

GET CONNECTED!

Start A Club At C.S.I.

WHY START A CLUB AT CSI:

The College of Staten Island encourages students to form clubs to design and implement programs, events, and activities which support, enrich, extend and amplify the goals of the CSI educational mission.

Involvement in these types of groups presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student clubs should strengthen campus-community relations and improve inter-institutional communications, and facilitate students' acquisition of skills, which will be transferable to other areas of their lives.

Some of the benefits and privileges afforded through recognition include:

- The use of CSI facilities and services
- The right to use the College name
- The opportunity to request weekly meeting space
- The opportunity to use the Club Room in the Campus Center
- The ability to plan and host events on campus
- Eligibility to apply for funding through the Student Government Club Commission

CLUB GUIDELINES FOR STARTING A NEW CLUB AT CSI:

The following guidelines apply to organizations and activities conducted and controlled by students and are not required of any organization or activity administered or supervised by CSI offices or departments as part of their educational or administrative function.

The following students coordinating and governance bodies received de facto College recognition through their ongoing relationships with the College offices with which they are associated and are not required to go through the recognition process each year.

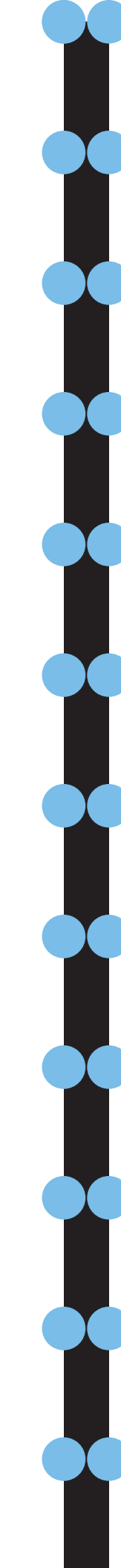
CSI Student Government
WSIA-FM

Campus Activities Board
NYPIRG

Publication Board

To charter and gain recognition by the Office of Student Life a student group must exhibit a clear relationship with the educational mission of the College of Staten Island by demonstrating a commitment to one or more of the following:

- A celebration of the life of the mind;
- Recognition and/or promotion of academic achievement or enrichment of an academic discipline;
- Recognition and/or development of professionalism in a particular field;
- Promotion of education and awareness regarding current events and issues of justice, peace and the quality of human life;
- Participation in or development of appreciation for performing or visual arts;
- Development of community in the context of an educational institutional
- Promotion of service;
- Promotion of athletic development and/or participation in intramural sports;
- Spiritual growth and development;
- Promotion and development of cultural diversity and awareness and the eliminating of cultural and racial conflict.



The student group must have a minimum of ten (10) currently enrolled undergraduate or graduate CSI students. Only members of the CSI community are eligible for participation in a student club at CSI.

Club officers must have a 2.0 GPA or better and must be in good standing with the College. No student may serve as an officer in more than one club.

Club must have a faculty or staff advisor. Advisor must be faculty or full-time staff at the College of Staten Island. Advisor should be someone who is available to attend club meetings and programs, and be willing to support club development and initiatives.

CHARTERING PROCESS FOR NEW CLUBS:

CUNY Bylaws require that all new student organizations be chartered by the Student Government. Once a club has been chartered by the Student Government, they must be recognized by the Office of Student Life. Upon recognition by the Office of Student Life, a club becomes eligible for all of the benefits afforded student groups at the College.

In order to charter a club must meet the following requirements:

1. Have a mission and purpose that supports the educational mission of the College.
2. Appoint a faculty or full-time staff member to serve as the Club Advisor
3. Recruit a minimum of ten (10) registered CSI student to serve as members of the club.
4. Elect officers (President, Vice President, Secretary, and Treasurer). The President serves as the Club Council Representative, unless they choose to appoint another officer to serve in this role.
5. Develop a constitution for the club (a sample constitution is available in the Office of Student Life).

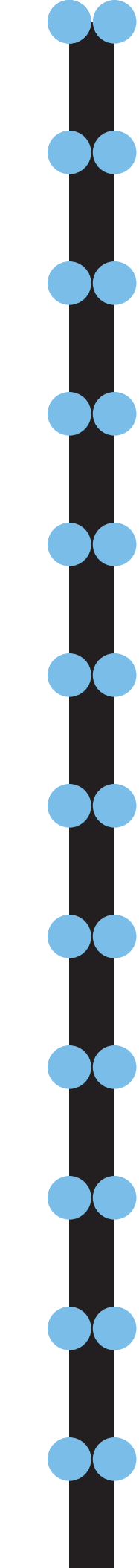
POLICIES ON RECOGNITION, RECRUITMENT, and INITIATION PRACTICES AND HAZING:

The College of Staten Island is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principle of access to all student organizations by all members of the student body.

In order for an organization to be officially recognized at the College of Staten Island, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized, each organization must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, pregnancy, genetic predisposition or carrier status, alienage, citizenship, status as a victim of domestic violence, military or veteran status.

Furthermore, the practices commonly referred to as pledging and rushing are not permitted. New York State law and University policy prohibit hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision, which prohibits hazing, even if that organization has not officially adopted such a provision.



It is a violation of acceptable standards of conduct at the College of Staten Island for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and organization and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject that organization to the penalty of rescission of its permission to operate on College facilities

NON-DISCRIMINATION IN ACTIVITIES

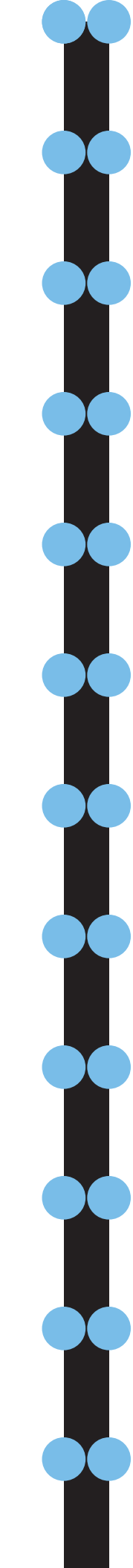
The College of Staten Island is committed to a campus environment that reflects and respects our pluralistic and culturally diverse society. The College admits students without regard of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, pregnancy, genetic predisposition or carrier status, alienage, citizenship, status as a victim of domestic violence, military or veteran status. In welcoming new students to our campus, we are committed to providing equal educational opportunity in a learning environment in which students are free to realize their full potential as productive members of the community.

A WORD ABOUT DUES

A student organization may not charge dues to its members. Any group found in violation of the regulation will be subject to disciplinary procedures including freezing of budgets and revocation of its charter.

STEPS TO CHARTERING A CLUB AT CSI:

- Step 1: It is recommended that you set up a meeting with the Associate Director for Student Life/Activities to go over the process for starting a club. Please call 718.982.2816 to schedule a meeting or email debi.kee@csi.cuny.edu.
- Step 2: Determine the name and purpose of your student group. Speak with potential faculty/staff members about serving as club advisor.
- Step 3:
- a. Schedule an interest meeting or recruitment event for your new group. You can reserve space in the Office of Student Life (1C-201) and file a meeting notice. Meeting notices must be placed a minimum of 48 hours in advance of the meeting. Student Life will post your meeting notice via CSI Campus Connection (<http://connect.csi.cuny.edu>). Please visit 1C-201 to schedule your interest meeting.
 - b. Promote the meeting.
- Step 4: Develop an agenda for your interest meeting (a copy of a recommended agenda for interest meetings is available in the Office of Student Life.)
- Step 5: Develop a draft of the Constitution for the group. Copies of past club constitutions are available in the Office of Student Life
- Step 6: Schedule an official meeting for your club. (See Step 3 for “how to” info.)
- Step 7: Develop an agenda for your meeting (remember this is the meeting where you should seek nominations and hold election for club officers, approve the constitution, discuss and approve club budget request and any plans for events or programs that the club may wish to sponsor.)

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- Step 8: Host meeting. Designate someone to take minutes (sample format for minutes is available online and in the Office of Student Life.) Minutes should show a record of the business at the meeting including attendees, motions made and votes. Remember to collect addresses, phone number and email information for all officers and the club advisor.
- Step 9: Complete the register a new organization forms on CSI Campus Connection (<http://connect.csi.cuny.edu>). You must log in using your SLAS username and password (the username and password to get on campus computers) to access the registration papers.
- Step 10: The Associate Director of Student Life/Activities will process your request. If all paperwork is in order the charter request will be sent to Student Government. If any information is missing or if there are other concerns with your charter the Associate Director will contact the club President via CSI Campus Connection.
- Step 11: The Office of Student Life will grant new student groups recognition after Student Government has approved the club charter.
- Step 12: The Treasurer and one other club signatory will be required to attend a Budget Workshop to learn how to manage the club, including the process for requesting funding and planning events. Budget Workshops are held regularly and posted in the Club Leader Zone(an organization found on CSI Campus Connection (<http://connect.csi.cuny.edu>)). You must pre-register for the workshop. Club officers many attend the workshop prior to charter and recognition.

For more information about club operations and the budget process, check out the **Student Organization Handbook**. A copy of the handbook will be given to the club signatories at the Budget Workshop.

APPLICATION TO CHARTER A STUDENT CLUB

NAME OF PROPOSED CLUB: _____ DATE OF APPLICATION: _____

TYPE OF STUDENT CLUB (please check the category that most closely meets the purpose of your club):

- | | | | |
|-----------------------------------|--|--|------------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Social | <input type="checkbox"/> Intramural/Sports | <input type="checkbox"/> Service |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Social Action | <input type="checkbox"/> Political | <input type="checkbox"/> Religious |

PURPOSE OF PROPOSED CLUB: _____

WHAT AREAS OF THE EDUCATIONAL MISSION OF THE COLLEGE WILL YOUR CLUB SUPPORT? (check all that apply)

- A celebration of the life of the mind
- Recognition and/or promotion of academic achievement or enrichment of an academic discipline
- Recognition or development of professionalism in a particular field
- Promotion of education and awareness regarding current events and issues of justice, peace, and the quality of human life
- Participation in or development of appreciation for performing or visual arts
- Development of community in the context of an educational institution
- Promotion of service
- Promotion of athletic development and/or participation in intramural sports
- Spiritual growth and development
- Promotion and development of cultural diversity and awareness and the eliminating of cultural and racial conflict

DESCRIBE THE TYPES PROGRAMS AND ACTIVITIES YOUR CLUB WILL SPONSOR IN SUPPORT OF THE PURPOSE OF YOUR CLUB: _____

CLUB CONSTITUTION:

To complete the application process, you must submit a constitution for this club. A [interactive worksheet](#) is available online to assist you with the development of the constitution. Your constitution should include:

- Clearly articulated purpose;
- Accurate description of the group's functions and activities, including meetings;
- Open membership (membership is open to all CSI students and conforms to the college non-discrimination policy);
- Clearly articulated election process providing for the election and removal of officers;
- Definition of voting members;
- Description of responsibilities of elected officers;
- By-laws or other relevant documents that will govern the group's activities and functioning.

This application must be completed online at CSI Campus Connection (<http://connect.csi.cuny.edu>), along with officer and member information and your club constitution. Log in with your username and password (it is recommended that the President of the club enter this information)

Minutes must be emailed to debi.kee@csi.cuny.edu or brought to Student Life in the Campus Center, (1C), room 201. A meeting notice must have been filed a minimum of 48 hours in advance of meeting in order for minutes to be considered as part of the recognition process. Meeting notices in the Office of Student Life, 1C-201.

Application to Charter must be approved by Student Government before recognition can be granted by the Office of Student Life.

College of Staten Island
OFFICER REGISTRATION WORKSHEET

All information must be submitted through CSI CAMPUS CONNECTION (<http://connect.csi.cuny.edu>)

NAME OF CLUB: _____
PREFERRED MEETING DAY/TIME AND LOCATION: _____
DATE OF MINUTES WHEN ELECTIONS WERE HELD? _____

(Please remember to email minutes to debi.kee@csi.cuny.edu or bring them to the Office of Student Life 1C-201).

In order to charter a student club and maintain recognition at the College of Staten Island your group must elect from its membership the following officer positions: President, Vice President, Secretary and Treasurer. The President or an officer designee must represent the Club at Club Council meetings. An officer must have a 2.0 minimum GPA or better and may not serve as an officer in any other student club. Clubs must also appoint a faculty or full-time staff member to serve as club advisor. Minutes showing the election results must be uploaded with the recognition papers or with the Change of Officer form located on CSI Campus Connection (<http://connect.csi.cuny.edu>)

PRESIDENT Name: _____ Empl ID# _____ Preferred Phone Number: _____ Preferred Email (required): _____

VICE PRESIDENT Name: _____ Empl ID# _____ Preferred Phone Number: _____ Preferred Email (required): _____
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TREASURER Name: _____ Empl ID# _____ Preferred Phone Number: _____ Preferred Email (required): _____

SECRETARY Name: _____ Empl ID# _____ Preferred Phone Number: _____ Preferred Email (required): _____

CLUB COUNCIL REPRESENTATIVE: The President or their officer designee serves as the representative to Club Council. Club Council meets monthly. Club Council is mandatory for all clubs to participate in. Clubs who participate in Club Council are eligible for extra funding for promotional items for Club Fairs and Festivals. Club Council meetings are posted in the Club Leader Zone on CSI Campus Connection.
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FACULTY/STAFF ADVISOR (must be a faculty or full-time staff member of the College of Staten Island). Name: _____ Department _____ Campus Mailing Address: _____ Campus Phone #: _____ Preferred Email: _____ Have you served as advisor to this club in the past? _____ How many years have you advised the club? _____

It is the responsibility of all officers to know the rules and regulations for maintaining recognition as a student club, to follow CUNY Fiscal Guidelines, and to know and abide by Article XV, Section 2 of the CUNY bylaws and the Policies on Recognition of Student Clubs and Organizations, Recruitment and Initiative Practices and Hazing. Failure to abide by these policies could result in suspension of your club and College disciplinary action.

You can submit the names and positions of other officers through your club's site once your club has been recognized.

College of Staten island
CLUB MEMBERSHIP LIST

NAME OF CLUB: _____

In order to charter a student club and maintain recognition at the College of Staten Island your group must have at least ten (10) registered CSI students as members. It is the responsibility of the club officers to maintain an updated and accurate membership list on record with the Office of Student Life and Student Government.

Enter all member information with first and last name on the appropriate form at CSI Campus Connection when chartering your club. Remember to tell all members they must sign in and join your group in order for the group to be recognized.

✓	#	MEMBER NAME	EMPL ID#	EMAIL (Required for all members)
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
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	24			
	25			

Please provide additional membership lists as needed.

It is the responsibility of all members to know the rules and regulations for maintaining recognition as a student club, to follow CUNY Fiscal Guidelines, and to know and abide by Article XV, Section 2 of the CUNY bylaws and the Policies on Recognition of Student Clubs and Organizations, Recruitment and Initiative Practices and Hazing. Failure to abide by these policies could result in suspension of your club and College disciplinary action.



College of Staten Island Club Commission
CLUB BUDGET FORM

REVISED/APPROVED 8/26/13

Club Name: _____ Date: _____

Club Representative Making Request: _____
Name Title

Phone: _____ Email: _____

PLEASE INDICATE TYPE OF BUDGET REQUEST:

- START UP BUDGET LINE BY LINE REQUEST** (Refreshments \$500, Performer \$300, Supplies \$100, Promotional Items \$350).
- BUDGET LINE BY LINE REQUEST (\$1250.00)** (write in line-by-line budget below - only clubs who have been chartered for more than one year, have been recognized for 2013-14 and completed a 2013-14 budget workshop by September 27, 2013 are eligible for a \$1250.00 budget.)
- BUDGET LINE BY LINE REQUEST (\$750.00)** (for new clubs or clubs chartered for less than one year who have been recognized and completed budget workshops by February 28, 2014.)
- ADDITIONAL FUNDING REQUEST UP TO \$750.00** (for clubs who have spent 75% of their overall budget before 2/28/14)
- BUDGET MODIFICATION WITH ADDITION OF NEW BUDGET LINE(S)** (please indicate line and +/- below)
- BUDGET MODIFICATION BETWEEN EXISTING BUDGET LINES** (please indicate line and +/- below)

NAME OF LINE <i>(Use new row for Each Budget Line being Added or Modified)</i>	N/E	AMOUNT REMAINING IN (EXISTING) LINE	AMOUNT TO BE MODIFIED OR REQUESTED (+/-)	TOTAL AMOUNT REQUESTED (NEW BUDGET) OR IN LINE AFTER MODIFICATION (EXISTING BUDGET)
EXAMPLE: REFRESHMENTS	E	\$400.00	-\$100.00	\$300.00
EVENT SUPPLIES	N	N/A	+\$100.00	\$100.00
1.				
2.				
3.				
4.				
5.				
6.				
7.				
			TOTAL BUDGET REQUESTED:	\$
N = NEW BUDGET LINE E = EXISTING BUDGET LINE + = AMOUNT TO BE ADDED - = AMOUNT TO BE SUBTRACTED				

Budget Modifications can only be submitted ONCE a month. You must show clearly what line you are creating or moving money from and the amount of money that is being moved or added to the line. **YOU MUST ATTACH A COPY OF YOUR CURRENT BUDGET TO THIS FORM** - a copy can be obtained from the CSI Association (1C-202).
If you do not have the funds to cover your expenses you can request additional funds from the SG Club Commission through the Special Proposal process.
The Special Proposal process can take up to 6 weeks, so plan accordingly.
LAST DAY TO REQUEST A BUDGET MODIFICATION (All lines except refreshments) - TUESDAY, APRIL 22, 2014.
LAST DAY TO REQUEST A BUDGET MODIFICATION FOR REFRESHMENT LINES - WEDNESDAY, MAY 6, 2014

TYPES OF BUDGET LINES

- | | | |
|--|--|--|
| Performers (DJ, Speaker, Dancers) | Facility Fees (Center for the Arts) | Lodging (hotel accommodations) |
| Refreshments (Food and Beverages) | Security (staffing fees) | Novelty (rented inflatables, games) |
| Promotional Items (Banners, Pens) | Tickets/Registration (Admittance fees) | Equipment (any tangible item with a shelf life of at least one year) |
| Office Supplies (Staplers, Paper, Folders) | Books/Magazines | Prizes/Awards |
| Travel (Bus Rental, Tolls, Gratuity) | Film Rentals (licensing fees) | Costumes |
| Decorations (Balloons, Helium) | Production (sound and lights) | Event Supplies (decorations, crafts, tablecloths) |

**SIGNATURE OF CLUB SIGNATORY
MAKING REQUEST:**

Signature Date

BUDGET REQUEST REVIEW:

Associate Director of Student Life/Activities: _____
Signature Date

BUDGET REQUEST APPROVAL:

SG Club Commissioner: _____
Signature Date

OFFICE USE ONLY:

Budget Wksp. Completed:
 Yes No Date: _____
Request Received: _____
Approved by SG: Yes No
Approved by Association:
 Yes No
Budget Entries Made: _____



College of Staten Island Club Commission **CLUB BUDGET GUIDELINES**

The following guidelines must be abided in order to guarantee funding for your club:

BUDGET ALLOCATIONS:

Clubs who have been chartered for more than a year and are recognized for the 2013-14 academic year may request a budget of \$1250.00 upon completion of the Budget Workshop by the Treasurer and one other signatory and submission of a line by line budget. Clubs who have been chartered for less than a year, or are chartered and recognized before February 28, 2014 will be eligible for a \$750.00 budget upon completion of the Budget Workshop by the Treasurer and one other signatory and submission of a line by line budget. Clubs that are chartered and recognized after February 28, 2014 are not eligible for a budget.

An active* club who spends at least 75% of their allocated budget will be eligible to request up to an additional \$750.00 before February 28, 2014. Clubs must request this funding by submitting a line by line budget using a budget request form. Clubs are not guaranteed to receive this additional funding. The Club Commission will base decisions on funding availability and club spending activity.

*Active means that all officers are registered students of the College with a minimum 2.0 GPA, the club has ten (10) registered CSI students as members on CSI Campus Connection, a faculty/staff advisor, sponsored at least one (1) special event and has met a minimum of twice a month, one being a business meeting, including the submission of minutes. In addition, an active club must have no outstanding paperwork with Student Government, including the processing of funding raised through fundraisers.

REQUESTS FOR ADDITIONAL FUNDING:

Clubs who plan to spend more than 75% of their total budget in the fall semester can request an advance on their spring allocation by submitting a Club Budget Form to Student Government. Clubs are not guaranteed additional funding. Clubs may also request additional funding through the Club Commission Special Proposal process. More information about the Club Commission Special Proposal Process can be obtained in Student Government, Campus Center (1C), Room 207.

SIGNATORIES FOR CLUB BUDGETS:

Each organization that receives funding from SA Fees is responsible for designating individuals within the organization to serve as signatories on the organization accounts. Signatories are responsible for signing all purchase orders and check requests on behalf of the organization. Until a signature authorization form is completed for your group, the organization cannot transact any business. Any changes to signatories should be reported to the funding body immediately. Signature Authorization forms are available in the Student Government Office (1C-207).

BUDGET WORKSHOPS

The Treasurer and at least one other signatory **MUST** attend a budget workshop to learn the process for spending club monies. Club budgets will not be presented to SG, nor will clubs be able to spend their allocated funds, until the Treasurer and one other signatory have participated in a budget workshop. Workshop schedules will be determined by the Club Commissioner and posted in the CLUB LEADER ZONE on CSI Campus Connection (<http://connect.csi.cuny.edu>). Pre-registration for the workshops is required. Workshops will not be offered after February 28, 2014.

BUDGET ADJUSTMENTS/REQUESTS

To make modifications to your allocated budget a club signatory must complete the Club Budget Form, which may only be submitted once a month. A print out of the current club budget must be obtained from the CSI Association, Inc (1C-202) and attached to the Club Budget Form. The SG Club Commissioner or Associate Director of Student Life/Activities, may in special instances approve more than one budget modification request per month. The line by line budget must be approved by the SG Club Commissioner and Office of Student Life prior to presentation to Student Government and the CSI Association for allocation and before spending can begin. Clubs should plan accordingly when making requests. Last day to request a budget modification for all lines except refreshments is Tuesday, April 22, 2014. Last day to request a budget modification for refreshment lines is Wednesday, May 6, 2014. Please see the Club Calendar for additional budget deadlines.

GUIDELINES FOR SPENDING CLUB MONIES AND EXPECTATIONS OF SIGNATORIES:

- All chartered clubs must have a minimum of two (2) special events per year. A club event blackout period will be placed in effect for the Club Fair and Club Festival dates. Club budget will not be available for club events or meetings planned in opposition to the Club Fair or Festival. The Office of Student Life will not approve club events or meetings that are requested for the Club Fair or Festival dates.
- All chartered clubs must have a minimum of two (2) meetings per month with at least one being a business meeting. Minutes must be submitted for all of these meetings to both Student Government and the Office of Student Life. Meeting notices must be posted around campus a minimum of 48 hours in advance and a meeting notice must be filed with the Office of Student Life via CSI Campus Connection (<http://connect.csi.cuny.edu>). Please note you must post your meetings, as **PUBLIC**.
- Clubs must regularly empty their mailbox in the Student Government Office (1C-207) no less than once per week. If club does not abide by this rule they will receive a warning. If there is no response to the warning the club's budget will be frozen. The Club President and Advisor will be contacted and budget will remain frozen until an officer of the club meets with the Club Commissioner.

CLUB FISCAL RESPONSIBILITY FOR THE PROCESSING OF PURCHASES AND RECEIPTS:

- Purchase requests(PO/FO) must be processed a minimum of 72 hours in advance of placing an order. For food requests for meetings the order must be placed by 2:30pm on Thursday for a Tuesday meeting and by 2:30pm on Monday for a Thursday meeting (no exceptions). The meal expenditure policy must be followed when making food requests. The last date to submit purchase orders for non-food related purchases is May 2, 2014. The last date to submit purchase orders for food-related purchases is Tuesday, May 13, 2014.
- Invoices/receipts, attendance and received by stamps for purchases must be turned in or completed to Student Government within 72 hours of purchase/receipt of goods. Your club will not be able to make any additional purchase requests until all outstanding paperwork is completed.

TO: All Groups funded with Student Activity Fees

FROM: Marianne McLaughlin, Executive Director

RE: SIGNATURE AUTHORIZATION FORM

In order to have an official record of the signatures of those persons in your organization who are authorized to sign purchase orders, requisitions, fund-raisers and vouchers on behalf of the organization/group, please fill in the bottom portion of this form.

Until we receive this form, we will be unable to process paperwork on behalf of your organization. Your cooperation in this will be appreciated.

Name of Organization/Group: _____

Account #: _____ Semester: _____

(Leave blank - the appropriate office will complete this section)

The following individuals are authorized to sign as official signatory for all financial transactions for the above named organization.

of Signatories needed per document: _____
(insert # - minimum of one name)

Each authorized signatory must sign his/her own name.

Name: _____ ()
Signature Please Print Phone

Title: **Treasurer**

Name: _____ ()
Signature Please Print Phone

Title: _____

Name: _____ ()
Signature Please Print Phone

Title: _____

Name: _____ ()
Signature Please Print Phone

Title: _____

Name: _____ ()
Signature Please Print Phone

Title: _____

NOTE: In the case of Clubs it is required that at least two people (preferably the President and Treasurer) be eligible to sign off on all documents to insure that the financial transactions are expedited.

**College of Staten Island Student Government
Guidelines for Writing a Constitution**

Use this outline as a guide in writing a constitution for your organization. Do not submit your constitution on this form. Your finished constitution should be fully typed and submitted via upload with the Club Chartering Packet. If you have any questions about writing your constitution, make an appointment with the Associate Director of Student Life/Activities in the Office of Student Life, Campus Center (1C), room 201.

Language printed in *italics* below is explanatory. Everything else, in plain print, should be included in the actual text of the constitution.

**CONSTITUTION OF THE _____ CLUB, ORGANIZATION, OR
PUBLICATION AT THE COLLEGE OF STATEN ISLAND OF THE
CITY UNIVERSITY OF NEW YORK**

Article I Name:

The name of the organization shall be _____.

The name under which you charter is specific or local to the College of Staten Island. You should not charter an organization under any name that is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Life prior to beginning the chartering process. (If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).

Article II Purpose: *(It is advisable to state the purpose in general terms.)*

Section 1 *State the purposes of the organization (remember all Club activities must relate to the purposes of your organization).*

Section 2 *State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).*

Article III Membership:

Section 1 Membership is open to all CSI students. All members must be currently registered students at the College of Staten Island.

(Alumni, faculty, staff, and members of the general community cannot be members of chartered organizations, although their participation in club activities is welcome.)

Prospective members must subscribe to or be interested in the purpose of this organization.

Section 2 Membership in the _____ club may not be denied on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, pregnancy, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited.

Section 3 *Any membership requirement should be compatible with Section 1 of this Article.*

A person may become a voting member by...(please state criteria for becoming a voting member, such as attending meetings, attending events, etc.)

Article IV Officers/Election and Committee Structure

Section 1 Officers

- a. There shall be a **president** who shall...(preside at meetings, coordinate all activities of the organization, serve as representative for the club at Club Council Meetings or designate another officer to serve in this role, etc.)
- b. There shall be a **vice-president** who shall...(assume the duties of the President, etc.)
- c. There shall be a **treasurer** who shall be responsible for depositing all funds collected by the organization with the CSI Association and sign off on all Club vouchers and keep records of all Club expenditures, and...
- d. There shall be a **secretary** who shall...(take minutes and attendance at all meetings, maintain an up-to-date membership roster, handle all correspondence, etc.)

Note: No one is allowed to hold more than one position within this club or any other club.

Section 2 *State the time of the election, method of election, term of office (may be for a full academic year), method of replacement, and time of assumption of office for all officers. Officers must be elected at the time of chartering by the present membership. The Club Faculty Advisor should be present at the time of election of officers.*

Section 3 *List all standing committees, their functions, and how they will be organized.*

Section 4 *State how committees are established, such as, elected by the general membership, appointed by the officers, etc.*

Article V Meetings

Section 1 This organization shall hold regular meetings... (state minimum frequency per month, semester, etc.) *There must be at least one business meeting per month (a business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded). Meetings must be held on campus, advertised, and open to anyone who wants to attend.*

Section 2 Define a quorum (usually a simple majority of the membership – for a membership of 10 people quorum would be six (6)).

Section 3 Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations. (When using rules other than Robert's Rules of Order to govern meetings these rules must be provided to the Club Commissioner and the club membership.)

Article VI Amendment Procedure

- Section 1 *Describe the procedure by which your constitution may be amended. (e.g., amendment to this constitution shall be introduced by any voting member and submitted to the Secretary in writing at a regular business meeting).*
- Section 2 *State how the membership is to be notified of the specific changes being recommended (at least ___ days prior to vote on the proposed amendment). State the necessary vote for the adoption of the amendment by the organization (usually 2/3 of the voting membership). The Office of Student Life and the Student Government Club Commission must approve all amendments.*

Article VII Ratification

- Section 1 Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

Additional Notes

1. All recognized groups must comply with the general College regulations concerning student organizations.
2. Enough copies of this constitution should be printed for distribution to all members, your Faculty/Staff Advisor, the Student Government, and the Office of Student Life.
3. **It is the responsibility of the organization to keep both the Student Government office and the Office of Student Life informed of all changes in the constitution, as well as updating officer and membership information each semester.**