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## PREFACE

Each year Hunter College thrives on new and current student leaders chartering student organizations to provide the college community with academic, social, cultural, political, visual and performing arts, media, religious, athletic, and community service oriented information and programs. These organizations not only add to the vibrant atmosphere of the college, but also engage students in the out-of-class learning experience that will shape their path toward success as they prepare for the global world.

This *Student Organization & Media Chartering Handbook* is designed to inform students of the necessary procedures that have been set in place in order to charter an organization. It is also designed to provide information on ways to make a student organization successful, educate students of the different functions of executive board members, and provide students with a draft of how to establish a constitution. There are several required forms contained in this handbook to make the chartering process as simple and efficient as possible.

*Please note, there are a few NEW chartering requirements for student organizations.*

- Each organization will be required to have a full executive board consisting of a president, vice-president, secretary and treasurer.
- For undergraduate student organizations, each executive board member must be registered for at least six (6) credits and have a cumulative average of 2.0 or above. For graduate student organizations, each executive board member must be registered for at least three (3) credits and have a cumulative average of 3.0 or above.
- Both the president *and* treasurer will be required to attend the mandatory College Association workshop.
- Each student organization should register with the Office of Student Activities for an official Hunter College email account, which will be set up by the Instructional Computing & Information Technology Office, once the organization is chartered.

It is our hope that you will find the information contained herein useful. The Office of Student Activities is here to assist you in any way possible and we look forward to working with you throughout the year. Please do not hesitate to seek us out. Our offices are located in rooms 1107 and 1131 in the East Building. We can also be reached at 212-772-4924 or 212-772-4908. We wish you much success in both your academic and co-curricular endeavors.

Jerrell Robinson  
Associate Director  
Student Activities & Leadership Development

## **MANDATORY COLLEGE ASSOCIATION WORKSHOPS**

Being elected an officer of a student organization brings with it a great opportunity to broaden your experiences, as well as your responsibilities. In order to assist you in the carrying out of your tasks, mandatory workshops will be held which must be attended by both the president and treasurer of each student organization. Workshops will include information on:

1. The Budget Process/ How to Prepare and Submit Budgets
2. How to Request Funds/Budget Modifications
3. How to Prepare Vouchers/Voucher Cycle/Required Documentation
4. Financial Reconciliation of Student Events
5. Sponsoring Events
6. Use of College Facilities
7. Planning and Publicizing Student Activities

### **September 2008**

09-02-2008 12:00pm - 1:00pm  
09-04-2008 3:30pm - 4:30pm  
09-05-2008 10:00am - 11:00am  
09-08-2008 2:00pm - 3:00pm  
09-09-2008 3:30pm - 4:30pm  
09-11-2008 12:00pm - 1:00pm  
09-12-2008 2:00pm - 3:00pm  
09-15-2008 2:00pm - 3:00pm  
09-16-2008 3:30pm - 4:30pm  
09-19-2008 12:00pm - 1:00pm  
09-23-2008 3:30pm - 4:30pm

### **October 2008**

10-03-2008 12:00pm - 1:00pm  
10-06-2008 9:30am - 10:30am  
10-07-2008 3:30pm - 4:30pm  
10-17-2008 12:00pm - 1:00pm  
10-20-2008 9:30am - 10:30am  
10-21-2008 2:30pm - 3:30pm  
10-29-2008 10:00am - 11:00am  
10-31-2008 2:00pm - 3:00pm

### **November 2008**

11-03-2008 9:30am - 10:00am  
11-04-2008 2:00pm - 3:00pm  
11-13-2008 9:00am - 10:30am  
11-18-2008 3:30pm - 4:30pm  
11-21-2008 2:00pm - 3:00pm

### **December 2008**

12-01-2008 1:00pm - 2:00pm  
12-11-2008 2:00pm - 3:00pm

### **January 2009**

01-28-2009 2:00pm - 3:00pm  
01-30-2009 2:00pm - 3:00pm

### **February 2009**

02-05-2009 12:00pm - 1:00pm  
02-09-2009 12:00pm - 1:00pm  
02-11-2009 2:00pm - 3:00pm  
02-19-2009 2:00pm - 3:00pm  
02-26-2009 2:00pm - 3:00pm

### **March 2009**

03-02-2009 2:00pm - 3:00pm  
03-06-2009 12:00pm - 1:00pm  
03-11-2009 2:00pm - 3:00pm  
03-17-2009 12:00pm - 1:00pm  
03-20-2009 2:00pm - 03:00pm  
03-23-2009 2:00pm - 3:00pm

Ms. Nicole Hector-Hutchinson, Financial Manager of the College Association will conduct these workshops. *All sessions will be held in Room 1130 East unless otherwise noted.*

**STUDENT ORGANIZATIONS NOT REPRESENTED AT THESE WORKSHOPS WILL NOT HAVE COMPLETED THE CHARTERING PROCESS AND THEREFORE WILL NOT BE PERMITTED TO SUBMIT THEIR BUDGET, HAVE ACTIVITIES, RESERVE SPACE, DRAW FUNDS, ETC!**

## *WHAT MAKES FOR A SUCCESSFUL STUDENT ORGANIZATION?*

- A. Goals should be established for each organization by the entire membership. These may be short-range goals which can be accomplished in a short period of time. There should also be long range goals toward which the year's efforts are directed. Groups that fail to have clear-cut goals frequently elicit little interest from members, and the activities have mediocre results.
- B. There must be continuity in the activities of the organization between meetings. This can be accomplished when officers and members sit down and outline their activities and meetings in advance. Between meetings there should be follow-up through committees, publicity stories in the newspaper, bulletin board notices, posters, etc. Keep your own members as well as others aware of your group.
- C. Well planned meetings are essential. Developing a printed agenda, with a copy for each member, is one of the best ways of planning. The best agendas are those which are prepared by the executive board, and the advisor at a meeting held at a scheduled time in advance of the regular meeting. The executive board should not make decisions for the group -- its purpose is to think through problems and ideas and to make recommendations to the group.
- D. Participation of all members contributes to a good organization. A variety of social, recreational, cultural and educational activities should be developed so that they present both a challenge to the initiative of each member as well as to elicit greater support. All members should have the opportunity to speak up and express ideas. Encourage those who do not ordinarily volunteer to speak up and express themselves. Appoint each member to a committee or give him/her some special responsibility at least once during the semester and more often if possible. Help each member feel important to the group and be sure the entire group has the opportunity to make decisions about plans and solutions to problems. There should be a majority decision on all issues which come before the group, however, the minority point of view should always be respected.
- E. Use your advisor and ask for his/her advice and combine it with your members' ideas.
- F. One of the most important meetings of each year is the first since it sets the tone of your group for the entire year. Therefore, the leadership should prepare and organize it. They should know what is going to be done, should insure that it be a friendly meeting, and should make certain that all members know what has been accomplished.
- G. Regularity of meeting times and place is essential.
- H. Critically evaluate your meetings.
- I. Cooperation with other organizations, both student and faculty, should be encouraged. Cooperation should assist your organization in more advantageously channeling its efforts, as well as fulfilling its objectives.
- J. The officers should encourage the membership to assume projects related to service on the campus and in the community.
- K. **REMEMBER** - a student's major commitment is to his academic work and the member should not use the organization as an excuse to avoid this commitment.

## *DUTIES OF THE EXECUTIVE BOARD OFFICERS*

The duties as listed here are general duties of the four main officers of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

### **A. Duties of the President**

1. Be a good presiding officer:
  - a. Know the proper procedure for conducting a meeting.
  - b. Be impartial. Avoid expressing your personal opinions.
  - c. Have knowledge of parliamentary procedure.
  - d. Prepare an agenda for each meeting.
  - e. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed again or finished.
2. Understand and follow your constitution and by-laws.
3. Set an example for your organization in fairness, courtesy, obedience to rules.
4. Represent your group, or see that a person is appointed to represent your group, at all campus meetings where representation is requested.
5. Carry out the group's decisions and wishes even though you personally do not agree completely with the decisions reached.
6. Know the school policies and regulations and see that they are followed at all meetings and activities of your organizations.
7. Keep your advisor informed of all meetings, make certain that he/she is invited to all meetings and be certain that he/she is consulted before making plans for special meetings and events.
8. Know the duties of the other officers and help them in carrying them out.
9. See that a calendar is prepared for the semester's activities early in the semester. Each student organization should have a project or goal for the semester.
10. Call regular executive committee meetings.
11. Appoint committees to assist in getting things done, to help spread the burden of work among all members, and to give others an opportunity to participate.
  - a. The president must keep in touch with committees and is usually an ex-officio member of all committees. He/she is responsible for seeing that they complete their assignments.
  - b. A chair of every committee should always be indicated.
  - c. Remember to call on committees for reports and take action on their reports.
12. Do not try to do all the work yourself. A good president assigns responsibilities to others. It is his/hers role to follow up and recheck to see that the work is being done. Total participation of all members of a group makes for a strong organization.

13. Develop the habit of writing things down that you have to do before the next meeting. Trusting your memory is a poor substitute for having a notebook or a page in a notebook where you make notations of things you must do and deadlines you must meet.

**B. Duties of the Vice President**

1. Take over the president's responsibilities when the president is unable to carry out these duties for any reason. Because of this, the vice president must be familiar with all of the duties of the president.
2. Be ready to assist the president in anyway possible.
3. Assume and carry out all duties that may be assigned to you by the constitution, the president, executive committee, or members.
4. Attend all executive committee meetings and meetings of the organization.
5. Know and understand your organization's constitution and by-laws.

**C. Duties of the Secretary**

1. The president depends upon the secretary for information of an official nature which can be found in the records of the organization.
2. The secretary is the custodian of the permanent records of the organization and they must be kept in a complete and accurate manner. Here is a suggested outline that may be of help to secretaries in writing minutes.
  - a. Give the hour, day, month, place of meeting, and name of presiding officer.
  - b. State whether the minutes of the last meeting were:
    - (1) approved as read.
    - (2) approved as corrected (if there were corrections, list them).
  - c. Give a statement concerning all reports read and the action taken on them.
  - d. Record items discussed under old business.
  - e. Record items discussed under new business.
  - f. Each motion, whether approved or not, should be included either under "old" or "new" business.
  - g. State the time of adjournment of the meeting.
  - h. Sign the minutes.
3. Read minutes and correspondence clearly and sufficiently loudly so that the group can hear them at meetings.
4. Be able to produce quickly the minutes of the preceding meetings and find items of information quickly.
5. Keep an accurate and up-to-date list of members, their addresses and telephone numbers, and record their attendance at each meeting.
6. Keep in the secretary's notebook a copy of the constitution and by-laws and have it available for easy reference during meetings.
7. Keep a copy of all reports presented to the organization by committees or officers.
8. Take motions down accurately and be prepared to read them back almost immediately.

9. Be responsible for all organization correspondence and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the secretary with her/his own name and title.
10. Act as secretary for the organization as a role. Officers and chairs of committees are responsible for correspondence as it relates to their duties.

D. Duties of the Treasurer

1. The treasurer is responsible for all funds of the organization.
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the organization expends money in keeping with the approved budget and within college policy and regulations.
4. Make a treasurer's report at each business meeting of the organization listing receipts, expenditures, and balance on hand.
5. See that all bills are paid promptly.
6. Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which the money was disbursed.
7. Have records available and in a condition for examination at any time.
8. Do not write requisitions for amounts for which you do not have a bill. Members should be encouraged to obtain a requisition or a purchase order which may be presented to merchants and business firms rather than a requisition for cash.

## ***BASIC GUIDE FOR DRAFTING A CONSTITUTION***

In order to become an officially chartered student organization, a constitution must be submitted to the respective student government or the Publications Board. Below you will find an outline which could be used for this purpose.

### **Article I Name**

The name of this organization shall be the \_\_\_\_\_ of Hunter College.

### **Article II Purpose**

Give brief description of the general purpose of the organization.

### **Article III Membership**

Students who are enrolled in any division are eligible for membership in any organization, but you can add that they must have an interest in the purpose of the group, or fulfill certain special requirements such as musical ability for a choral group, etc. Check the respective Student Government for the minimum number of students required for chartering.

### **Article IV Officers**

In this article you should include sections: 1) Listing of officers, 2) Describe the method of nomination and election of officers, 3) Describe the duties of the elected officers. 4) Describe how officers may be remove/impeached.

### **Article V Committees**

This article may merely describe the method of elections or appointing any committees; or, it may list specific standing committees, their membership, and purpose.

### **Article VI Meetings**

This article should state the method for scheduling regular meeting days and hours, and for calling special meetings.

### **Article VII Quorum**

This article should state the portion of the membership necessary to constitute a quorum.

### **Article VIII Amendment**

This article should describe the procedure for proposing and voting upon amendments to the constitution.

## *STUDENT ORGANIZATION CHARTERING PROCESS*

Please note all student organizations must submit the following to their respective student government, Undergraduate Student Government (USG) or Graduate Student Association (GSA), in order to complete the chartering process, even if chartered the previous academic year:

1. Election Meeting Minutes Form\* at which the executive officers were elected (enclosed).
2. The Election Meeting Attendance Form\* signed by all members who were present at the above mentioned meeting (enclosed).
3. Three (3) original Elected Officers Signature Profile Forms\* (Social Security #'s or any part thereof cannot be requested) (enclosed).
4. Student Organization Membership Form\* (Social Security #'s or any part thereof cannot be requested.) (10 student minimum - enclosed).
5. Budget Request Form (enclosed)
6. Organization's Constitution\* to be signed and dated by the president and treasurer.

*No student organization will be chartered without the submission of this information. It should be noted that all undergraduate student organization officers, including those holding editorial board positions, must be registered for at least six credits and must have a cumulative GPA of 2.0 or above. Graduate students must be registered for at least three credits and have a cumulative GPA of 3.0 or above. Additionally, no student organization has completed the chartering process until the President and Treasurer has attended the **mandatory** workshops (see Pg. 3 for schedule) on use of funds and facilities.*

### Undergraduate Student Organization Budget Process (Room 121 North)

Financial Control Board (FCB) Hearing (these dates are set by USG):

1. Budget forms are handed in and group should schedule a time for their FCB hearing.
2. Student organization representatives meet with FCB members to discuss money requested
3. The USG Senate votes on allocations
4. Student organizations have a chance to appeal to the USG and request additional funding
5. Once a student organization has received their final allocation from the USG, they must submit their revised / finalized budget to the College Association office (room 214TH).
6. No spending can be done prior to approval by the College Association board at a College Association meeting.
7. Student organization representatives need to check the College Association office to find out at which College Association meeting the budget is being reviewed and if it has been approved.

### Graduate Student Organizations

Graduate organizations should contact the Graduate Student Association Office (room 218TH) for budget procedures and deadlines.

### Media

Media should contact Ms. Melissa Thomas, the chair of the Media Board, at [huntermediaboard@gmail.com](mailto:huntermediaboard@gmail.com) for budget procedures and deadlines.

***PLEASE RESPECT THE CHARTERING DEADLINE WHICH IS ESTABLISHED BY USG, GSA AND THE MEDIA BOARD***

\*It should be noted that all media submit this information directly to Dean Escott in room 1103E. Student organizations should submit this information directly to their respective student government office.

## *MEDIA CHARTERING PROCEDURES*

All individuals involved with student media should know the following:

1. All media must fill out and submit to Dean Escott those documents referred to in this Handbook even if chartered the previous academic year (*See Pgs. 14-25*). Please note that any student in an “editorial” or staff position must be registered for at least six (6) credits and maintain at least a 2.0 cumulative grade point average.
2. Please familiarize yourself with the Bylaws of the Hunter College Media Board located in the *Student Officer’s Handbook* (*See Pgs. 18-20*).
3. The Budget Request Form must be submitted to the Media Board. Once these budgets are approved by the Media Board, they must be presented to the College Association. It should be noted that, WHCS Radio, The Shield and The Envoy are members of the Media Board, however, their budgets are submitted directly by them to the College Association. (Note: All budgets are now annually submitted).
4. Please prepare a written response for the College Association regarding Advertising Procedures listed in the *Student Officer’s Handbook* (*See Pg. 24*). If your publication will not receive advertising revenue, please so indicate to the College Association. The College Association will not allow any funds to be expended without this information.
5. Please note that media **MAY NOT** spend more than 60% of their allocation on personnel costs. Additionally, media may only pay their staff on an “as per issue” basis. For these purposes an issue must be at least 12 pages.
6. Defamation and privacy have very serious legal implications when printing a newspaper.
7. It should be noted that all printing costs must go out on bid and this is done through the College Association Office and can be done annually.
8. All publications must prominently indicate on their front page or front inside page that it is a Hunter College student publication and paid for from student activity fees.
9. While the need for generating as much advertising revenue as possible is recognized, nevertheless, please pay special attention to the following regarding illegal advertising:
  10. The sale or offer for sale of term papers, student essays, reports, and other written assignments for use in credit courses is prohibited under Section 213-b of the New York State Education Law. According to this law, no person shall prepare, offer to prepare, sell or offer for sale any written material which the seller knows is intended for submission as a dissertation, thesis, term paper, essay, report, or other written assignment by a student in a college. The Attorney General’s office has the authority to investigate and prosecute violations of this law. Such violations constitute a misdemeanor, punishable by a fine of at least \$1,000 per violation. In addition, the court may enjoin all further offers or sales of papers by the violator.
11. Each publication must submit their publishing schedule with their budget.
12. Any publication which changes/modifies their approved budget in a substantially different way from that which the College Association and Media Board originally approved, and if the change is inconsistent with the spirit of the

approved budget, that publication must go back to the Media Board for approval prior to College Association review. The maximum "payment" anyone serving in an editorial, layout, manager, etc. position is \$4,028 per year or \$2014 per semester. Any request to exceed this CUNY established maximum stipend must be submitted in writing to the College Association. While student-writers can receive payments, students receiving stipends may not be also paid for articles.

You are urged to refrain from accepting advertising from those companies which could put your publication at risk. If you have any questions, please contact Melissa Thomas, Chair of the Media Board, at [huntermediaboard@gmail.com](mailto:huntermediaboard@gmail.com) or Dean Escott at 772-4876.

## USEFUL BUDGET INFORMATION

1. In order to access funds and complete the chartering process, all student organizations must do the following:
  - Submit a budget to the student government or Media Board (publications only).
  - The president and treasurer of each student organization must attend a MANDATORY workshop (*See Pg. 3 of the Student Organization & Media Chartering Handbook*).
  - Submit the revised Budget Request Form to the College Association Office (room TH214) to reflect the amount allocated by the student government or Media Board.
  - Funds cannot be accessed until the College Association has officially approved the budget.
  - It is the responsibility of each student organization to check with the College Association Office to find out if the organization's budget has been approved.
2. As indicated in #4 on the Budget Request Form, all student organizations are required to have at least four (4) activities per year and one (1) per semester related to the student organization's purpose.
3. A maximum of 25% of the total student organization budget can be spent on all costs associated with social events unrelated to student organization's purpose.
4. Overnight socials are not funded unless paid for from a fundraiser.
5. Students who spend their own money for a student organization-related event prior to budget approval will not be reimbursed unless the new Request For Reimbursement Form, which can be downloaded from the College Association website (<http://studentweb.hunter.cuny.edu/clubs/HCCA/>), is approved prior to expenditure.
6. Bidding is required for any purchases over \$250. Student organizations must contact the College Association (room 214TH), who will assist, prior to making such a purchase.
7. Any purchase of property, materials, clothing, etc., remain the property of the student organization and may not be retained by any individual.
8. Only organizational dues, and not individual membership dues, can be paid from student activity fees.

If you have any questions about the budget or purchasing process, please view the College Association Office website at <http://studentweb.hunter.cuny.edu/clubs/HCCA/> or contact them at [hunterca214@hotmail.com](mailto:hunterca214@hotmail.com), phone at 212-772-4510 or stop by this office (room 214TH).

**Note:** the College Association will only accept the budget form after the student organization's president and treasurer have attended one of the MANDATORY workshops.

## *STUDENT GOVERNMENT CHARTERING CHECKLIST*

*All items listed below must be submitted to the respective student government and/or the Dean of Students Office:*

- Signed Election Meeting Minutes Form
- Signed Election Meeting Attendance Sheet
- Three (3) completed original Signature Profile Forms
- Student Organization Membership Form (No less than 10 registered students)
- Organization's constitution signed and dated by President and Treasurer
- Budget Request Form

*ELECTION MEETING MINUTES FORM*

\_\_\_\_\_  
(Name of Organization)

MINUTES OF MEETING HELD ON \_\_\_\_\_

Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting called to order at \_\_\_\_\_ am/pm by \_\_\_\_\_  
(Name of President)

Motion to open nominations for President by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for President: \_\_\_\_\_  
\_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for President

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

\_\_\_\_\_ is elected President.

Motion to open nominations for Vice President by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Vice President: \_\_\_\_\_  
\_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for Vice President

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

\_\_\_\_\_ is elected Vice President

Motion to open nominations for Treasurer by \_\_\_\_\_  
Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Treasurer: \_\_\_\_\_  
\_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for Treasurer

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

\_\_\_\_\_ is elected Treasurer.

Motion to open nominations for Secretary by \_\_\_\_\_

Seconded by \_\_\_\_\_ Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Nominations for Secretary: \_\_\_\_\_  
\_\_\_\_\_

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_

Election for Secretary

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

Candidate \_\_\_\_\_ - \_\_\_\_\_ # of votes

\_\_\_\_\_ is elected Secretary.

Motion to adjourn by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ am/pm by \_\_\_\_\_

Minutes submitted by,

X \_\_\_\_\_  
(Signature of Recording Secretary)

\_\_\_\_\_  
(Print Name of Recording Secretary)

*ELECTION MEETING ATTENDANCE SHEET*

Name of Organization: \_\_\_\_\_

Date of Election Meeting: \_\_\_\_\_

Form Submitted By: \_\_\_\_\_

#	Name (Please Print)	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
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11		
12		
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22		
23		
24		
25		

2008-2009 ELECTED OFFICERS SIGNATURE PROFILE FORM

Note: All student organizations are *REQUIRED* to have a president, vice-president, treasurer, and secretary. Only the president and treasurer have financial and space reservation *signatory* authority. Three (3) original copies of this form *MUST* be submitted to the Dean of Students Office.

Name of Organization: \_\_\_\_\_

Organization Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRESIDENT**

**VICE PRESIDENT**

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Hunter E-mail \_\_\_\_\_

Hunter E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**TREASURER**

**SECRETARY**

Name \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Hunter E-mail \_\_\_\_\_

Hunter E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

2008-2009 STUDENT ORGANIZATION MEMBERSHIP FORM

NOTE: All student organizations and media are required to have at least 10 undergraduate students as active members in order to be chartered by the USG and the Media Board respectively. Graduate student organizations must have 10 graduate students listed and submit the forms to the Graduate Student Association Office. Use back of form for additional names (Please print all information clearly).

Name of Organization: \_\_\_\_\_

(President) Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

(Vice-President) Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

(Treasurer) Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

(Secretary) Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**BUDGET REQUEST FORM\***

Organization Name: \_\_\_\_\_

Budget Period: \_\_\_\_\_

1. Officers' Names

\_\_\_\_\_  
Print Name, President

\_\_\_\_\_  
Print Name, Treasurer

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Hunter Email Address

\_\_\_\_\_  
Hunter Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Telephone #

2. Size of Membership \_\_\_\_\_ Years in existence \_\_\_\_\_ Frequency of Meetings \_\_\_\_\_

3. Formal Purpose of the Organization (Purpose must be listed. "See Constitution" is not acceptable.)  
\_\_\_\_\_  
\_\_\_\_\_

4. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization's purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*

a) Tentative name/type, date of event: \_\_\_\_\_ Total cost of event: \$ \_\_\_\_\_

b) Tentative name/type, date of event: \_\_\_\_\_ Total cost of event: \$ \_\_\_\_\_

c) Tentative name/type, date of event: \_\_\_\_\_ Total cost of event: \$ \_\_\_\_\_

d) Tentative name/type, date of event: \_\_\_\_\_ Total cost of event: \$ \_\_\_\_\_

5. Other Funding Sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Departmental Connection/Department Advisor \_\_\_\_\_

7. Location of Organization \_\_\_\_\_ Phone # of Organization \_\_\_\_\_

I am familiar with the applicable City University Bylaws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use or for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be held **PERSONALLY RESPONSIBLE** for these expenses. I also understand that all bills must be accrued and submitted by **JUNE 1, 2009**. The College Association reserves the right to reject any budget that is not submitted to them by **April 1, 2009**.

\_\_\_\_\_  
SIGN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

Funds cannot be used unless and until the College Association has approved the budget. (See New and Useful Budget Information)

LINE BUDGETS FOR ORGANIZATION

\_\_\_\_\_  
 NAME OF ORGANIZATION  
Fall 2008 - Spring 2009  
 BUDGET PERIOD

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

- A) A maximum of 25% of total budget can be spent on all costs associated with social events unrelated to club purpose.)
- B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs which request to go over 10%, either at one time or cumulatively during the semester, must receive prior College Association approval.
- C) Budget modifications or line transfers up to 25% for programs, activities, purchases or services already approved can be authorized by a three person College Association subcommittee.

1. CONTRACTUAL SERVICES \*: (Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is \$250 per year and web maintenance is \$100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.

DESCRIPTION	AMOUNT
Itemize Contractual Costs for <u>Each Event</u> as Follows:(indicate type of event and anticipated month of event)	
- Space Rental and Room Set- up Fees	
- Refreshments Costs (25% of total budget)	
- Security Costs	
- Equipment Rental Costs	
Refreshments for Meetings (list number of meetings and refreshment costs for each meeting.) (20% of total budget)	
Rental of Water Cooler and Service (itemize rental costs and cost of water) (10% of total budget)	

Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit.) (15% of total budget)	
Bus or Car Rental (list destination, number of students going and indicate how they were selected. Proof of insurance must be provided to the College Association Office before trip. See College Association Office for specific policies regarding bus or car rentals.)	
Membership Fees ( <i>Organization fees only and list the organization(s). Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.</i> )	
Film/Video Rental (purpose and name of film or topic)	
Printing (indicate number of issues and copies per issue)	
Postage (items, quantity and purpose)	
Repairs and Maintenance (type of repair and model # of item to be repaired)	
Duplicating - purpose	
Telephone (only local service permitted and any exceptions would require appeal to the College Association.)	

Stationery/Letterhead	
Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College. Free websites are available through the Office of Student Services.)	
Other	
<b>TOTAL CONTRACTUAL SERVICES</b>	

2. EQUIPMENT \* (Note: Laptops and PDA=s cannot be purchased. Indicate location equipment will be stored and the name of the individual responsible for it. No more than 50% of this entire budget can be spent on equipment.)

DESCRIPTION	AMOUNT
Computer (name and model number). Standard approved PC model is available. See College Association office for details.	
Other electronic devices ( make and model #)	
Furniture (type)	
Software (quantity and type)	
Other	
<b>TOTAL EQUIPMENT</b>	

3. PERSONNEL SERVICES (All groups hiring “employees” must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is \$12 and the maximum number of hours per week is 30.)

Note:

1. College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.
2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated on this budget form.
3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. Social security numbers must be provided to the Business Office for those listed under “Personnel”. (Do not include social security numbers on this form.)
5. No club or full time faculty member can be paid for a club activity.
6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

DESCRIPTION	AMOUNT
Stipends (list purpose)	
Honoraria (list purpose and /or event)	
Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the event and the name and amount for each individual or group.)	
Bands and Performers ( indicate what, where and month of the event)	
Training/Trainers (what, where and when is the event)	
Speakers for events	
Advisors@	(20% of total budget)

Employees	
Other	
<b>TOTAL PERSONNEL COSTS</b>	

4. SUPPLIES \* (Please note: No more than 20% of this entire budget can be spent on supplies.)

DESCRIPTION	AMOUNT
Cleaning/Office Supplies: (15% of total budget)	
paper	
toner	
staples	
pens	
markers	
paper towels	
odor absorber	
soap and sponges	
other	
General Supplies/Materials: (20% of total budget)	
Decorations:	
Plants	
Utensils	
Napkins	
other	
<b>TOTAL SUPPLIES</b>	

5. TRAVEL EXPENSE (Please note: At the end of *the registration/conference fees* category is the *maximum percentage* of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)

DESCRIPTION	AMOUNT
Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected) <i>(50% of total budget)</i>	
Transportation Costs (indicate where, month, how many students, and how were they selected).	
Entry Fees/Tickets (for parks, movies, etc.) (where, when, number of students and how were they selected.)	
Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.)	
How much per trip?	
Other	
<b>TOTAL TRAVEL EXPENSES</b>	

GRAND TOTAL OF ALL LINES \$ \_\_\_\_\_

\*Bidding is required for any purchases over \$250. Student organizations must contact the College Association Office prior to making such a purchase.

**Request for Reimbursement Form\***  
(Prior to College Association budget approval)

A. Directions:

1. Fill out this form in its entirety and return to Ms. Nicole Hector-Hutchinson, College Association Office – Room 214TH

Deadline: Fall Term – November 1, 2008

Spring Term – March 1, 2009 (Only clubs newly chartered in the spring are eligible to apply.)

2. Check with Ms. Hector-Hutchinson within three (3) school /business days to verify approval.
3. If approved attach this form to the final revised budget which must be submitted to the College Association.
4. Once the College Association approves the budget, upon submission of a voucher and documentation, (receipts), you will be reimbursed. No reimbursement will be issued if not accompanied by receipt.

B. Amount requested to be reimbursed: \$\_\_\_\_\_ (Maximum is \$300)\*

C. Purpose of the expenditure (be specific): \_\_\_\_\_  
\_\_\_\_\_

D. Explain why this expenditure cannot wait until the College Association approves the budget: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. I certify that this request is necessary for the operation of this organization and if my club is not chartered, I understand that I will not be reimbursed:

Name of Individual Submitting this Form: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position in the Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Note:

- 1) No student activity fee funds may be spent until they are approved by the College Association or until this "Request for Reimbursement" is approved.
- 2) The "Request for Reimbursement" is only approved once Ms. Nicole Hector-Hutchinson has signed below.

-----Do Not Write Below This Line-----

This "Request for Reimbursement" Has Been Approved:

\_\_\_\_\_  
Ms. Nicole Hector-Hutchinson      Date

\_\_\_\_\_  
Dean Michael Escott      Date      &      \_\_\_\_\_      Date  
Ms. Tatyana Gleyzer

\_\_\_\_\_  
President, USG      Date      OR      \_\_\_\_\_      Date  
President, GSA

*\*One form per organization*