal year.

The following shared duties of the GSA officers and employees must be allocated in writing at the beginning of each the fiscal year:

1. To respond to all phone messages in a timely manner and to allemail messages by deadlines;
2. To coordinate GSA meetings and keep minutes of all meetings attended, including GSA, AEB, CA, USS and Tech Fee Committee meetings;
3. To read and be thoroughly familiar with graduate student club chartering and officer handbooks;
4. To attend CA workshops and hold a follow up GSA workshop to assist clubs in the chartering and budgeting process;
5. To submit an individual action plan at the beginning of the fiscal year to be approved by the Executive Council, followed by monthly progress reports to the Executive Council at large; and
6. To maintain order in Thomas Hunter Hall, Room 218, the GSA office, including conducting an office inventory, cleaning and ordering supplies and submitting necessary work orders.

ARTICLE VI

1. The Senate shall be composed of one Senator from each graduate program, duly elected by the graduate student body of said program.
2. Senators shall hold office for one fiscal year, shall be eligible for reelection, and unless otherwise unqualified, shall hold office until a duly elected replacement is elected.
3. Eligibility for the Senate membership shall be matriculation in a graduate program at Hunter College.
4. Elections shall be held annually within each program during the Spring semester, and results shall be returned to the Office of Student Services. In case of a runoff, a majority of the votes cast within that program shall constitute the election.
5. Vacancies occurring during the course of the fiscal year shall be filled by special election held by the GSA Executive Council.
6. The Senate shall meet regularly during the fiscal year in October, December, March and May. A special meeting of the Senate may be called by the President of the GSA at his/her discretion or upon the petition of twelve senators.
7. Each Senator has one vote at Senate meetings and elections.

ARTICLE VII

1. The Senate shall elect from its membership the officers of the Executive Council. In the absense of the Senate, the incumbant officers are elected by the predecessors of the previous fiscal year.
2. The Senate shall require periodic reports, at least annually, from the Executive Council. In the absense of the Senate, individual officers shall report to the Executive Council at large on a monthly basis.
3. The Senate shall have the power to create standing and adhoc committees. Membership on committees is not restricted to Senators.
4. The Senate shall act on behalf of the GSA, subject to the purposes and limitations contained in the constitution. The Senate delegates to the Executive Council, the implementations of policy decisions, the revision of bylaws and articles when deemed necessary and the general administration of GSA.

ARTICLE VIII

1. Quorum for Executive Council and Senate meetings, including elections, shall be 50 percent or eight GSA members, whichever is less, of the GSA Senate including the Executive Council. In the absence of a Senate, quorum for the Executive Council shall be 50 percent of the Executive Council.

ARTICLE IX

1. Amendments to the constitution shall be presented by members of the Senate or Executive Council officers.
2. Said amendments shall be passed by 3/4 of the Executive Council officers.

ARTICLE X

3. Any member of the Senate may bring a question of interpretation of the constitution to the Judicial Board, composed of two Executive Council officers and two members of the Senate, whose decision shall be binding. In the absence of the Senate, the Judicial Board shall comprise four Executive Council officers, excluding the officer who raised the question of interpretation.
4. The University Student Senator shall chair the Judicial Board; and in the case of a tie he/she shall vote.

ARTICLE XI

1. Referenda shall be held in accordance with ARTICLE 16.12 of the bylaws set forth by the Board of Trustees.

ARTICLE XII

1. The Executive Council shall reach out to graduate student clubs and shall hold individual appointments and/or workshops, in addition to the CA workshops, to assist in the club chartering and budgeting processes.
2. The Executive Council may create an advisory committee comprising representatives from graduate student clubs, and for those departments not represented by a graduate club, a graduate student department representative. The advisory committee shall meet on an as needed basis and advise the Executive Council in issues related to the chartering and budgeting processes.
3. The Executive Council shall require the following documents from each graduate student club to be chartered. These documents shall comprise the club chartering packet:
 - a. Attendance sheet and minutes of election meeting – this shall include printed names and signatures of all members present at the meeting at which executive officers are elected, as well as the minutes from that meeting;
 - b. Signature profile form – this shall include three (3) original signature profile forms, completed and signed by the club President, Vice President, Treasurer and Secretary;
 - c. Constitution – this shall include the graduate club name, purpose, membership, officers, committees, meetings, quorums and amendments; and
 - d. Graduate Student Organization Registration Form – this shall include at least 10 graduate students as active members, including the club President, Vice President, Treasurer and Secretary.
4. The Executive Council shall upon validation of club membership, notify the graduate student club of its decision, in writing, two weeks after the deadline for submission of chartering packets.
5. Following the chartering process, the Executive Council shall require the following documents from each graduate student club, that is chartered:
 - a. Budget request form;
 - b. Completed line budget for student club;
 - c. Consolidated budget form; and
 - d. Cover letter – the format of this letter shall be developed by the Executive Council and shall include such items as, explanation of previous budget request, allocation and expenditures, explanation why monies were not spent, if applicable, explanation of current budget request and prioritization of said requests.
6. The budget allocation process shall be a rollover process and the Executive Council shall notify the graduate student club of its budget allocation, in writing, two weeks after the deadline for submission of budgeting documents.
7. The student club shall revise the required budget documents to reflect the budget allocation and resubmit to the Executive Council. Graduate student clubs shall hold the right to appeal the budget allocation and meet with the Executive Council and advisory committee to discuss this appeal.

ARTICLE XIII

1. Upon resignation of any GSA officer of the Executive Council, the Executive Council shall convene, nominate a replacement and bring their choice before the Senate for approval.
2. The Senate shall vote on the new choice and elect based on majority approval (two vote margin over nearest opponent shall constitute a majority)
3. If more than two candidates are seeking office and a majority vote is not reached, the candidate with the fewest votes shall be eliminated and a second vote shall be taken.
4. In the absence of the Senate, the Executive Council shall nominate and elect a replacement officer.

5. In the interim period, the line of succession shall be as follows:

Ranking

The GSA officers' rank shall be:

1. President
2. Vice President for University Relations
3. Vice President for Club Relations
4. Treasurer
5. Communication Officer
6. Sustainability Officer

ARTICLE XIV

1. Terms of office for both the GSA Executive Council and GSA Senate shall be in accordance to the fiscal year, July 1 through June 30.

ARTICLE XV

1. If any Executive Council member of the GSA is absent for three consecutive Executive Council meetings, despite extraneous circumstances, he or she may be removed from office by a majority vote of the Executive Council members present at the next Executive Council meeting.
2. If the President or Treasurer is absent for three or more consecutive College Association meetings, or more than six College Association meetings within a calendar year, and the GSA is not represented at said College Association meetings, despite extraneous circumstances, he or she may be removed from office by a majority vote of the Executive Council members present at the next Executive Council meeting.

ARTICLE XVI

No more than two senators from any one department, or from any number of graduate programs within the same department, or from any single student club, shall simultaneously occupy the Executive Council officer position of: President and Vice President for University Relations or President and Vice President for Club Relations.

BY-LAWS OF THE HUNTER COLLEGE MEDIA BOARD

Article I – Name and Purpose

The Hunter College Media Board, previously known as the Publications Board, is an association of Hunter College-chartered media. It is to serve as a funds-recommending body and information center for the various Hunter College media.

Voting members of the Hunter College Media Board shall be those publications who published the previous academic year. It should be noted that while the Envoy, the Shield, and WHCS Radio do not vote on budget matters, they are members and vote on all other issues (Authorized eligible voting membership list can only be obtained from Dean Escott).

The Board shall act as liaison between the student media and the College Association to receive, discuss and make recommendations pursuant to the funding and administration of student media. The Media Board is also responsible for hearing any complaints or inaccuracies related to campus media. Cooperation from media representatives, while not legally mandated, is expected in terms of voluntary exercise of social responsibility. Representatives are expected to be on time for meetings.

Article II - Organization

- A. Organization - the Board membership shall be established each summer. All members of the Media Board and all media executive/editorial positions, etc. may only be filled by students currently registered for at least six credits.
- B. The Media Board shall be comprised of one member from each media. Once a publication has received funds and published, it shall become a full voting member. A publication that has been allocated funds and does not publish during that year shall lose its voting privileges, and shall return all funds granted by the Board.
- C. Meetings shall be open to the public.
- D. No more than two representatives from each media may speak at budgetary meetings. At all other meetings, it shall be up to the Chair's discretion whether or not additional members may be recognized.
- E. There shall be a chairperson and vice-chair or co-chairs of the Media Board, elected from the membership by a majority vote at the first meeting where quorum has been established (Quorum: simple majority of voting members).
- F. The Chairperson shall conduct meetings according to Robert's Rules of Orders, where said rules do not conflict with these By-Laws. Casual observance or deviation from Robert's Rules shall not invalidate meetings or decision made therein unless a member of the Board can make a case that such deviation caused or constituted unfairness or abuse of power. Such complaints must be made no later than one meeting after the meeting at which said violation occurred.
- G. The chair shall be responsible for documenting meetings and preparing minutes of each meeting, and for disseminating said minutes. Minutes must be available for all Board members. In the chairperson's absence the vice chair shall chair the meetings.
- H. Any member can request a closed ballot.

Article III - Membership

- A. Members may be expelled from the Board and/or have their budgets frozen if a two-thirds majority of the voting members find that member organization to have misused student activity fee money, to have committed plagiarism, or otherwise abused its position as a Hunter medium and Board member.

Article IV - Meetings

- A. At the beginning of the semester, meetings for the rest of the semester shall be scheduled. The Board shall meet twice a month, except in the first month of the semester, when it may be necessary to meet more often.
- B. Scheduled meetings may be canceled by the Chair, and additional meetings may be called as necessary. Meetings may be called by the Chair or by any three (3) members of the Board.

Article V - Publishing

- A. The Board shall use this definition of "publishing": to complete and produce work of the type outlined in one's budget request and, in the case of publications, to have the work printed and on the Hunter campus, accessible to the general student body. In the case of non-print media such as the radio station, the Board will set the criteria for "publishing" activities other than publishing in the traditional sense of the word, such as broadcasting.

Article VII - Powers

- A. The Board can exercise no prior restraint on publications and no censorship.
- B. Amendment power: The Board may approve amendments to this Constitution by a two-thirds majority vote.
- C. All student media members shall make copies of their by-laws available to this Board.
- D. If members of a publication or other medium that is a member of this Board have a problem they feel cannot be resolved within their organization, they may take the problem to the Board. The Board, shall as a unit, abide by any resolution reached by two-thirds majority of the voting members. The Board may make recommendations to any parties involved, or send communication to Hunter administration on the matter.

Article VIII - Funding Procedure

- A. Funding shall take place on an annual basis. The College Association shall notify the Board of monies available from student activity fees for media. This is to be done as soon as the amount is determined.
- B. Board members will determine the budget submission schedule.
- C. Each request for funding must indicate the following:
 - a. Detailed budget for the year, including estimated advertising revenue or other sources of funds anticipated, and a statement of the extent of anticipated work produced (for instance, number of issues to be printed.)
 - b. Previous year's approved budget allocation and any emergency funds allocated.
 - c. Report of previous year's spending and activities, including number of issues published, with a detailed and documented breakdown of all expenditures.

- D. A budgetary subcommittee may be formed, consisting of the voting members of the Board, and chaired by the Media Board Chair, and will meet within a week of the budget request meeting. At this meeting a combined budget for the Board will be drawn up for the approval of the College Association. The Sub-committee shall decide whether to allocate the entire year's funding, or hold some in reserve.
- E. All Board members have a right and responsibility to attend the Sub-Committee meeting to express any questions or concerns about any medium's proposed budget or proposals made at the meeting.
- F. Any request for additional funding during the academic year must be accompanied by a detailed breakdown of all projected expenditures.
- G. If the budget exceeds the total available money (the amount of which the College Association shall be informed of by the Business Office), or if sections therein violate the laws of the City, State or Nation, or By-Laws, resolution policies and regulations of the Board of Education, the City University of New York and Hunter College and the Charter of the College Association, the College Association shall notify the Media Board in writing as to which particulars are in violation of the above conditions, at the time they send back the budget. The College Association may not cut the Media Board budget, but may only send it back for resubmission. When the Board revises its budget to conform with the conditions above, it is then resubmitted to the College Association. Each media representative should attend the College Association meeting in which their respective budget is being reviewed.
- H. When the College Association approves the Media Board budget in the above procedure, it makes it known in writing to the Business Office. A copy of the line by line Media Board budget is also given to the Business Office.
- I. All requests for payment forms (vouchers) must be signed by the Chair of the Media Board.

STUDENT GOVERNMENT EXPENDITURES

A. REQUIRED SIGNATURES

All Requisition for Disbursement Forms (vouchers) must contain two signatures; one, the signature of a person with responsibility for the program (president, treasurer, appropriate officer, commissioner, director, etc); the other, the signature of an approved representative of the allocating body, either you or your designee.

The student organization representative or commissioner indicates that he/she will take full responsibility for the particular program or item for which the check is being issued. Only currently registered students may sign vouchers (or other forms) on behalf of a student organization. Non students may not be members of student organizations.

The second signatory checks the voucher to make certain that the proper documentation is provided, that there are sufficient funds allocated to this particular line item to cover the specific request, and that the funds are being used for the purpose(s) for which they were allocated and approved by the College Association.

Student activity fee funds are to be used exclusively for the direct benefit of students enrolled at Hunter College. Under no circumstances can student activity fee money or money generated from same or College facilities be used for personal use or gain. In order to avoid the appearance of impropriety, staff members nor students cannot be paid to organize events on behalf of any student organization, provide service, give workshops, lectures, etc.

B. CHECK RELEASE *

The College Association will not process vouchers unless they have an approved budget and an Elected Officers Signature Profile Form on file.

During the semester, some student organizations change one or more of their officers. If this should occur, the student organization must file a new Elected Officers Signature Profile Form with the student government. These forms, accompanied by a copy of the minutes which authorized this change, should also be forwarded to Dean Escott.

No student organization is permitted to have an outside checking account. All financial transactions must be through the Business Office.

C. ADVANCES *

Please note that the Business Office uses a computerized check processing system and therefore it takes no more than one week from the time they receive the voucher from the College Association to the actual issuance of the check. Check with the College Association for all deadlines.

No advances will be permitted for student organizations unless their budget was approved by the College Association.

D. REVENUES/INCOME *

Revenues/Income are subject to the same budget procedures as all other student activity fees. All revenue must be deposited in the sponsoring groups College account in the Bursar's office. Any student organization that has an already approved budget may designate the line on which they would want their revenue/income to appear. This is subject to the approval of the College Association.

E. FINANCIAL RECONCILIATION *

All revenues generated by student activities and/or funded through the student activity fee must be deposited with the Business Office and a full accounting and reconciliation of the revenue must be given to the College Association. It should be noted that tickets, which may be obtained from the College Association Office, 214TH, are required for **all** events held in the Lecture Halls, Lounges, the Cafeteria and the Assembly Hall. For income producing events, all student organizations are required to obtain pre-numbered tickets, at least fourteen (14) days in advance.

If organizations do not deposit their revenue or give a proper accounting by the designated date, a "freeze" will be placed on

their account and on the individual student's record until the aforementioned is submitted.

Under no circumstances may money be paid to a student or group of students (or to any other person or group) directly from revenues generated by student activities or events funded through the student activity fee.

F. FILING/CHARTERING *

All student organizations must file with their student government and the Dean of Students Office in order to be chartered, receive a budget or use College facilities. The Elected Officers Signature Profile Form, referred to in the *Student Organization and Media Chartering Handbook* (Pg. 16) will meet this requirement and should be forwarded to Dean Escott. It should be noted, however, that no student organization will be chartered unless a copy of the minutes of the meeting during which the executive officers were elected and the attendance sheet signed by each member present is submitted to Dean Escott (Room 1103E). It should also be noted that all student organization officers, student editors, etc. must be registered for at least 6 credits to serve in these capacities. Additionally, a copy of each student organizations constitution must also be submitted to the Dean of Students Office.

G. CONTRACTS *

If any student organization decides to hire a secretary, office manager, or others, please provide Dean Escott with a copy of the contract before it is signed, so that he can make certain that the student organization or Hunter College is not liable for any unintended obligations.

H. PURCHASE/BIDDING *

All purchases on behalf of student organizations must comply with New York State regulations. It should be noted that bids are required for all purchases over \$250. All questions regarding compliance with New York State bidding and purchasing regulations should be referred to the Hunter College Association Office, 214TH. All student organizations are required to meet with Nicole Hector-Hutchinson of the College Association Office *before* ordering equipment or contracting a printing service, etc.

I. DISCLOSURE *

Section 16.13 of the Board's By-Laws requires, once each semester, disclosure of financial information by the student government to their constituents with respect to student government fees, and by the student activity fee allocating bodies to their membership.

IF, ON BEHALF OF THEIR ORGANIZATION, A STUDENT ORGANIZATION REPRESENTATIVE OR STUDENT GOVERNMENT OFFICER ASSUMED A FINANCIAL OBLIGATION OR ACCRUED BILLS GREATER THAN THEIR ORGANIZATION'S APPROVED ALLOCATION, THIS INDIVIDUAL WILL BE PERSONALLY RESPONSIBLE FOR IT AND IT WILL NOT BE THE RESPONSIBILITY OF THE STUDENT GOVERNMENT, THE COLLEGE ASSOCIATION OR HUNTER COLLEGE.

* THESE ARE ITEMS THAT THE BUSINESS OFFICE ARE REQUESTED TO NOTE.

COLLEGE ASSOCIATION BUDGET PROCESS

Now that you have been advised of your allocation for 2008-2009, there are some recent changes which you will find quite helpful in budgeting student activity fee funds.

All organizations who receive student activity fee funds must submit a budget to the College Association annually, instead of each semester. The College Association is certain that allowing groups to budget their funds in this manner will allow for better planning for the year and considerably reduce the delays in getting budgets approved. Additionally, this will allow groups to access their funds in a much more timely manner and reduce, if not eliminate, the need for "advances", reimbursements, etc.

Approximately mid-August, you will be advised of any surplus in your account from this past year, including any additional student activity fee funds collected greater than last years projection. At that time you can budget for these additional funds. It should be noted, however, that no student activity fee recipient can spend more than one-half of their annual allocation prior to January 1, 2009 without College Association authorization. This 50% spending limitation does not apply to surplus funds, summer allocations, or media printing costs.

Please note the following to further assist in the budget process:

To assist you with your planning, more itemization and clarity on the Budget Request Form is being requested. It is expected that this specificity will greatly reduce the number of questions the College Association will have and consequently the budgetary process can be further expedited.

The student governments should emphasize that student organizations should take special note of #4 on the front page of the Budget Request Form. All student organizations are now required to have more activities related to their purpose.

The student governments and the Media Board should emphasize that student organizations and student media should pay special attention to the Budget Request Form cover sheet, which outlines a number of important changes in the budget process.

The College Association urges you to submit your annual budget as soon as possible using these projections, and any surpluses or summer funds, if applicable. Please note that all earmarked groups listed herein retain their surpluses except for Brookdale Residence Hall, emergency food and shelter, renovation of student space, student organizations and the Student Resource Center. These surpluses revert to the student government as of June 30, 2009. The College Association will be meeting during the summer to further expedite the budgetary process. Remember, you must submit your budget to Ms. Nicole Hector-Hutchinson (212-772-4510) so that it may be placed on the agenda. Ms. Hector-Hutchinson can provide you with the College Association meeting dates and times, which can also be found on the College Association website. Budget Request Forms are now online and you can download them. The website address is <http://studentweb.hunter.cuny.edu/~HCCA/>. In an effort to avoid any confusion, hand written copies of the budget will no longer be accepted. Please note, that all Budget Request Forms must be signed and submitted to Ms. Hector-Hutchinson. Student organizations may only submit their revised budget form to the College Association Office, 214TH, AFTER the organization's president and treasurer attended one of the mandatory workshops listed in the **Student Organization and Media Chartering Handbook** (See Pg. 3).

Lastly, be reminded that a great deal of information regarding the budget process, general fiscal rules, regulations, etc. can be accessed by using the aforementioned Hunter College Association website.

Please contact Ms. Hector-Hutchinson or Dean Escott if you have any questions. Thank you for your cooperation and best wishes to you and your organization on a most productive year.

ADVERTISEMENT PROCEDURES/BUDGET SUBMISSION

Advertisement Procedures

As per the current City University Fiscal Handbook for The Control and Accountability of Student Activity Fees (Section IV E), written procedures regarding income from advertisements placed in student publications must be approved by the College Association and should be submitted when presenting your budget.

Below, is a summary of these regulations which enumerates the controls which must be instituted:

1. The rates and terms of advertisements for each fiscal year shall be approved by the College Association.
2. The functions of billing and receipt of funds shall be segregated.
3. A log shall be prepared in which the billable revenue for each advertisement is entered. The log shall reflect dates of advertisements, billings, payments received, etc.
4. A follow-up procedure shall be established for customers who fail to pay by the due date. (The written procedures will describe the method in detail.)

The written procedures shall also:

5. Include a list of those customers who are exempt from billing (if any).
6. Specify when an account is past due, and
9. Designate the individuals responsible for (a) recommending rates and terms to the College Association for approval, (b) billing the advertisers, (c) receiving payment, (d) ascertaining that payment terms are met, and (e) maintaining the accounts receivable records.

Budget Submission

- A. Submit your organization's advertising procedures and Media Board approved 2008 / 2009 budget proposal to Ms. Nicole Hector-Hutchinson, Room 214TH (Please check deadlines with Ms. Nicole Hector-Hutchinson).
- B. Ms. Hector-Hutchinson will place your budget on the agenda of the next College Association meeting.
- C. A schedule of College Association meetings and budget forms can be obtained by going to the College Association website <http://studentweb.hunter.cuny.edu/clubs/HCCA/>. You should be present at this meeting to answer any questions.
- D. Finally, to be in full compliance, each media must submit the aforementioned log, a copy of the receipt of all deposits, and copies of all advertisements to Nicole Hector-Hutchinson by the last day of classes each semester.

It should be noted that neither the College Association, nor the Hunter College Business Office, can permit any advertising money or student activity fee funds to be used unless the College Association approves your organization's written advertising procedures and budget.

USEFUL INFORMATION FOR MEDIA GROUPS

The Student Press Law Center's College Top Ten List

The ten questions college student journalists most frequently ask about their rights

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Q: Do students at a public college or university have First Amendment rights?

A: Emphatically, yes. As the United States Supreme Court said back in 1969, "It can hardly be argued that either students or teachers shed their constitutional right to freedom of speech or expression at the schoolhouse gate." As agents of the government, public school officials are prohibited by the First Amendment from censoring most student speech. Students at a public school have the right to voice their opinions and write about the issues that concern them just like every other American. But because the First Amendment only prohibits government officials from suppressing speech, it does not prevent censorship by private school officials. Nevertheless, a state constitution or statute - or even a school policy protecting free speech - may give private school students important free press protections.

Q: But if school officials or student governments fund a student publication, radio or television station, can't they censor it like any other publisher or owner could?

A: Not at a public school. The courts have ruled that if a school creates a student news or information medium and allows students to serve as editors, the First Amendment drastically limits the school's ability to censor. Among the censoring actions the courts have prohibited are confiscating copies of publications, requiring prior review, removing objectionable material, limiting circulation, suspending editors and withdrawing or reducing financial support.

Q: But what about the Hazelwood decision?

A: The U.S. Supreme Court's 1988 Hazelwood decision, which gave school officials significant power to censor some school-sponsored student expression, only dealt with high school student publications. While a few college officials have tried to extend Hazelwood's reach to their campus, most courts have rejected such attempts.

Q: What about underground or independent student publications? Are they protected from censorship, too?

A: Absolutely. Schools can establish reasonable restrictions as to the time, place and manner of distribution, but non-school-sponsored student publications are entitled to at least as much First Amendment protection as school-sponsored student publications.

Q: Can a student publication be sued for libel, invasion of privacy or copyright violations?

A: Yes, and on rare occasions they are. In such cases the individual reporter who produced the story, the editor of the publication and the publication itself if it is separately incorporated can always be held liable if money damages are awarded. Court decisions suggest that a school that does not exercise content control over the publication will not be held liable for what students publish. In any event, most cases are dropped or settled before they ever get to court.

Q: Can student reporters protect confidential news sources or information when they receive a court subpoena asking that they turn it over?

A: In most cases, yes. Some states have "shield laws" and others have court-created reporters privileges that protect journalists from having to reveal this kind of information. Most states have never explicitly applied these laws to student journalists, and the language of a few of these might not protect students. You should check your state law.

Q: How can I make use of freedom of information laws?

A: Freedom of information, or "sunshine" laws, require that government agencies such as public schools and police departments open to the public most of their official records and meetings. These laws, which vary from state to state, are

usually simple to use and often require that a journalist simply make an informal request. Every newsroom should have a copy of their state's open records and open meetings laws.

Q: Since freedom of information laws only apply to the records or meetings of government agencies, are private school students out of luck in getting information about their school?

A: Not necessarily. There are a number of state and federal laws that now require private schools to reveal certain information. One of the most important access tools for private school journalists is the institution's federal informational tax return, the Form 990, which the law says must be available at your school's business office for public inspection. The form provides information about where your school gets its money and where it spends it.

Q: One of our star student athletes has been accused of stealing thousands of dollars of school computer equipment. Rather than going to the local court system, the school has decided to try the case before the University Judicial Board, or campus court. They have said the proceeding is closed and they refuse to release any information about the case's outcome. What can I do?

A: This is one of the hottest - and most important - issues confronting the student press today. Many schools claim that these proceedings are "educational" in nature, and that releasing information about them will unfairly invade students' rights to privacy. Student journalists (and many commercial journalists as well) believe that schools are simply using campus courts to control or bury information that hurts the school's reputation. They argue that when these proceedings involve charges of criminal rather than academic activity, the public has a right to know what goes on behind closed doors. College students, they argue, are adults. And they should be treated as such. The public routinely has a right to attend criminal proceedings in public courts. Public access insures fairness and accountability, both to the accused and to the system and victims. Where schools take on the responsibility of a public criminal court they must be held to the same standards of openness and accountability. Invoke the power of your state's open records and open meetings law. If you are still denied access, appeal. Also, let your readers and other media know what the school is doing.

Q: Where can I go for more information about my rights and responsibilities as a student journalist?

A: The Student Press Law Center!

A Dozen Tips to Avoid Being Burned by a Hot Story

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As more student media move from being merely a showcase for football players and prom queens to being serious news organizations, not afraid to address controversial or sensitive subjects, they face many of the hazards that have long confronted their commercial counterparts: threats of libel lawsuits, invasion of privacy claims, charges of bias, etc. While such problems are daunting, they need not be crippling. With the exercise of proper caution, the risks of covering a hot, or sensitive, story can be significantly reduced. Toward that end, the Student Press Law Center offers our suggestions for how you can avoid getting burned when the story you are covering is a hot one.

1. *Activate your common sense.* While the nitty-gritty details of libel or privacy law can be confusing, the main ideas are fairly straightforward, generally conforming to common sense. For example, libel law in a nutshell: (1) don't publish things that aren't true or that you don't have the evidence to reasonably support and (2) don't be a sloppy reporter. Privacy law: don't publish or gather information that is nobody else's business. Common sense also dictates that if you don't understand something or if a story simply doesn't make sense ask enough questions of enough people until it does. If you are confused, rest assured that your readers will be as well.

2. *Remember your role as a journalist.* Your job is to accurately relate the facts of a story to your readers. Go into a story with an open mind and not just looking for information that supports any preconceived version of the story that you might

have. Your job is to find and report the facts as they exist. Do not be content with anything less. Good reporting is hard work. Be prepared to invest the time and energy necessary to get the story right. No excuses. If you're not willing or can't do so, leave the story for someone else.

3. *Take good notes.* The "Golden Oldie" of libel lawyer advice. Record facts and interviews scrupulously, including who said what and when. If you know you are a weak note taker, invest in a tape recorder.

4. *Documents, documents, documents.* Get it in writing. If your source tells you during an interview that she acquired her information from an internal memo, ask for a copy of the memo. And then read it to make sure that what your source told you jibes with what's in the memo. Also, whenever possible, cite a public record as your source for information. In most cases, doing so will protect you from liability even if it later turns out the information contained in the public record was wrong.

5. *Don't overstate the facts.* You are a reporter not a salesman. Get rid of the "bigger is better" mentality. Your football coach who can't account for \$1,000 of the team's budget does not need to be labeled "corrupt" or the "ring-leader of the largest financial scandal in school history." "Two sources" is not "many sources" or "a number of sources" - it is "two sources." And it is perfectly okay for a problem to just be a "problem" and not a "crisis." You get the idea. Finally, you should generally avoid the temptation to interpret the facts or reach a conclusion or an opinion for your readers. In covering a sensitive story, it is safer to let the facts speak for themselves.

6. *Don't overstate the credibility of a source.* Either to yourself or to your readers. When interviewing a source, ask yourself if you think he's telling the truth. Does he have a reputation as a liar? Does he have any reason to harm the subject? If you are relying on statistical data or some other published report, establish that source's reliability. If, for example, the manner in which the statistics were compiled has been reasonably questioned, say so in your story. Remember that one exceptionally credible source is worth far more than a dozen semi-credible sources. Finally, anonymous sources should be used sparingly. And at least you should know the identity of your confidential source.

7. *Always give the subject of your story an opportunity to present his or her side.* Not only does this give a story an essential element of fairness, it also provides you with an opportunity to catch - or at least confirm - parts of a story that may be subject to debate or question.

8. *Eliminate the non-essential.* Sensitive stories are not the place to show off your literary talents. Leave the flowery prose and melodrama for the features page. Write carefully and purposefully. Edit out sources or subjects that do not contribute to the "core" of a story. They are potential plaintiffs. Delete unnecessary (even though interesting) allegations. Tell what you know and how you know it. No more. No less.

9. *Seek the input of others.* Prior to publication, ask others to look at your story and offer their criticisms or suggestions. After working endless hours on a story, "fresh eyes" are essential for catching gaps, inconsistencies, confusing phraseology, mistaken attributions and all of the other small traps that are forever hidden to one who has already read the copy twenty times. This is also the time to contact your adviser, an attorney, the Student Press Law Center or someone else well-versed in media law if you have specific questions about the legality of a story. An ounce of prevention sure beats sitting in court.

10. *Prior to publication, step back and look at the "Big Picture."* Forget the little details upon which you have focused so long and hard. Read the story through one last time. Taken as a whole, are there any obvious questions you failed to ask or glaring sources you didn't contact (for example, a person in a room who witnessed a key - and disputed - meeting)? Look at your story from different points of view. Do you believe each of your subjects and sources would feel they were treated fairly (even if they didn't like the story itself)? What about headlines and subheads - are they fair and accurate? Are the graphics,

photos and accompanying captions correct and not misleading? The bottom line: make sure the story makes sense to you and fairly presents the facts as you know them.

11. *After publication, respond to complaints courteously and fairly.* Studies have shown that a person who perceives that he or she has been treated rudely or arrogantly by a media organization is far more likely to sue than one who believes that they have been shown the proper respect. Select one person - preferably a "people person" - to whom all complaints should be referred. While that person should not admit fault or provide information about specific newsgathering practices, he or she should listen carefully to the caller's complaints, promise to investigate the matter - and then do so. Where a correction or retraction is appropriate, publish it in a timely fashion.

12. *Finally, if you need help - legal or otherwise - don't be afraid to ask for it.* As a student, you're not supposed to know it all. And ask for that help sooner rather than later. It's much easier to put out a brush fire than a forest fire.

SPLC Legal Brief

Libel Law

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Libel is the publication - in words, photos, pictures or symbols - of false statements of fact that harm another's reputation. (Libel is a form of defamation. Slander is the spoken version of defamation.) Reprinting or re-broadcasting a libelous statement made by someone else (such as a quote or a letter to the editor) can also subject a publication to a libel lawsuit. However, if a statement is true, it cannot be the basis of a successful libel claim.

THE PIHF CHECKLIST

There are four elements a person must establish in order to prove he or she has been defamed: (1) Publication, (2) Identification, (3) Harm and (4) Fault. *Each of the four elements must be proven.* For example, even if a story you have written meets the publication, harm and fault elements, a libel claim will still fail if you have not identified the claimant.

I. Publication

- A statement is "published" if it is communicated to someone other than the person whom the statement is about.
- Publication can take many forms and does not simply mean that the statement has been printed in a newspaper or other document. For example, a defamatory statement's presence on a computer screen in the newsroom where it is read by other students could constitute publication.

II. Identification

A statement "identifies" a person if it is shown that it is "of and concerning" that person.

Disguising a Subject's Identity

Where you successfully omit or alter a subject's identity, they cannot successfully sue you for libel. Care should be taken that: (1) the subject's identity has been disguised enough so that no one can reasonably make an identification and (2) the disguised subject does not resemble some third party who would then have cause for complaint. Every story should clearly state what facts have been altered.

Group Libel

Individuals can be defamed; groups of people cannot be. The key question is whether a statement about a group can reasonably be interpreted to refer to a specific individual in the group. While there is no hard rule, several courts have indicated that individual members of a group larger than 25 will have a difficult time proving that they have suffered

individual harm. On the other hand, individuals in a smaller group may be able to claim that their reputation has been damaged. For example, the generic statement, "the tennis team is being investigated for substance abuse" *could* subject a publication to a libel suit if the team consists of just 12 members.

Corporation or Entity Libel

Corporations and other business entities, including private schools and religious organizations, can be defamed. Like individuals, their reputations affect their ability to conduct their affairs in a community.

III. Harm

A statement is harmful if it seriously shames, ridicules, disgraces or injures a person's reputation or causes others to do so. Statements that are mildly embarrassing or merely confusing or inaccurate will not meet the "harm" test.

The following are examples of "Red Flag" statements that could cause significant harm to a person's reputation; extra caution is advised:

- Statements regarding improper sexual conduct. (For example, printing that an unmarried student is pregnant.)
- Statements that associate someone with a vile disease.
- Statements that accuse someone of illegal behavior.
- Statements that hurt someone's livelihood.
- Statements that allege racial or religious bigotry.

IV. Fault

In order to be "at fault" in publishing a statement, the person suing must prove that the reporter either did something they should not have done or that they failed to do something that they should have done. If the reporter did everything a "reasonable reporter" should have done to verify the information in his or her story before publishing it - for example, talked to all sides, obtained and read all relevant documents, took accurate notes, etc. - the reporter is not legally "at fault."

People suing for libel who are either public officials or public figures will often have to prove a higher level of fault than an ordinary person.

The Public Official/Public Figure Standard

New York Times Company v. Sullivan, 376 U.S. 254 (1964).

In order for a public official or a public figure to prove defamation, they must prove actual malice. Actual malice requires that the person suing prove that the challenged statement was published by those who either knew it was false or were reckless in verifying its accuracy.

Who is a Public Official?

The Supreme Court has said that a public official is one who, at the very least, has or appears to the public to have, a substantial responsibility for or control over governmental affairs.

Who is a Public Figure? There are two categories:

(1) General Purpose Public Figure: a "celebrity," whose pervasive fame or notoriety has made his or her name a "household word."

(2) Limited Purpose Public Figure: someone who has voluntarily assumed a leading role in a particular public controversy.

Standard for Private Persons (everyone else)

In most states, a private person need only prove that a reporter was negligent, that is, that the reporter made a mistake - perhaps an innocent one - that a "reasonable" reporter should not have made.

SPLC HINT: *Don't get bogged down trying to decide whether your subject is a public or private figure. That is a game best left to media lawyers. As a practical matter, it is safest to assume that every one of your subjects is a private person and that you will be held to the lowest fault standard if you publish inaccurate information. Remember, if you do everything a reasonable reporter would do for every story that you publish you will never be successfully sued for libel.*

DEFENSES TO LIBEL CLAIMS

If a libel plaintiff proves each of the four PIHF elements, the burden then shifts to the publication to offer one of the following defenses:

(1) Consent

A person who consents to the media's use of a libelous statement about him cannot later sue if the statement does, in fact, injure his or her reputation. Note that special issues can arise when dealing with a younger person's ability to provide valid consent. (See discussion at: [SPLC Legal Brief: Invasion of Privacy.](#))

(2) Truth

Truth, while it must still be proven, is an absolute defense to libel. In many cases involving media defendants the burden is actually on the person suing - not on the publication - to prove the falsity of specific statements.

(3) Privilege

Subject to several requirements, *which may vary by state*, the media is protected from liability when they publish *fair* and *accurate* accounts of *official* public proceedings and reports even if the information reported later turns out to be false. For example, if a police report states that "Jack Smith was arrested" and a newspaper accurately reports the information, the newspaper will not be held liable even if it is later revealed that police actually arrested Jack *Brown* and officers made a mistake when they wrote down his name. To qualify for the privilege:

- The information must be obtained from a record or proceeding recognized by the state as "official".
- The media report must be fair and accurate. A "fair" report is one that is balanced and presented in context.
- The source of the statement should be clearly noted in the media report.

Other privileges exist, but vary from jurisdiction to jurisdiction.

(4) Opinion Versus Fact

Statements of pure opinion cannot be libelous. However, simply leading off an article with "In my opinion...", publishing something on the opinion page or using the word "alleged" provides no automatic protection from a libel charge. The test is whether the expression is capable of being proven true or false. Pure opinions, by their very nature, cannot be proven true or false. *Milkovich v. Lorain Journal Co.*, 497 U.S. 1 (1990)

Satire and Cartoons

If a statement cannot reasonably be interpreted by readers to be one of express or implied fact, it cannot be libelous. In *Walko v. Kean College of New Jersey*, 561 A.2d 680 (N.J. Super.L. 1988) a case involving an ad that associated a college assistant dean with a telephone sex service, the court stated that "A parody or spoof that no *reasonable person* would read as a factual statement, or as anything other than a joke - albeit a bad joke - cannot be actionable as a defamation."

Source: <http://www.splc.org/resource.asp>

APPROVAL PROCEDURES FOR STUDENT ORGANIZATION SPONSORED EVENTS

It should be kept in mind at all times what it means to "sponsor" an event. This means that the organization is totally responsible for all aspects of the event. Under no circumstances may student organizations "sponsor", turn over reservations, or book rooms or tabling space on behalf of an outside organization. Any student organization which knowingly "subcontracts" their space to a non-Hunter organization will lose their reservation privileges. All student organization sponsored events must be open to the entire student body. **Please note that all student organizations are required to have at least four activities per year and at least one per semester related to the organization's purpose.**

A *Student Event Information Form* is required for ALL undergraduate and graduate student organization sponsored events and should be completed **BEFORE** being signed and approved by Student Government and the Dean of Students Office. This includes events held in club spaces, academic spaces, reserved campus spaces, and off-campus events. The Student Event Information Form must be signed by the student government president/treasurer and events sponsored by any of the student media must be signed by the Chair of the Media Board. If an event requires personnel services, all necessary contracts **must** be signed by the organizations president and treasurer, the service provider, and the College Association **BEFORE** final written approval from the Office of Student Activities can be granted.

When a student organization hosts an event in a space that is not reserved through Central Reservations, Public Safety **MUST** sign either the Student Event Information Form and/or the reservation form for that particular space.

All on campus and off-campus events sponsored by an undergraduate or graduate student organization which receives student activities funds, must obtain final approval from the Office of Student Activities (Room 1107/1131 East), or when necessary the Dean of Students Office (Room 1103 East). When the event has received all the required signatures along with final written approval, all necessary paperwork must be filed with Mr. Sekou Traore in the Dean of Students Office, and all originals must be returned to Student Government and/or Central Reservations by the specified due date. A final draft copy of a flyer advertising each event must be included with the paperwork for final approval.

Events must be approved by the required persons/offices as noted by Central Reservations (Room 711 West) and/or the Undergraduate Student Government (Room 121 North), including but not limited to, College Association and Public Safety & Security (Room B125 West).

Student organizations that host events in areas that require the approval of Central Reservations or the Undergraduate Student Government **must** receive tickets for the event from the College Association Office (Room 214 TH).

The following documents are required for ALL off-campus events sponsored by Hunter College student organizations:

- 1) A copy of the facilities certificate of occupancy.
- 2) A letter from those in charge of the facility or the NYC Fire Department indicating that the facility is in full compliance with all fire codes.
- 3) If alcoholic beverages are to be served, a copy of the facilities liquor license must be submitted. If the facility does not have a license, a New York State temporary wine and beer permit needs to be obtained and a copy provided.
- 4) A letter from those in charge of the facility which describes, in detail, the security they will provide for your function.
- 5) Proof of liability insurance of at least \$5,000,000
- 6) A completed Hunter College Student Event Information Form signed by the respective student government.
- 7) A final draft of a flyer publicizing the event must be attached.
- 8) All contracts, including the names of both parties, must be submitted. The Hunter contract must be used and can be obtained in the College Association Office.

Note: Before submitting paperwork for final approval, please check to be sure that all the required documentation and signatures have been obtained.

STUDENT EVENTS/RESERVABLE AREAS/TICKETS

To assist you in the scheduling of space for your events, please note that Central Reservations shall endeavor to work on your request for space **within two working days** of submission. It will be your responsibility, however, to contact Central Reservations to find out if your reservation form is available to be picked up. Please also note the following schedule by which you must submit your request for space and the cancellation date by which your completed reservation form must be returned to Central Reservations:

SPACE:	MINIMUM REQUEST PERIOD:	CANCELLATION DATE:	PROGRAM CURFEW:	CAPACITY:
			Weekday: Weekend:	
Classrooms	Two weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 10:00 p.m.	varies
Assembly Hall	Six weeks Prior to Date of Event	Two Weeks Prior to Date of Event	10:00 p.m. 11:00 p.m.	2107
Cafeteria	Three Weeks Prior to Date of Event	Two Weeks Prior to Date of Event	NA 2:00 a.m.	300
Lecture Halls	Three Weeks Prior to Date of Event	Two Weeks Prior to Date of Event	10:00 p.m. 11:00 p.m.	100/275
217 West	Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 2:00 a.m.	90
West Lobby	Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 10:00 p.m.	200
TH 105 (Weekends)	*Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:30 p.m. 2:00 a.m.	74
Snack Bar (3rd floor Cafeteria)	Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 2:00 a.m.	150
Faculty/Staff Dinning Room	Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 12 midnight	150
Brookdale Auditorium	Six weeks Prior to Date of Event	Two Weeks Prior to Date of Event	10:00 p.m. 11:00 p.m.	848
Brookdale Rotunda	Three Weeks Prior to Date of Event	Two Weeks Prior to Date of Event	10:00 p.m. 2:00 a.m.	600
Brookdale East Lounge	Two Weeks Prior to Date of Event	One Week Prior to Date of Event	10:30 p.m. 2:00 a.m.	45
Brookdale Amphitheater (W128, W232, W235, W237)	Three Weeks Prior to Date of Event	Two Weeks Prior to Date of Event	10:00 p.m. 11:00 p.m.	100/120
Brookdale Classroom (, E101, E102, E103)	Two weeks Prior to Date of Event	One Week Prior to Date of Event	10:00 p.m. 10:00 p.m.	40/44

*TH105 weekday reservations are arranged by contacting USG.

The following spaces are not reserved by Central Reservations:

Student Resource Center (Room TH202) – Contact representative in Student Resource Center at least two weeks prior to the event.

Ida K. Lang Recital Hall (Room N424) – Contact Denise Mazzafero at 212-772-4227 at least two months in advance.

The Leona & Marcy Language Center (Room W209) - Contact Clifford Irizarry at 212-772-5703 at least two weeks in advance. A faculty member must be present for the event and there is a \$250 fee for the room. The Classics, German and Romance Language departments has priority over students and other departments. Dean's hours (Wednesday's 1:00 pm – 3:00 pm) are strictly for the Language Departments.

TV Studio (Room N436) – Contact Peter Jackson at 212-772-4578 at least two weeks in advance. Student organization representatives must get permission from the chair of the Film & Media department.

Note:

- 1) Tickets are *required* for all of the above areas except classrooms. All tickets are obtained from the College Association, except for Assembly Hall tickets which are obtained from Central Reservations. Please note that the maximum number of guests permitted in any facility cannot exceed the number of tickets given by the College Association Office or Central Reservations. Those individuals on the "guest list" must also have tickets to enter, although their cost of admission is determined by the sponsoring group.
- 2) Groups are not permitted to print their own tickets. All requests for tickets must be made through the College Association Office or Central Reservations.
- 3) Events held in any spaces not indicated above, including classrooms, etc., need to be "signed off" by Public Safety and the Office of Student Activities (Room 1107/1131 East).

You are urged you to complete all necessary paperwork by the cancellation date. There will be no extensions or exceptions.

USE OF HUNTER COLLEGE FACILITIES

If a student organization is planning activities this coming year which requires the use of our facilities, it is imperative that they familiarize themselves with the reservation regulations and contact the Central Reservations Office (Room 711 West).

A representative from the Office of Student Activities will meet with you regarding your events so that you can submit your forms on time. The group representative whose name appears on the CRD Form and the Student Event Information Form is responsible for the event. Please note the following:

- A. Central Reservations will only honor requests from organizations that are officially chartered. Requests to use College facilities by student organizations or media during the summer will not be honored. No student activities are permitted during the final exam period (unless prior approval is received).
- B. Audio Visual will not allow students to use their equipment unless an authorized student government representative assumes responsibility by signing the Audio Visual Center Request Form.
- C. All work orders, requests for lock changes, additional keys and phone service must be requested in writing and submitted to Mr. Seckou Traore in room 1130 East. It should be noted that students are not permitted to install their own locks. There may be a charge for the materials associated with lock and key requests.
- D. For the purpose of publicizing an upcoming event or disseminating information, organizations may use the tables located outside of the third floor student cafeteria in the West Building and on the third floor of the North Building. To reserve tabling space, you must submit a request to Mr. Seckou Traore indicating the place, date(s), time and purpose for which you would like the space. If groups want to sell items while tabling, permission must first be obtained from Mr. Traore. Bulletin boards may continue to be used for posting information.

So that as many different student groups as possible have an opportunity to utilize these tabling areas, each student organization will be permitted to sign up in advance for a period of (15) fifteen school days. If an organization wishes to "table" beyond this period, they will be permitted to do so, however, they will not be permitted to make an advance reservation. All student groups receiving permission to table will be issued a tabling permit which should always be at the tabling area and must be shown to Security, upon request. All sound from videos, tapes, etc. must be maintained at a moderate level and a maximum of two videos will be permitted in any location. Additionally, videos must be displayed either behind or directly next to your assigned table. Groups who wish to use the connecting bridges on the third floor need to contact Central Reservations.

Please note, in an effort to assist student organizations publicize their mission and events, all organizations can have a web page for this purpose. Please contact Ms. Nancy Largent (room 1111 East) in the Office of Student Services who will assist you in posting your web page.

Another very good way for student organizations to publicize student organization activities is by emailing representatives from other student organizations. The Dean of Students Office will provide all student organizations with these addresses.

- E. Please be reminded of College policy which limits the posting of materials to bulletin boards and T-stands. General use College bulletin boards are cleared on the first Monday of every month. Absolutely no materials may be hung on the interior walls and windows or exterior surfaces of the College buildings.
- F. The Student Space Allocations Committee (SSAC) will continue to recommend to Dean Escott appropriate space for the various student organizations, organizations, etc. Organizations that either under utilize their space or use it improperly may lose it. It is the responsibility of the USG president to constitute this committee and serve as chair each year. It should be noted that space assigned to student organizations may only be used for organizational

business. Student events/activities, etc. may only be scheduled in reservable College space and held in compliance with College policy. **Student organizations which want to host a special activity, reception, lecture, "class", party, workshops, etc. in their office space must receive prior written approval from the Office of Student Activities.** Failure to adhere to College policy may result in loss of office space.

- G. It should be noted that New York City now requires that applications for all street fairs be submitted at least 75 days before the scheduled event. Prior approval from the Dean of Students office must be obtained before New York City will issue a permit for a street fair.
- H. Any student or student organization which does not comply with College regulations may have a hold placed on their personal record and a freeze placed on the organization's account.
- I. CUNY policy states that when a candidate for public office is invited to speak at a campus in connection with his or her candidacy for office, all other recognized candidates should be provided the same or comparable opportunity to speak (Contact Dean Escott for full details regarding this policy).

ONE WEST PLAZA / NORTH BUILDING COURTYARD RULES

Requests to use this space should be made through Central Reservations (711 West). Failure to adhere to these rules could lead to disciplinary charges or revocation of reservation privileges.

1. All events must be consistent with the rules and regulations for the maintenance of public order pursuant to Article 129 of the Education Law which may be found in the rear section of the Hunter College Catalogue.
2. The speaker's volume at all events must be maintained at a moderate level so that there is no interference with neighbors, classes, or other College business (Music or any other amplified sound is not permitted in this area except during Deans Hours and with written permission of the Dean of Students Office).
3. All those in attendance should be well in from the street curb to avoid any accident from the flowing traffic (Reminder: The blocking of traffic is a violation of New York City Law).
4. Regular College rules regarding the posting of signs must be followed.
5. Full access and egress to all entrances must be permitted.
6. Security will determine if additional security is required and bill the organization accordingly.

PLANNING AN EVENT
PEOPLE / PLACES / THINGS TO KNOW

CENTRAL RESERVATIONS (212-772-4870, 4871)

When planning your events, you must first call or stop by the Central Reservations Office located in Room 711 West, so that you may secure your Central Reservation Form. The staff will answer those questions you may have regarding available facilities, costs, dates, rules, regulations, etc.

ASSEMBLY HALL / LECTURE HALLS (212-772-4788)

All student groups planning to use the Assembly Hall or Lecture Halls must meet with the senior hall technician, Mr. Kevin Campbell, **after** securing a Central Reservation Form. Remember, if the event involves non-Hunter College "technical" people, they too must meet with Mr. Campbell, who may be reached in Room 141 North. If you have difficulty in contacting Mr. Campbell, please call Central Reservations.

PUBLIC SAFETY AND SECURITY (212-772-4521)

A Public Safety supervisor must sign **all** reservation forms. Public Safety will advise the student group about the number of security personnel required and the location thereof. All reservation forms should be brought to the Public Safety Office (Room B122B West).

CHECK REQUEST (212-772-4510)

All appropriate request for check forms "vouchers" must be properly documented and signed before the Business Office will process. It is important to note that vouchers must be submitted by 12 noon on Friday to the College Association if you wish to have a check by the following Friday. If you have any questions concerning this, you may contact Ms. Tatyana Gleyzer in the Business Office (Room 1601E), or Ms. Nicole Hector-Hutchinson in the College Association Office, 214TH

STUDENT LOUNGE -TH105 (212-772-4261)

The Student Lounge can only be reserved by chartered student organizations. All weekend reservations for the Student Lounge are administered by Central Reservations. Weekday reservations are made by contacting the lounge supervisor in the Undergraduate Student Government Office (Room 121N).

SPACES NOT RESERVED BY CENTRAL RESERVATIONS

When using any space not reserved by Central Reservations, groups must secure a student event information form from Central Reservations and the event must be signed off by Student Government, Public Safety and the Office of Student Activities (212-772-4924/Room, 1107 East) in the Office of Student Services.

FINAL APPROVAL FOR EVENTS

Please note that no event may be held without obtaining written approval of the Office of Student Activities. In planning for your organizations activities, please note the following to assure safe events:

- 1) No one under 18 years of age, unless they have a college ID card, will be admitted to any parties or dances. As always, all guests, regardless of age, must have ID to enter and for those who wish to drink, the date of birth must be on the ID.
- 2) Events held in the large cafeteria will continue to have a supervisor and ticket-taker/bar monitor assigned by Central Reservations. A supervisor and ticket taker/bar monitor will also be assigned to the small cafeteria when wine or beer is being

served. When wine or beer is not being served, only a supervisor will be required for events in the small cafeteria. Members of the student organization hosting the event will continue to staff the bar area. When wine and/or beer is being served, the assigned bar monitor will assure compliance with New York State Law and College policy regarding the serving of alcoholic beverages. Under no circumstances can wine or beer be served if the student organization had not obtained a temporary wine and beer permit and only those who are 21 and over can serve as bar attendants.

- 3) Guests will only be permitted to receive one drink at a time. Anyone either serving someone under 21 years of age or obtaining an alcoholic beverage on their behalf will be immediately asked to leave the event, as will the recipient. It should be noted that since the serving of alcoholic beverages to a minor is a violation of law, any student who does so will be subject to disciplinary action which could result in a suspension from Hunter College. The underage recipient will also be subject to disciplinary action.
- 4) Metal detectors or wands will be used whenever wine and/or beer is being served at a party or dance. As always, The Office of Public Safety will determine the number of officers assigned to an event.
- 5) *Tickets for events MUST be obtained from the College Association Office, 214TH whenever using reservable space.* The only exception is for Assembly Hall events and these tickets must be obtained from the Central Reservations Office (room 711 West). Any group having their own tickets printed may have their event immediately terminated and may be denied the use of space for future events.
- 6) Student organizations which want to host a special activity, reception, lecture, "class", party, workshop, etc. in their office space must receive prior written approval from the Office of Student Activities.
- 7) All reservation forms must be approved by the Office of Student Activities (room 1107 East). Immediately after securing his approval, forms must be signed by Mr. Seckou Traore (room 1103East) prior to submitting them to Central Reservations.
- 8) All campus and off-campus events must be approved in writing by the Office of Student Activities.

SERVING OF WINE OR BEER AT STUDENT EVENTS

When planning your social events, it should be noted that the only alcoholic beverages which may be served are beer or wine. Please note the following:

All sponsors of student events should be advised that they personally, or the College, may be liable for damages if intoxicated guests cause injury to others. Additionally, sponsors should not serve beer or wine to persons who are intoxicated or under the age of (21) twenty-one. All sponsoring groups should exercise prudence in this matter (See Alcohol Beverage Control Compliance Statement).

A permit to serve wine and beer at these events is required by New York State Law and must be obtained prior to the event. A cover letter which must be signed by Dean Escott prior to applying for the permit should be obtained from Central Reservations.

The temporary permit, which costs about \$36 per day, can be obtained from the New York State Liquor Authority (NYSLA) located at 317 Lenox Avenue, near 126th street. The phone number is (212) 961-8385.

No group will be permitted to serve wine and beer at the socials without this permit.

ALCOHOL BEVERAGE CONTROL COMPLIANCE STATEMENT

Hunter College is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Whereas Hunter College and the faculty, staff and student sponsors of events at which alcoholic beverages are sold or provided are liable for injury to or caused by intoxicated or under-age participants, all faculty, staff and student groups sponsoring events are responsible for enforcing the following conditions:

1. No person shall sell or provide an alcoholic beverage to a person under the age of (21) twenty-one. Where documentation of age is unavailable or not reasonably certain, the law requires denial of an alcoholic beverage to that person.
2. No person shall sell or provide an alcoholic beverage to a person actually or apparently under the influence of alcohol.
3. No person shall sell or provide an alcoholic beverage to a person known to be a habitual excessive drinker.
4. All advertising, promotion, publicity, invitations etc., stating the availability of alcoholic beverages at an event, must include the following statement:

The unlawful possession, use or distribution of drugs is prohibited on the campus. Violators will be subject to penalties ranging from reprimand and warning for a first infraction, to separation from the college for a subsequent offense.

Legal sanctions against students alleged to be in violation of Public Law 101-226 will be determined according to Article 15 Section 3 of the CUNY Board of Trustees By-Laws. Sanctions for members of the instructional staff and non-instructional staff will be governed by Article VII of the CUNY Board of Trustees By-Laws and Article XIV, respectively.

Accepted _____
Date

Officer of Organization

Name of Organization

OFF-CAMPUS EVENTS

The Office of Student Services has received several inquiries regarding student organization sponsored off-campus events. The College has a responsibility to protect the safety of our students when the student organization or College name and student funds are being used for off-campus events. Therefore, any student organization wishing to hold an off-campus event **must** provide the Office of Student Services with the following **BEFORE** you enter into any contractual agreement and before the event can be approved:

- 1) A copy of the facilities certificate of occupancy.
- 2) A letter from those in charge of the facility or the NYC Fire Department indicating that the facility is in full compliance with all fire codes.
- 3) If alcoholic beverages are to be served, a copy of the facilities liquor license must be submitted. If the facility does not have a license, a New York State temporary wine and beer permit needs to be obtained and a copy provided.
- 4) A letter from those in charge of the facility which describes, in detail, the security they will provide for your function.
- 5) Proof of liability insurance of at least \$5,000,000
- 6) A Hunter College Student Event Information Form signed by the respective student government.
- 9) A draft of a flyer publicizing this event must be attached.
- 10) All contacts, including the names of both parties, must be submitted. The Hunter contract must be used and can be obtained in the College Association Office, 214TH

Once all of the above items are submitted, Dean Escott will provide the student organization president with a financial reconciliation form. It should be noted that all money collected must be deposited in the organization's account and the reconciliation handled in the same way that it is done for all on-campus events.

Additionally, these events are solely for currently registered Hunter students. To verify attendance the person responsible for the program can submit a statement to the College Association Office, indicating that Hunter ID's were checked and only Hunter students participated. Prior approval must be obtained from the College Association if a group is requesting that non Hunter guests be permitted to attend "free" or subsidized student-run events.

Via this notice, student government has been asked not to sign the Student Event Information Form until they have seen the aforementioned items. Additionally, the College Association Office has been requested not approve any payment for an off-campus facility unless they have received a copy of the financial reconciliation form for the event in question. Further, the Hunter College Business Office has been requested not to generate a check for an off-campus facility unless they have on file a financial reconciliation form for the event.

A financial reconciliation form will not be issued to any group unless all of the aforementioned items have been submitted. Individuals using unauthorized off-campus facilities are in violation of College rules and the matter will be handled accordingly. Additionally, these individuals will be held personally responsible for all debts incurred.

If you have any questions, please feel free to contact Dean Escott.

BUS TRIPS/RENTALS -LEGAL RESPONSIBILITIES

Please note the following regarding off campus bus trips:

- A. On any trip, one student, staff or faculty member should be designated as the person in charge of the trip. His or her responsibility should include knowing the number of students participating. Bus trips are only for currently registered Hunter students. A list of student participants **MUST** be submitted to the College Association Office, 214TH. As an alternative, the student officer responsible for the trip can submit a statement indicating that Hunter ID's were checked and only Hunter students participated.
- B. Whenever a bus is used, the individual in charge must confirm that the bus company has adequate insurance coverage, usually at least \$5,000,000 per accident. The bus company must provide proof of this insurance to the individual in charge. The insured should be Hunter College, CUNY and their agents and personnel. This insurance certificate must be given to Dean Escott.
- C. The individual in charge has the responsibility to explain to the students the details of the trip including, but not limited to, length of the bus ride and stop-overs, facilities available to students or not available, the anticipated activity, such as talking to elected officers, any anticipated risks such as major crowds, confrontation with the police, etc.
- D. All individuals going on the trip should know the details of the trip including the time the students will be departing, returning and the location from which students will be departing and to which they will be returning. All students must be accounted for before departing and before leaving the trip site.
- E. The logistics of any unexpected and emergency situation should be worked out before the trip, in writing, and be on file. The individual in charge should also contact the supervisor of the site and the local police.

Car Rental Policy

Please note that the following must be adhered to when renting a car for an authorized activity:

- Only major rental companies can be used.
- Proof of insurance, which should be at least \$5,000,000 per accident, must be submitted to Ms. Hector-Hutchinson, prior to the trip, along with a statement from the driver that he/she will be driving.
- The student must have a currently valid driver's license and a copy must be given to Ms. Hector-Hutchinson.
- Only currently registered students are permitted in the rental vehicle.

STUDENT FUNDRAISERS FOR NON-HUNTER ORGANIZATIONS

Please note the policy and procedure regarding student fundraisers, consistent with Article XVI of CUNY Bylaws.

Student activity fees can only be used for activities which directly benefit those students enrolled at Hunter College. Consequently, money collected from the student activity fee cannot ordinarily be allocated or otherwise diverted to support or assist any outside organization, charity, etc.

However, chartered student groups who want to raise funds on behalf of a legal non-profit tax exempt organization will be permitted to do so in accordance with the procedure outlined below. It is understood, however, that the only money which may be forwarded to an outside organization is the **profit** from the fundraiser. Therefore, all expenses associated with an event must be paid from the proceeds of that event and not from the organization's allocation. The only exception to this would be if the fundraiser is financially unsuccessful and the expenses are greater than the proceeds. Then, of course, the student organization would be responsible to pay all outstanding bills associated with the event.

PROCEDURE:

1. A written agreement between the Hunter College sponsoring student organization and the outside organization must be submitted to Dean Escott and then approved by the College Association. This agreement must:
 - a) be written on the official letterhead of the outside organization. Affixed to this letter should be proof of the organizations non-profit, tax exempt status.
 - b) be signed by the president **and** treasurer of the Hunter College sponsoring group.
 - c) be signed by an official representative of the organization which will be receiving the funds. This individual's title must be indicated.
 - d) indicate the amount or percent of profit that the sponsoring group expects to turn over to the outside organization. If all of the profit is expected to be turned over, so indicate.
 - e) indicate if the outside organization is expected to pay any costs such as advertising, security, etc. towards the fundraising activity.
 - f) indicate that the agreement is subject to the approval of the Hunter College Association.
 - g) the purpose of the outside organization must be indicated on their letterhead or in an accompanying letter from them.
2. The president or treasurer of the sponsoring group must present this signed agreement to the Hunter College Association for review and conformance with CUNY Bylaw Section 16.2.
3. The president or treasurer of the sponsoring group must meet with Dean Escott so that a Financial Reconciliation Form can be completed. The accounting for this event will be handled like all other student events regarding the reservation procedure and financial reconciliation.
4. After steps 1-3 have been completed, the Hunter College sponsoring group may begin their fundraising effort.

IT SHOULD BE NOTED THAT THE BUSINESS OFFICE WILL NOT RELEASE ANY FUNDS TO AN OUTSIDE ORGANIZATION UNLESS THE AFOREMENTIONED PROCEDURE HAS BEEN FOLLOWED.

STUDENT DEMONSTRATIONS AND RALLIES: A POLICY STATEMENT

Hunter College supports the interests of persons who wish to express their views, and believes that the members of the College community should be exposed to a variety of points of view. However, Hunter College does have the right and a responsibility to preserve the orderly conduct of College business and its educational purpose. Therefore the College has established the following rules and regulations to guarantee that the College's mission is not disrupted while members of the College community wish to hold a demonstration or rally:

- 1) Demonstrations will be permitted on the first floor of the West Building, the West Building Courtyard, and the third floor of the West Building. It is understood that wherever or whenever a demonstration is being held, it cannot in any way impede the orderly flow of students and staff in their movement through the building nor interfere with College business.
- 2) At least three (3) days prior to a planned demonstration or rally, the responsible individual must submit a written request to the Office of Student Services in which the location, time, date, and manner of the planned demonstration or rally is indicated.
- 3) It is understood that spontaneous demonstrations must also be confined to the areas referred to in number one, above and cannot interfere with tabling reservations.
- 4) Written authorization will be issued by the Office of Student Services.

The College reserves the right to have final jurisdiction regarding the time and place of all demonstrations. Individuals not in compliance with these rules and regulations will be subject to disciplinary procedures.

THE COLLEGE ASSOCIATION OF HUNTER COLLEGE CONTRACT

CUNY By-Laws require that this agreement **must** be used whenever a student organization is contracting for payment of fees to a speaker or performer and other individuals rendering services.

AGREEMENT between _____
a student organization chartered by the _____ Student Government and _____

_____ in person, or by a representative who exhibits, in advance, properly set forth written authorization that he/she/it has written authority to enter into this specific agreement for the specific date and time stated below and at the specific terms set forth; and if signed by the agent, he/she/it guarantees performance under those terms and on date and time set forth below:

1. Date of performance or event: _____
2. Time-length of performance or of event: _____
3. Place of performance or event: _____
4. Nature of performance or event (details-how many persons in orchestra or other event: _____)
5. Equipment: (to be supplied by whom): _____
6. Security services: (who is to pay for security?) _____
7. Costs of advertising: (who is to pay?) _____
8. Costs of travel, hotel, etc.: (who is to pay?) _____
9. Amount of payment to be made: * _____
10. Method of payment in full:
 - a. At one time (date) _____
 - b. If several payments (dates of each): _____
 - c. Time of Final Payment (date): _____
11. Neither party hereto shall have the right to cancel, except upon written agreement of the other.
12. This agreement shall not be operative until an authorized person from The College Association of Hunter College has signed this agreement at the place indicated prior to the event (see Nicole Hector-Hutchinson, Room 214TH)
13. MISCELLANEOUS TERMS: _____

PLEASE NOTE: HUNTER COLLEGE AND THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, IN NO WAY, ACCEPTS RESPONSIBILITY OF THIS AGREEMENT FOR PERFORMANCE OR PAYMENT OF ANY SUMS DUE. THE PARTIES TO THIS AGREEMENT ARE THE SOLE GUARANTORS OF EITHER PAYMENT OR PERFORMANCE, AND WILL NOT LOOK TO THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, HUNTER COLLEGE OR CITY UNIVERSITY OF NEW YORK FOR ANY PAYMENT.

Amount To Be Paid: _____

Payable To (Please Print): _____

Address: _____

Phone Number: _____

INSURANCE - The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance or services: _____

RIDERS - The contractor further agrees to be bound by any riders attached to this document as indicated and initialed.

Student Organization Representative / President

Student Organization Representative / Treasurer

Contractor or Authorized Representative / Title

Reviewed by College Association Representative/Title

*The maximum permissible fee for any performer or speaker shall be determined by the appropriate student government or student organization. Once the fee is authorized, The College Association representative will contact the Business Office to encumber the money expressly for this contractual obligation.

SECURITY - Security for an event, if held on college premises, shall be under the control and supervision of the College. There shall be no frisking or searches permitted, except by law enforcement officials. No private security personnel, such as bodyguards or escorts acting in a security capacity, with the exception of security guards contracted for by the College shall perform any campus security or security related functions. The use of armed private security guards is prohibited. Any person or organization violating such an agreement may be denied future access to any CUNY campus or subject to applicable college sanctions. Law enforcement officers who are charged with the responsibility of providing crowd control or security to various dignitaries are excluded from this policy.

PAYMENT - In order for payment to be made there must be proper documentation that the event took place. Such documentation shall include:

- a. A statement that the event took place, signed by a person authorized by the College Association of Hunter College, who attended the event; or
- b. Other documentation, approved by the College Association of Hunter College that shows that the event took place.

NON-DISCRIMINATION - The contractor agrees that in the performance of this agreement, it will not discriminate against any person or group of persons on the basis of age, sex, race, disability, religion, national origin, or sexual orientation, and that it will comply with all applicable laws and regulations of the United States and the State and City of New York with respect to its performance under this agreement.

CONFLICT OF INTEREST - The contractor represents that no monetary or other form of remuneration has been given, offered or promised to anyone in order to include the college organization to enter into this agreement, no remuneration shall be given, offered or promised to any agent, servant, employee, officer, director or student of the College, the City University of New York, The College Association of Hunter College, the City and the State of New York.

INDEMNIFICATION, HOLD HARMLESS - The contractor agrees to be responsible for any personal injury or property damage which is directly or indirectly attributable to contractor's performance under this agreement, or to the activities of the

contractor's agents, servants, employees, volunteers, and subcontractors if any. The contractor agrees to indemnify and hold harmless Hunter College, The College Association of Hunter College, The City University of New York, the State of New York, and their respective directors, officers, agents, servants, employees, members, students, and invitee from any and all responsibility, costs or liability of any nature, kind and description, whatsoever, and from any claims or causes of action for personal injury, (including wrongful death) and property damage, directly or indirectly, arising from the performance of the contractor and its agents, servants, employees, volunteers, and subcontractors if any, under this agreement.

COMPLIANCE WITH COLLEGE REGULATIONS - The contractor agrees to comply with all rules and regulations applicable to Hunter College, The College Association of Hunter College, The City University of New York and the State of New York.