

John Jay College Center for Student  
Involvement and Leadership

# How to Start a Student Organization



***“Let CSIL Help You Find Your Way”***

The City University of New York, John Jay College of Criminal Justice, Center for Student Involvement and Leadership, 445 West 59<sup>th</sup> Street, New York, NY 10019

Dear Student Leaders:

Each year John Jay College is supported by new student leaders developing student organizations to provide the college community with academic, social, cultural, political, visual and performing arts, media, religious, athletic, and community service information and events. These organizations not only add to the robust atmosphere of the college, but also engage students in the out-of-class educational experiences that will shape their path toward success as they prepare for the global world.

This Student Organization Certification Guide is designed to inform students of the necessary procedures that have been set in place in order to function as a recognized student organization. It is also designed to provide students with a draft of how to establish a constitution. There are several required forms contained in this packet to make the certification process as simple and efficient as possible.

We hope that you will find the information contained herein useful. The Center for Student Involvement and Leadership is here to assist you in any way possible and we look forward to working with you throughout the academic year. Please do not hesitate to seek us out. We can be reached at 212-237-8698. We wish you much success in both your academic and co-curricular endeavors.

A Student Organization must have four Executive Officers elected by the membership of that organization.

Those four positions are President, Vice-President, Secretary and Treasurer. A Student Organization must be registered and your club/organization's information must be filed with the Center for Student Involvement and Leadership at the beginning of each academic semester.

A Student Organization must have at least three meetings each semester with a minimum of fifteen (15) registered John Jay students at each meeting. The Charter of the Student Government requires minutes be kept of all meetings and that the Advisor, Judicial Board, or CSIL designee must sign to attesting to their accuracy. Copies of the minutes must be signed and submitted to the Center for Student Involvement and Leadership, Room 1521N. Advisors should be advised of the Student Organization's meeting schedule at the beginning of the semester.

Other requirements may be established for clubs above the minimum requirements in the Student Government Charter.

These requirements typically come in the form of guidelines that are provided on an annual basis by the Budget Committee of the Student Council, the Committee on Essential Services, and the Committee on Clubs.

**For assistance on getting your student Organization started please make an appointment with Ms. Makeda Jordan, the Associate Director of Center for Student Involvement and Leadership at [mjordan@jjay.cuny.edu](mailto:mjordan@jjay.cuny.edu), rm. L2.71.03.**

**CENTER FOR STUDENT INVOLVEMENT AND LEADERSHIP CERTIFICATION  
REQUIREMENTS**

1. Student Organization Certification Checklist
2. Constitution In Accordance With Guidelines
3. Student Organization Registration Form
4. Student Organization Membership Profile Form
5. Signed Student Organization Advisor Agreement
6. Proof of Activity: 1<sup>st</sup> Election meeting minutes voting in new executive board along with sign in sheet with Faculty or Judicial Board signature(s)
7. Center for Student Involvement and Leadership Key Authorization Form
8. Student Activities Association Signature Form (for budget)

***TO BE CONSIDERED FOR CERTIFICATION ALL FORMS ON THE FOLLOWING PAGES OF THIS PACKET (PAGES 4-20) MUST BE SUBMITTED TOGETHER WITH YOUR SUPPORTING DOCUMENTS***

**STUDENT ORGANIZATION CERTIFICATION CHECKLIST**

Items Submitted:

- Student Organization Certification Checklist** \_\_\_\_\_ Initials
- Constitution In Accordance With Guidelines** \_\_\_\_\_ Initials
- Student Organization Registration Form** \_\_\_\_\_ Initials
- Student Organization Membership Profile Form** \_\_\_\_\_ Initials
- Signed Student Organization Advisor Agreement** \_\_\_\_\_ Initials
- Sign In Sheet for Elections** \_\_\_\_\_ Initials
- Student Activities Association Signature Form (for budget)** \_\_\_\_\_ Initials

A copy of ALL student organization Certification information, once submitted to the Center for Student Involvement and Leadership and email will be sent to the Judicial Board and your packet will be placed in the Judicial Board mailbox.

Your signature indicates that you understand and agree with the terms below and that you MUST be certified by the Judicial Board in order for your organization to a recognized organization.

\_\_\_\_\_

Student Organization Name

\_\_\_\_\_

\_\_\_\_\_

Executive Name (Print)

Executive Signature

\_\_\_\_\_

\_\_\_\_\_

CSIL Staff Signature

Date

## TEMPLATE FOR CONSTITUTION

*All articles must remain in the same order  
Sections may be added to articles  
Articles or sections may not be removed*

### **Article I – Club Name (optional wording)**

The name of this organization shall be [state the purpose and goals of the organization]

### **Article II- Purpose (optional wording)**

Section 1. The purpose of this organization shall be [state the purpose and goals of the organization].

Section 2. A statement concerning the ways and means the organization will follow to reach and fulfill its desire, purpose and goals.

Section 3. A statement concerning the need for the establishment of such an organization at John Jay College.

### **Article III- Membership**

(All words in articles from this point on must remain the same)

Section 1. All regular members must currently be registered students of John Jay College of Criminal Justice.

Section 2. No person shall be denied membership or office because of national origin, race, sex, physical disability, political or religious beliefs, or sexual preference.

Section 3. Any person desiring membership shall register with the secretary at any time prior to or at a general membership meeting.

Section 4. A member must attend 3 meetings a semester in order to be on the active member roster.

Section 5. Any person may withdraw from the organization by notifying the secretary.

### **Article IV- Officers**

#### **Duties and Responsibilities**

Section 1. The officers shall be a President, a Vice-President, a Treasurer and a Secretary.

President- Responsible for implementing and carrying out all decisions and presides over general meetings. The President will oversee all records and fiscal matter and is empowered to sign check requests in the absence of the Treasurer.

Vice-President- Assists the President in performing her/his duties, and acts as President when the President is not available.

Treasurer- Maintains financial records and performs related duties, such as signing check requests and preparing budgets.

Secretary- Keeps minutes of meetings and carries out necessary correspondence and related duties as assigned, such as keeping a roster of active members.

**Section 2.**

The above four members constitute the Executive Committee of the club. The Executive Committee shall be answerable to the general membership of the club.

The Advisor will be appointed by the Executive Committee subject to approval by a quorum of all the active (voting) members.

The President shall be the chairperson and presiding officer of the Executive Committee. In the event the President cannot continue as a member of the Executive Committee, the Vice-President shall assume the office.

**Election Procedures**

Section 1. All officers must be elected by majority vote.

Section 2. Nomination shall be accepted from the floor at the meeting prior to the election.

Section 3. Elections shall be by majority vote of the active board members present whose names appear on the membership roster.

Section 4. Contested elections must be referred to the Judicial Board.

Section 5. Either a Judicial Board Member or a Advisor must be present at all elections.

**Term of Office**

Section 1. All officers of this organization can serve one academic year and may be elected for additional years to the same office.

**Eligibility**

Section 1. All candidates shall have been a member of the organization for at least one academic term. Undergraduate candidates must have a grade point average of at least 2.5 at the time of their election and during their time in office. Graduate candidates must have a grade point average of at least 3.0 at the time of their election and during their time in office.

**Article V- Impeachment of Members of the Executive Committee**

Section 1. Impeachment proceedings may be brought against a member of the Executive Committee for negligence in carrying out the duties of his or her office, serious misconduct, and misappropriation of funds.

Section 2. Proceedings for impeachments may be instituted by three-quarters (¾) of the executive committee or a petition signed by two-thirds (2/3) of the active members.

Section 3. A petition for the impeachment must be in writing, stating the reasons for impeachment and must be signed by two thirds (2/3) of the active members of the club. It must be forwarded to the Judicial Board who shall then notify, in writing, the person or persons being brought up against charges. The petition will be validated by the Office of the Dean for Admission and Registration or his designee.

Section 4. A hearing will be convened by the Judicial Board. The procedures for impeachment and removal from office of a club executive shall be carried out as established in Article IV, Section 1 through 4 of the Charter of the Student Government.

**Article VI- Meetings**

Section 1. There must be three meetings each semester.

Section 2. Special meetings of the organization may be held at any time upon the call of the Executive Committee or upon demand in writing, stating the object of the proposed meeting, by not less than 20 percent of the active members.

Section 3. A quorum will consist of half of all active members plus one.

Section 4. The Executive Committee will meet whenever it is deemed necessary by a majority (3) of its members.

**Article VII- Amendments**

Section 1. Amendments to this Constitution may be introduced from the floor and must be submitted in writing, at a general membership meeting.

Section 2. The entire active voting membership shall be notified in writing of the amendment, at least five (5) school days prior to the meeting which the amendment is to be considered.

\_\_\_\_\_

President (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Advisor (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**STUDENT ORGANIZATION REGISTRATION FORM**

**Note:** All student organizations are *REQUIRED* to have a president, vice-president, treasurer, and secretary.

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

**PRESIDENT**

**VICE PRESIDENT**

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

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

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

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

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

John Jay E-mail \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

EMPLID \_\_\_\_\_

EMPLID \_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**TREASURER**

**SECRETARY**

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

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

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

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

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

John Jay E-mail \_\_\_\_\_

John Jay E-mail \_\_\_\_\_

EMPLID \_\_\_\_\_

EMPLID \_\_\_\_\_

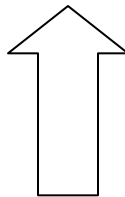
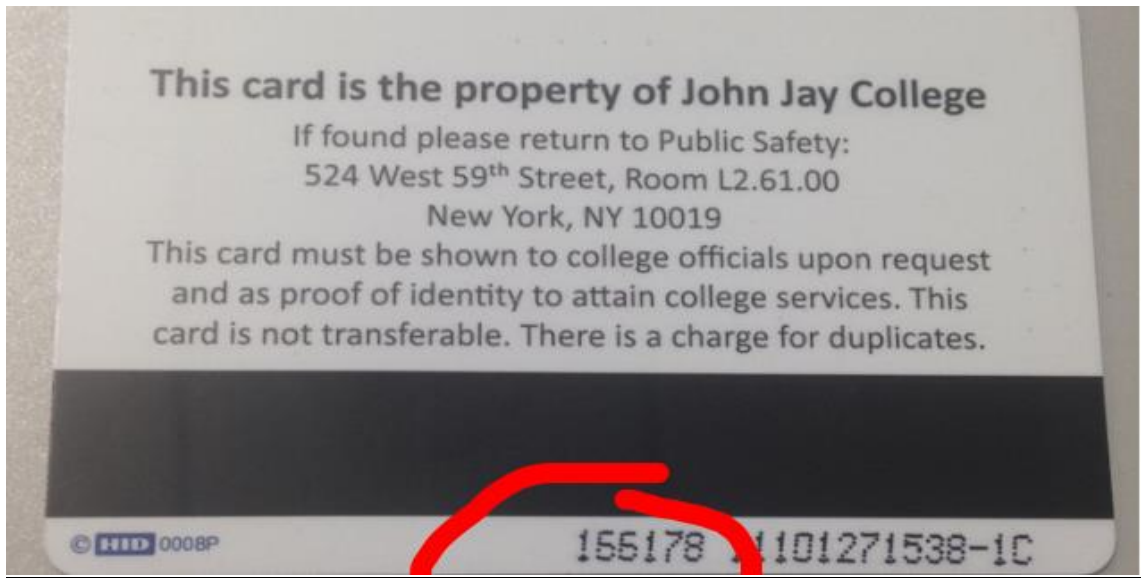
Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Photo ID Card Number (first 6 digits)  
\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_





**FIRST SIX DIGITS**

**STUDENT ORGANIZATION MEMBERSHIP PROFILE FORM**

**NOTE:** All student organizations are required to have at least 15 students as active members in order to be certified by the Judicial Board. Use back of form for additional names (Please print all information clearly).

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

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: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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



## STUDENT ORGANIZATION ADVISOR AGREEMENT

*The following outline is adapted from Muhlenberg College*

Student Organization Name \_\_\_\_\_  
 Advisor Name: \_\_\_\_\_ Academic Department: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Office Location: \_\_\_\_\_  
 John Jay Email Address \_\_\_\_\_

### **GUIDELINES**

An advisor must be an employee of John Jay College and either a full-time member of the faculty or a HEO union member. Advisors agree to serve in their capacity for a full academic year and must submit a signed Student Organization Advisor Contract to the Center for Student Involvement and Leadership upon their agreement to serve with the student organization. Advisors should be familiar with College policies and procedures as detailed in the CUNY Bylaws, the PSC/CUNY contract and the Center for Student Involvement and Leadership Compass Guide. Advisors should contact the Center for Student Involvement and Leadership when questions and concerns arise regarding their student organization. Faculty and staff are limited to advising no more than two organizations during the academic year. Exceptions may be granted by the Dean of Students, upon written request.

### **EXPECTATIONS**

#### ***Advisors shall. . .***

- be familiar with the mission, goals, and purposes of the student organization he or she is advising (referring to the student organization's constitution and/or the **Compass Guide** could be helpful);
- attend student organization activities, conferences, competitions, retreats or other such activities as is practical;
- meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers as necessary
- meet once a semester with the Director of Center for Student Involvement and Leadership;
- provide continuity in a student organization's program from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills; and
- attend advisor workshops offered by the Center for Student Involvement and Leadership.
- Advisors should expect the student organization's officers to . . .
- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the student organization's programming and policy; and
- use them as a sounding board for discussing plans and problems.

#### ***Advisors should expect the student organization's officers to . . .***

- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last

minute;

- be the decision-makers and initiators of the student organization’s programming and policy; and
- use them as a sounding board for discussing plans and problems.

A student organization must have a Advisor present from beginning to end at all of their events. If their advisor cannot attend, the student organization must find another faculty member to be present during the event. Otherwise, the student group’s event will be either postponed or canceled by the Center for Student Involvement and Leadership.

A Advisor must accompany their group on all trips. Student organizations planning trips must obtain the signature of their Advisor four weeks prior to the date of departure. If the advisor cannot go on the trip, the student organization must find another faculty member to accompany the group and obtain his/her signature. The executive officer of the student organization responsible for the trip must provide the Advisor with a list of the students going on the trip and is responsible for arranging a meeting of these students at least seven (7) business days before the trip if required by the advisor. In the event that either the documentation is not provided to the Advisor and/or a requested pre-trip meeting is not held the advisor should notify the Center for Student Involvement and Leadership to cancel the trip.

If at any time during a trip or off-campus activity the Advisor has reason to believe that the safety of the students or the advisor is in jeopardy, the advisor has the right to take corrective action and if necessary cancel the activity or trip. In the event a student’s behavior on a trip violates CUNY and/or John Jay College rules and regulations, the Advisor should write a memorandum about the incident and forward it to the Office of the Vice President for Student Development and the Center for Student Involvement and Leadership.

**ADVISOR CERTIFICATION**

I hereby certify that I have received the Student Organization Advisor Handbook and have met with the officers of this student organization and am familiar with the student organization’s purpose. I will serve as their advisor for the current academic year. I am familiar with CUNY bylaws and the PSC/CUNY contract. I should contact the Office of Student Activities when questions and concerns arise. I have read and understand the guidelines and expectations as explained above. I have retained a copy of this form for my own records.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Academic Year

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**SAMPLE MEETING MINUTES FORM**

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

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

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

Motion to approve minutes made by: \_\_\_\_\_ Seconded by \_\_\_\_\_  
Vote: For \_\_\_\_\_ Against \_\_\_\_\_

*Executive Board Reports:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Standing Committee Reports:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Old Business:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*New Business:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Announcements:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion to adjourn made by: \_\_\_\_\_ Motion to adjourn seconded by \_\_\_\_\_  
Meeting adjourned at \_\_\_\_\_ AM/PM

*Date of Next Meeting:* \_\_\_\_\_

*Minutes Prepared by Secretary* [Name]

[Date]

**SAMPLE ELECTION MEETING MINUTES FORM**

Student Organization Name \_\_\_\_\_

Minutes of meeting held on: \_\_\_\_\_

Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Motion to open nominations for President made 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

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected President.

Motion to open nominations for Vice President made 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

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected Vice President

Motion to open nominations for Treasurer made 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

All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_  
\_\_\_\_\_ is elected Treasurer.

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

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

Motion to close nominations made by \_\_\_\_\_, seconded by \_\_\_\_\_  
All in favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstentions \_\_\_\_\_

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 \_\_\_\_\_ Abstentions \_\_\_\_\_

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

Minutes submitted by,

X \_\_\_\_\_  
Print name of Recording Secretary

X \_\_\_\_\_  
Sign name of Recording Secretary

X \_\_\_\_\_  
Print name of Advisor

X \_\_\_\_\_  
Sign name of Advisor





## **STUDENT ORGANIZATION ROOM POLICIES, PROCEDURES AND GUIDELINES**

The Center for Student Involvement and Leadership is committed to providing a variety of opportunities for students to maximize their personal and professional growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College; therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

### **CSIL EXPECTATIONS**

The Center for Student Involvement and Leadership is committed to providing diverse opportunities for students to maximize your personal growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College; therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

1. Attend the MANDATORY workshops, training and leadership retreats that the Center for Student Involvement and Leadership provides for you and your organization throughout the academic year.
2. Check your student organization mailbox which is located in our office in North Hall room 1521 regularly; minimum twice a week.
3. Check your student organization email address daily; your student organization email address is (**student organizationname@jjay.cuny.edu**). If it is not checked; we will be notified by ITSS.
4. Provide the office with monthly calendar of your events (i.e. meetings, programs and or planning sessions); so that we can assist in promoting these events by including them in our office student organization calendar that will be posted throughout the John Jay community.
5. Keep GREAT communication with the Center for Student Involvement and Leadership.

### **Student Organization Office Space**

To be eligible for student office space, the student organization must be recognized by John Jay College and the Student Government Association. Rooms will be assigned by the Center for Student Involvement and Leadership (based on availability) and the group must have all updated and current rosters and recognition documents on file in the Center for Student Involvement and Leadership. Office assignments, although renewable, are not permanent. The Center for Student Involvement and Leadership reserves the right to place more than one student organization in any given space, based on the demand. If multiple student organizations are assigned to the same space, adequate furniture and equipment will be provided in order for effective sharing. We expect student organizations to be courteous and respectful of those sharing space. Room space is assigned for a specific period of time, the academic year, which runs from the completion of the fall student organization registration period until the last day of spring semester examinations. Any student organization that loses its recognition status will not be eligible to maintain office space.

Members of the student groups may access the offices during normal operating hours of 7am-11pm.

The office space is to be utilized for legitimate activities (meetings, gatherings and business of the student group). Sleeping, overnight stays, or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges. Executive officers should maintain regular office hours (10 hours per week) to conduct the business of the student organization and be available to answer questions from interested students.

### **Office Inspections**

John Jay College and the board that governs it, reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs will be conducted by Public Safety officers as well as our staff daily to ensure noise, safety and building protocols.

### **Temporary Closing of Office Space**

During John Jay College breaks (Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks pending access approval from the Center for Student Involvement and Leadership and according to building hours):

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Remove any paper from windows or doors
- Turn off all lights
- Shut and lock all doors

### **Student Organization Room Keys**

Only the Executive Board of the organization (President, Vice President, Treasurer and Secretary) is eligible to receive student organization room keys upon completion of the compliance paperwork and Key Authorization Form signed by the Director of Center for Student Involvement and Leadership. Each executive member of the group will receive notification through their student organization email account to report to the Office of Public Safety, room 530T to pick up and sign for their key. Student organization room locks are changed every year, and student organizations must meet compliance requirements in order for the executives to receive new keys to their student organization room. The key must be returned by the end of the academic year (or as executive members change) to the Office of Public Safety. If the key is not returned, the Center for Student Involvement and Leadership will charge the student with the cost of changing the locks and replacing the key (\$25 replacement fee and \$50 for a lock replacement). The President of the organization must provide the Center for Student Involvement and Leadership an updated executive member list (President, Vice President, Treasurer and Secretary); only the names of these individuals listed will be eligible for a "key run" (a key run is when someone is locked out of their room and a Public Safety officer has to come and open it for them). Key runs will be done through the Security Desk which is located on the first floor of North Hall and can ONLY be signed by a HEO staff member in the Center for Student Involvement and Leadership.

### **Student Organization Email and Mailboxes**

Student organizations will receive their own mailbox in the Center for Student Involvement and Leadership. Each student organization will also be assigned a student organization e-mail address for their business and membership use (please contact the Center for Student Involvement and Leadership for passwords and access). It is IMPERATIVE that all student organization executive board members check their student and student organization email accounts at least three (3) times a week.

### **Telephone, Voicemail and Network Access**

Each organization will be provided with a phone, a phone number, voicemail, computer and internet access. The systems are John Jay College-based systems; all equipment shall remain in the office at all times.

### **Office Furniture/Equipment**

The organization will be provided with basic furniture and equipment. The organization is responsible for the furniture within the space at move-in as per the Center for Student Involvement and Leadership Inventory Form. Any furniture present at move-in must be present at move-out. Furniture may not be removed due to lack of storage, and shall remain in the offices assigned. Moving furniture from other areas of John Jay College is strictly prohibited. For safety reasons, any additional furniture/equipment that the student organization would like to bring into the office must first be approved by the Center for Student Involvement and Leadership. Equipment with open heat coils or heating elements is strictly prohibited.

### **Office Conduct**

Student organizations shall not use their designated office space to conduct or support commercial activities or personal social events. Student organizations shall not participate in ANY action involving *physical* or *mental abuse*, *harassment*, *intimidation* of which threatens or endangers the health, well-being or safety of any person. Also there will be NO consumption or possession of *alcohol*, *drugs*, or *paraphernalia* in the space. Student organization members will NOT engage in any behavior that could be considered as *sexual*, *obscene*, or *abusive*. In conclusion, the possession of any *firearms*, *weapons* or *other dangerous instruments* are not allowed.

### **Solicitation and Visitation**

Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to College rules and regulations. Hosts of guests will duly be held responsible for the guests that they bring.

### **Office Care and Maintenance**

The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other items in the office are damaged or require maintenance, notify the Center for Student Involvement and Leadership for a work order to be issued. Notification should be done within a week of the first observation of the issue. If there is a facilities or technical issue within the office (i.e. light bulb out, electricity not working, computer issues, etc.) an email request for maintenance must be submitted to the Center for Student Involvement and Leadership. Custodial staff will empty trash everyday as long as you place your garbage cans outside of your student organization room door. The custodial staff is not expected to clean your office space.

### **Decorations**

Student organizations are permitted to decorate the office space to make it suitable to the needs of the organization and to encourage a positive environment for its members and guests. However, there can be no explicit, offensive or obscene language and/or pictures inside or outside the office space. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard.

### **Food and Other Related Items**

Having food within the office space is acceptable. Students are responsible for cleaning up after themselves, removing all food waste and returning food service items to FOOD SERVICES. Alcohol and smoking in the office area is STRICTLY prohibited and will result in sanctions according to the John Jay College/CUNY Student Code of Conduct.

### **The Center for Student Involvement and Leadership shall provide office space ONLY to recognized student organizations for the following purposes:**

- To meet with their membership
  - To plan and organize events
  - For day to day activities related to the organization
  - To post and maintain at least 10 office hours per week while classes are in session
  - To maintain student organization correspondence to and from the Center for Student Involvement and Leadership via email, voicemail, and mailboxes.
1. Failure of any student organization to abide by the student organization room policies, procedures and guidelines contract will result in the loss of office use privileges. The Center for Student Involvement and Leadership has complete authority to REMOVE any student organization from any office at any time.
  2. All office assignments are conditional upon the following principles:
    - The group must be certified and meet compliance
    - The group continues its active status
    - The assigned student organization offices are maintained in good order
    - The group must agree to share space with 1 or 2 other organizations
    - All rules and regulations of the College are followed by the group assigned to this space
  3. Office assignments, although renewable, are not permanent.
  4. Operating hours of John Jay College are 7:00am – 11:00pm

5. In order to resume occupancy of a student organization room, a completed Student Contract must be submitted and on file in the Center for Student Involvement and Leadership.
6. Valuables (i.e., electronic equipment, books, cash, etc.) should not be left in student organization offices. Neither John Jay College nor the Center for Student Involvement and Leadership will be responsible for the loss of personal property from student organization offices.
7. Student organizations are responsible for basic sanitation/cleaning of assigned space. It is the responsibility of the student organization to keep the student organization office neat and in good repair/condition as it was given.
8. The student organization shall be held financially responsible for damages to the facility and/or furnishings, beyond normal wear and tear.
9. Student organizations are required to vacate their assigned office space at the end of the academic year.

**The Following Conduct is NOT ALLOWED!!**

- Ø Participating in any action involving *physical* or *mental abuse*, *harassment*, *intimidation* for which threatens or *endangers* the health, well-being or safety of any person.
- Ø Using student organization designated office space to conduct or support commercial activities or personal social events.
- Ø The consumption or possession of ANY *alcohol*, *drugs*, or *paraphernalia*.
- Ø Engaging in ANY behavior that could be considered as *sexual*, *obscene*, or *abusive*; this also includes decorations (i.e. posters and hangings inside and outside of student organization room space).
- Ø Possession of ANY *firearm*, *weapon* and /or *other dangerous instruments*.
- Ø Office space may not be used for storage purposes.

**STUDENT ACTIVITIES ASSOCIATION SIGNATURE FORM**

Fall \_\_\_\_\_  Spring \_\_\_\_\_

\_\_\_\_\_  
Student Organization

\_\_\_\_\_  
Room Number

*I am familiar with the applicable fiscal guidelines, rules of the John Jay College Association, Inc. with regard to the expenditure of student activity fees and agree to be held responsible for all payment requests submitted for payment.*

\_\_\_\_\_  
President (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
John Jay E-mail

\_\_\_\_\_  
Area Code + Phone #

\_\_\_\_\_  
Treasurer (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
John Jay E-mail

\_\_\_\_\_  
Area Code + Phone #

\_\_\_\_\_  
Advisor (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
John Jay E-mail

\_\_\_\_\_  
Area Code + Phone #

**Return this form to:** The Center for Student Involvement and Leadership Room L2.71.00 ♦ (212) 237-8698  
♦ csil@jjay.cuny.edu.