1. POLICY GUIDE COVERAGE
Polices, procedures, programs and services for student clubs, organizations, and student councils recognized by, and registered with, the Center for Student Activities, Leadership and Service (CSALS). These include school-based clubs recognized by a school student council, member councils and committees of the University Committee on Student Life, the Student Senators Council and their committees and boards, NYU Abu Dhabi and NYU New York Clubs.

2. CSALS CONTACT INFORMATION
New York University
Center for Student Activities, Leadership and Service CSALS
Kimmel Center for University Life
60 Washington Square South, Suite 704
New York, NY 10012
Tel. 212-998-4700 Fax 212-995-4116
student.activities@nyu.edu

http://www.nyu.edu/studentactivities
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4. PREAMBLE

Student clubs at NYU play an intricate and valued role in the creation of a vibrant campus life throughout the Global Network University. Their purpose is to provide NYU students the opportunity to enrich their co-curricular experience and that of their peers through the conceptualization, planning, and presentation of diverse offerings of student-driven activities and publications that enrich and enlighten the unique NYU community they serve in the Global Network University.

Student clubs at NYU New York meeting the recognition criteria set by their governing student councils shall be required to annually register with the Center for Student Activities, Leadership and Service (CSALS), NYU-NY. Registered student clubs shall be granted the exclusive status of "registered club at NYU" and shall receive privileges that include reserving NYU facilities, hosting an NYU club web site and list service, use of an NYU alias, advertising activities on NYU calendars, listing on the CSALS club directory, advertising for free or at a discounted rate in campus media, and utilizing the services of NYU Public Safety, Campus Media Services, Copy Central, Top of the Square Catering, and Ticket Central Box Office. Registered clubs are also granted permission to take advantage of University purchasing agreements with non-NYU caterers, publishing and printing shops, student travel services, and special event ventures.

To maintain their "registered club at NYU" status, the club's activities shall support the University’s mission and values, honor the club's Constitution or By-Laws, meet the criteria set by the their governing council, and comply with all applicable rules and procedures set by the University, its schools and colleges, administrative offices and the appropriate governing councils.

The Center for Student Activities, Leadership and Service (CSALS) Guide to Club Management sets forth the rules of governance for all registered student clubs regardless of their level of funding or funding source, affiliations, co-sponsors or the location of their activities. These rules are internal to NYU and shall not be inconsistent with the by-laws of NYU and applicable law.

5. ADVERTISING AND PUBLICATIONS

6. Posting on NYU Property – Registered student clubs shall only post on University bulletin boards or other areas that the University provides for club or
general University postings. Postings shall be made in the manner prescribed by the local officer of the host space.

7. **Posting on Public Property** – Registered student clubs shall not post on public property.

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

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

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

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

10. **Club Name on Advertising** and Publications - Registered student clubs shall include their full name or the acronym registered with CSALS on all advertising, publications, or other printed materials intended for public distribution including those sent or posted on the Internet. The name must be printed in a clearly readable font and size. Registered student clubs are "at NYU" and their names should reflect that status. For example "The Runner's Club at NYU" is acceptable. "The NYU Runner's Club" or “The Runner’s Club of NYU” are NOT.

11. **Identifying Affiliations with Not-for-Profit Organizations** on Advertising and Publications - A registered student club that is a campus chapter of a not-for-profit organization shall identify the affiliation on all advertising, publications, or other printed material intended for public distribution including items sent or posted on the Internet. The name must be printed in a clearly readable font and size.

Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.
12. Identifying Co-Sponsors on Advertising and Publications - Registered student clubs shall identify all NYU co-sponsors of events or services on all advertising, publications, or other materials intended for public distribution including items sent or posted on the Internet. The name must be printed in a clearly readable font and size.

13. Advertising Activities With Alcohol Service - When promoting a club activity where alcohol will be served, the alcohol shall not be a prominent or highlighted feature on any promotional media for the club activity. The following statement must appear in a clearly readable font and size on all advertising or other promotional material intended for public distribution including items sent or posted on the Internet: "A cash wine or beer service will be available for students 21 years of age and older presenting valid state driver's license or passport."

14. AFFILIATIONS WITH NON-UNIVERSITY ORGANIZATIONS

General Statement - Registered student clubs may elect to be campus chapters at NYU of not-for-profit organizations eligible for tax exemption under section 421 of the New York Real Property Tax law. The burden of establishing proof of the not-for-profit organization's status rests with the campus chapter at NYU which shall provide their CSALS club advisor with documentation of their tax exempt status which shall be filed with CSALS. Doubtful cases shall be referred to the Office of General Counsel. This affiliation is strictly limited to the not-for-profit organization and the campus chapter at NYU and in no way constitutes or implies any legal or de facto affiliation between the not-for-profit organization and NYU. All NYU rules and procedures governing affiliations with not-for-profit organizations apply. Registered All-Square clubs shall not be campus chapters or act as agents or representatives of for-profit organizations. A not-for-profit shall not be permitted to be a registered All-Square club at NYU.

Purpose and Objectives - The purpose and objectives of the not-for-profit organization must be consistent with the educational purposes of the University and not conflict with any legal restrictions placed on the University.

Mission - The by-laws or Constitution of the campus chapter at NYU shall not contradict the rules and procedures governing Registered All-Square clubs.

15. Limitations on Role of Affiliates - The not-for-profit organization and their representatives are prohibited from conducting business on behalf of the
campus chapter at NYU. This includes but is not limited to involvement in the chapter's financial affairs, or taking part in any aspect of the chapter's election or decision-making process. The not-for-profit organization and their representatives shall comply with all rules and procedures governing guests and visitors on NYU property and the use of University facilities by not-for-profit organizations. The not-for-profit organization shall respect and support the Constitution of the campus chapter at NYU and respect the autonomy of the campus chapter at NYU.

16. Code of Ethical Conduct - Members of the campus chapter at NYU who have a personal or professional connection to the not-for-profit organization or have family members or professional associates who have a personal or professional connection to the not-for-profit organization, shall be required to fully disclose to their CSALS club advisors the extent of that connection. The member of the campus chapter at NYU shall abide by all NYU policies regarding conflict of interest and the NYU code of ethical conduct. Members of the campus chapter at NYU who serve in an official capacity with the not-for-profit organization including but not limited to being an officer, board member, advisor, or agent shall be prohibited from holding an officer position in the campus chapter at NYU or being involved in the business or financial affairs of the campus chapter at NYU when the University determines that there is a conflict of interest. Failure to provide full disclosure is a serious offense at NYU and subject to the appropriate NYU judicial process.

17. Co-Sponsoring with Not-for-Profit Organizations - All-Square clubs co-sponsoring activities with not-for-profit organizations shall assume all responsibility, including financial obligations and adherence to policies and procedures, for the co-sponsored activity. The registered All-Square club shall be responsible for the production of the activity and the not-for-profit organization and their representatives are prohibited from conducting business on behalf of the campus chapter at NYU. In cases where this policy is violated, the University reserves the right to cancel the event or deem the event a non-NYU event sponsored by the not-for-profit organization and not by the campus chapter at NYU. In that case, the not-for-profit organization shall be subject to University guidelines, polices and procedures, fees, and insurance requirements for a not-for-profit organization's use of NYU facilities.

18. ADVISEMENT
General Statement - Each academic year the Director of the Center for Student Activities, Leadership and Service shall assign each registered All-Square club a CSALS club advisor.

19. CSALS Club Advisors - The CSALS club advisor shall be the primary advisor to the registered All-Square club. Advisors shall be responsible for advising the club on all matters related to being a registered All-Square club including but not limited to interpreting the policies and procedures governing registered All-Square clubs and serving as an ex officio member of the club. They are the primary liaisons between the All-Square club and student government, CSALS and the University administration.

20. Coaches or Club Affiliates - The Director may assign a member of the University community to formally serve as an All-Square club affiliate or coach whose function is to provide the All-Square club with a level of personal expertise related to the mission, goals, and activities of the club. The coach shall uphold all policies and procedures governing registered All-Square clubs at NYU and represent CSALS in a manner consistent with the mission and philosophy of CSALS. Registered All-Square student clubs may also elect to establish informal affiliations with academic and administrative departments and offices that can assist the All-Square clubs in achieving their goals and objectives. The club affiliate or coach is prohibited from conducting business on behalf of the club. This includes but is not limited to being involvement in the club's financial affairs, or taking part in any aspect of the club's election or decision-making process. An All-Square club may at anytime ask the Director to end the formal relationship between the All-Square club and the club affiliate or coach. The decision of the Director shall be final.

21. Club Program Form - In order for a registered All-Square club activity to be sanctioned, authorized, approved by the University, the activity must meet all University, CSALS, SAB and ASSBAC requirements for a club activity and the club officers must submit a CSALS Club Program Form to their CSALS club advisor. Regardless of the cost, funding source, or location for an activity, registered student clubs and organizations are required to register all of their activities (both sponsored or co-sponsored) with CSALS via the on-line CSALS “Club Program Form” by the deadlines set by CSALS.

22. Thirty-Day Deadline - Clubs are required to submit the Club Program Form thirty (30) or more days prior to any major activities or activities to be held in spaces with a capacity of 100 people or more. This includes but is not limited to Kimmel’s Rosenthal Pavilion, E & L Auditorium, Shorin Performance...
Studio (room 802), 400 series (combined rooms 405-406), 900 series (combined rooms 905-907), room 914, the Skirball Theatre, other spaces in NYU buildings, or venues that NYU has contracted with for club use.

23. Ten-Day Deadline – Clubs are required to submit the Club Program Form ten (10) or more days prior to activities to be held in spaces with a capacity of less than 100 people. This includes but is not limited to spaces in Kimmel, other NYU buildings, or venues that NYU has contracted with for club use.

24. Club activities in private areas – Clubs are not authorized to hold club activities in private areas of NYU residence halls. An exception is made for fraternities and sororities that reside in special interest housing at Lafayette Street Hall.

25. Club Program Form Deadline Exceptions - For exceptions to these deadlines see sections in this guide regarding protests, rallies and demonstrations.

26. Off-campus approvals - Registered All-Square clubs must receive prior approval from their CSALS club advisor if they are seeking to hold events off campus.

27. Unsanctioned, Unauthorized, and Restricted Activities - Any activity the registered All-Square club sponsors or the club attends without the authoritative permission of CSALS shall be deemed an unsanctioned and unauthorized activity. Use of a club name in affiliation with any unsanctioned and unauthorized activity in a manner that may imply that the club has the permission of the University to participate in the activity or implies to participants that the unsanctioned and unauthorized activity is sanctioned by the University, is strictly prohibited. No club funds or University resources shall be used to support the participation of a club in a unsanctioned and unauthorized activity. In accordance with the CSALS Judicial Process, registered All-Square clubs may be summarily suspended while appropriate University judicial officers investigate perceived or alleged violations of CSALS or University policies.

Restricted Activities – All-Square clubs are generally not permitted to sponsor or attend off-campus activities without the permission of the CSALS Director. To request permission, a group should email its CSALS club advisor no fewer then ten days prior to the date of the activity. The email should include specific details -- including number of attendees, time, date, location, method of
transportation, cost, co-sponsorships, faculty or administrators accompanying the club, description of the activity, and justification related to the mission and purpose of the club.

28. **Community Service Exception** – A pre-approved exception is made for those registered All-Square clubs participating in community service projects at CSALS approved service agencies or locations in the five boroughs of New York City that are accessible by New York City public transportation. A Club Program Form shall be submitted prior to the participating in the activity.

29. **Outdoor events** – A pre-approved exception is made for activities to be held in Washington Square Park, Union Square Park, or street fairs, rallies, protests, demonstrations or tabling activities on public streets and sidewalks abutting NYU property. All required NYC permits should be filed with the appropriate NYC agencies and departments in accordance with their deadline requirements. A Club Program Form shall be submitted prior to the activity.

30. **Free speech activities** - Deadlines for submitting the form can be waived for rallies, protests, demonstrations and tabling in support of free speech and public assembly rights however clubs should make every effort to submit the form prior to the activity so that CSALS staff can alert appropriate NYC agencies (including the NYC Police Department) and NYU academic and administrative departments impacted by the activity.

31. **Off-Campus Department co-sponsorship** - An exception may be requested for those All-Square club activities co-sponsored with an academic or administrative department of the University. The registered All-Square club must first submit an Off-Campus Activity NYU Department Co-sponsorship Form to their CSALS club advisor who will consult with the co-sponsoring department. (See a CSALS club advisor for the form.) Your CSALS club advisor will notify the club whether your request has been approved. If CSALS approves the co-sponsorship, the registered All-Square club shall submit A Club Program Form prior to participating in any of these activities where an exception is given. Prior to the activity, the University may require that additional documentation be submitted to the University or participants may be required to attend special information sessions. Only those activities that take place in the five boroughs of New York City and are accessible by New York City public transportation and meet all requirements set by CSALS, Risk Management and Insurance Department, Legal Counsel and Purchasing Department shall be considered for an exception. All approved off-campus activities shall comply with all University, CSALS, SAB and ASSBAC policies governing student clubs and activities.
including but not limited to being accessible to disabled students and in full compliance with NYU alcohol policies. All ASSBAC policies regarding use of clubs funding shall apply.

32. Responsibilities of co-sponsoring Administrative Units regarding off-campus activities with clubs – The administrative unit sponsoring an off-campus activity with a club take on the responsibility of assuring that the venue and activity meet University expectations and requirements regarding insurance, safety, and security. They are responsible for taking steps to assure that all participants at the activity adhere to all University policies and procedures applicable to the activity. Full time professional staff members from the sponsoring unit are required to be present at the activity (for its entirety) to assist students in the event of an emergency.

33. Forty-nine percent rule - When a registered All-Square club sponsors an event and more than 49% of the attendees are not members of the University community the registered All-Square club shall be required to pay for the use of all facilities and services (e.g. space rental, campus media, cleaning, catering, furniture rentals, security, storage, etc.) at the standard rates that a non-NYU organization would be charged. Registered All-Square clubs may request an exception to this policy to allow college students from other schools to attend a program hosted by the club. The students shall be required to present a valid school photo ID to attend the activity. Requests for such exceptions shall be made to the CSALS advisor 10 days prior to the program.

34. ALCOHOL

General Statement - The University considers the abuse or inappropriate use of alcoholic beverages to be hazardous to an individual’s health and safety and an impediment to academic and personal success. The following guidelines have been established in recognition of that concern for the well being of students as well as to assure compliance with NY State laws and with University regulations regarding the sale, service and consumption of alcohol at events attended by students.

35. Age Restrictions and Supervision - Alcoholic beverages should not be served at University events at which students will be present unless it is anticipated that the majority of those in attendance will be of legal age to drink,
a mechanism is in place to ensure that only those attendees who are of legal age to drink have access to those beverages, and the event is adequately supervised.

36. Sale, Service, and Consumption - Each University unit is responsible for advising all student organizations recognized by that unit of the public laws and NYU policies regarding the sale, service and consumption of alcoholic beverages at student events. Upon request, staff from the Center for Student Activities, Leadership and Service may be available to assist in that process.

37. Health, Safety, Security Advisement - Each University unit is responsible for advising all student organizations recognized by that unit of the procedures and resources available to address any health, safety, security, or behavioral concerns that may arise at an event sponsored by that group. Upon request, staff from the Wellness Exchange, Public Safety, Judicial Affairs, and the Center for Student Activities, Leadership and Service will be available to assist in that process.

38. Sponsorship and Location of alcohol related events - Public laws and University policies and guidelines regarding the serving of alcoholic beverages at events attended by students apply to all such events regardless of the sponsoring unit or whether the activity takes place on or off University premises.

39. Global Sites and Alcohol - Alcoholic beverages may be served at events held at NYU global sites, under the supervision of site supervisors, in accordance with the applicable laws governing legal drinking age in the particular country.

40. Funding Restrictions on Alcohol - No student organizations may use University funds, or any other monies derived from other sources of income, including donations, to purchase alcoholic beverages to be served at a student event.

41. Alcohol Vendor Restrictions - Student organizations wishing to provide for the service of alcoholic beverages at an on-campus event sponsored by that group must use the NYU Catering Vendor which shall provide such service on a cash bar basis only. Events held at an off-campus site must use a licensed private vendor who shall provide such service on a cash bar basis only. Bartending and proof checking shall be the responsibility of the licensed vendor.

42. Sporting and Athletic Event Restrictions - Registered All-Square clubs shall not sale, serve, or consume alcoholic beverages at events where those
Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.
regulation of All-Square registered student clubs, and theme-based planning committees.

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

50. Requirements for All-Square Clubs –

To be eligible for All-Square status a student organization:

shall properly register with the Center for Student Activities, Leadership and Service each year,

shall have completed the New Club Development Program,

shall have at least ten (10) fully matriculated student members,

shall have no more than two-thirds of its membership from one school or college of the University,

satisfy one of the following requirements, depending on its type and purpose, goals, or objectives:

a.) sponsor at least three activities per semester that are open to the entire University, one of which may be co-sponsored with another organization; or

b.) in the case of organizations identified as publications, publish at least one edition per semester,

maintain a visible impact on campus,

shall have a stated principle purpose or mission which concerns a cross-section of students and is not directed to the students of one college or academic department, and

demonstrate that the group will serve a purpose or provide a service that is currently not performed by an existing student organization. This proviso shall not be interpreted in a manner that will impede the formation of organizations that will make legitimate contributions to the NYU student community; rather, it
is intended to curtail unnecessary duplication of effort by All-Square student organizations in their activities.

**SAB Mandates for All-Square Clubs** –

The Student Activities Board mandates that All-Square clubs must:

- comply with NYU policy on affirmative action and equal opportunity,
- comply with New York State anti-hazing laws,
- comply with current policies of NYU as determined, enforced, or interpreted by appropriate University officials,
- adhere to all relevant deadlines established by SAB and CSALS,
- keep the respective organization’s CSALS club advisor informed about all programs, meetings, and activities planned by the organization,
- submit an on-line “Club Program Form” for each club program, meeting or activity,
- publish its full name and any outside affiliation, in addition to any acronyms or abbreviated names on all correspondence, flyers, and other material intended for public distribution including internet communications and web sites,
- ensure that no officer holds more than one executive officer’s position within a single student organization and that the president does not simultaneously serve as president of any other registered student organization, and
- hold elections for officer positions for the upcoming academic year during the official CSALS club election period,
- disclose and identify any affiliation with a non-University organization, including the name, address, and extent of the affiliation with the organization,
- file a current copy of their club constitution with their CSALS club advisor and meet the requirements established by CSALS regarding club constitutions,
submit to their CSALS club advisor a current membership list which includes name and school affiliation of each member (by November 1) and keep CSALS informed of any changes to the members list,

have at least 75 percent of their members’ fully matriculated NYU students and the remaining membership current NYU administrators, staff, faculty, or alumni.

51. Privileges of All-Square Clubs – The Student Activities Board grants registered All-Square clubs the privilege to:

reserve space in the Kimmel Center or other University facilities with spaces designated for club use,

apply for club cabinet or storage space administered by the CSALS,

maintain a club mailbox at Student Activities on the 7th floor of the Kimmel Center,

have access to the Club Resource Center at CSALS on the 7th floor of the Kimmel Center in suite 704,

have use of the Student club main lounge on the 7th floor of the Kimmel Center for small club meetings,

apply for an NYU club web site, club alias, club listserv or forum,

be assigned a CSALS club advisor by the Director of Student Activities,

post club advertising on appropriate campus bulletin boards,

participate in CSALS club fests and other activities,

register with CSALS each year, and

if eligible, apply for All-Square funding from the All Square Student Budget Allocation Committee (ASSBAC).

52. CLUB MEMBERSHIP STANDARDS
General Statement - A University organization is an organization whose membership is limited exclusively to students, faculty, administration, staff or alumni of New York University.

53. Maintaining All-Square Status - Clubs must meet all of the requirements established by the University and SAB, ASSBAC, and CSALS in order to be recognized as a University organization, to maintain their All-Square status, and to qualify to register with CSALS.

54. The 75% Rule - The SAB requires that at least seventy-five percent (75%) of the membership of a club must be fully registered matriculated NYU students in good standing with the University. Only fully registered matriculated NYU students in good standing with the University are authorized to hold an office in an All-Square club.

55. The 25% Rule - The SAB requires that no more than twenty-five percent (25%) of the All-Square club membership may be other members of the University community. Members of the University community are persons who are currently students, faculty, administration, staff, or active alumni of New York University.

56. The 2/3 Rule - In order to maintain a club's All-Square status, no more than 2/3 of a club's membership can be from one school or college of the University.

57. Membership Lists - SAB requires that All-Square clubs submit a list of active members by November 1st of each academic year. The list should include the members names, NYU Net ID numbers, and schools. Minimum number of student members: 10.

58. Membership Requirements - Membership in registered student clubs and organizations shall be open to all fully registered matriculated NYU students in good standing with the University.

59. Ten-member minimum - The organization shall maintain an active membership of at least 10 fully matriculated NYU students.

60. Conducting Club Business - Only fully registered matriculated NYU students in good standing with the University who are active members of an All-Square club may conduct business on behalf of the club, be involved in the funding or budget of the club or participate in the election of club officers.
61. **Active Membership** - Active membership in the organization shall be determined by regular attendance at meetings of the organization. After consulting with their CSALS club advisor, clubs may set responsible requirements for the number of meetings or activities members must attend in order to maintain their active member status.

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

63. **Non-Student Members** - Other members of the University community (defined as current faculty, staff, administrators and active alumni) may attend the Organization’s meetings and activities but **may not** conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.

64. **Membership in Campus Chapters at NYU** - Membership in a campus chapter at NYU shall be limited to members of the University community.

65. **Membership Dues** - Registered All-Square clubs that are campus chapters of a not-for-profit organization may request but not require that their members pay dues to a not-for-profit. No member of a registered All-Square club may be denied membership or the full privileges of membership if they are unable to pay dues in full or in part.

Registered student clubs may not use University or ASSBAC funds to pay for **individual or campus chapter membership dues** or other fees to any non-profit organizations they are affiliated with. Registered student clubs may use club income or donations to the club to cover dues or fees.

66. **ALL-SQUARE STUDENT BUDGET ALLOCATION COMMITTEE - ASSBAC**
The All-Square Student Budget Allocation Committee (ASSBAC) is a standing committee of the University Committee on Student Life (UCSL) and serves as the mechanism for allocating All-Square funds to All-Square clubs and organizations.
67. **Purpose of ASSBAC Funding** - All-Square funds are provided by the Central Administration (through the Office of the Vice President of Student Affairs) to ASSBAC to support the activities of All-Square registered student clubs.

68. **Role of ASSBAC** - It is the responsibility of ASSBAC, with the approval of the UCSL, to establish policies and procedures in order to ensure that All-Square funds are equitably distributed to and judiciously used by, All-Square registered student clubs.

69. **Club Obligation** - While the activities and services provided by University student organizations are many and diverse, these organizations must be mindful that they are under an obligation to serve the students of NYU responsibly. Receipt of All-Square funds by a student organization imposes an additional obligation to use those funds wisely.

70. **ASSBAC-funded events must be accessible** to all students - Note that clubs are not authorized to hold activities in private residences or in student rooms in residence halls. Public areas of residence halls may be used if a system of building entry assures open access to all NYU students who may wish to attend.

71. **Programming for students, by students** - ASSBAC funded activities should be planned and executed by NYU students. These activities should be designed to benefit and enlighten the NYU community and support the University’s mission and the mission of their club.

72. **Ethical stewardship** - Failure to properly report club income or donations, or the improper use of, or misrepresentation of the use of University funds, shall be referred to the Office of Community Standards and Compliance.

73. **CLUB INFORMATION**

74. **Use of “NYU” in Club Names** - Clubs are recognized by the University as being “at NYU” and not “of NYU” therefore “New York University” or “NYU” shall only be used in connection with the club’s name when it follows the name of the club and is preceded by the word “at”. For example the phrase "NYU Dart club" is not permitted however the "Dart club at NYU" is. Law journals at the School of Law are an exception in that they incorporate NYU into their official names.
however applicable policy supports the position that the journals are independently responsible for editorial content.

75. Club Name Restrictions - When selecting a new name (including changing an existing name), clubs may not include in their name the words “Office”, “Center”, “Council”, “Board” “Department” or other words commonly used to identify an administrative or academic unit, collegiate sport team or student government body at NYU. When the club is a campus chapter of a not-for-profit organization that includes these words as part of their official recognized name, the founding members of a proposed club in the New Club Development Program or the President of a registered All-Square club are required to petition their CSALS club advisor by email if the club is seeking an exception to this policy.

76. Campus Chapter Names - Registered student clubs may not use the name of a non-University organization as part of their club name unless they are a legitimate (chartered) campus chapter of the non-University organization (i.e. NAACP, NOW, Habitat for Humanity, etc.) and have written permission or other documentation (i.e. a charter) from the non-University organization on file with the club’s CSALS club advisor.

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

78. Changing of Mission or Constitution - The President of a registered All-Square club is required to petition the Student Activities Board (SAB) by email if their club proposes to change their club Constitution or their mission as stated in the Constitution. A justification for the change should be clearly presented in the petition. Until the SAB notifies the club by email that the change has been approved by SAB, the changes may not be ratified or instituted by the club. SAB reserves the right to deny changes that may be in conflict with University, CSALS, SAB or ASSBAC policies or when the changes will make the club less distinctive and more similar to another club at NYU, a student government unit, or an academic or administrative unit in the University.

Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.
79. Changing Club Category – The President of a registered All-Square clubs is required to petition the CSALS club advisor by if the club proposes to change its club category. A justification for the change should be clearly presented in the petition. CSALS reserves the right to deny changes especially when the change does not reflect the stated mission of the club or is not in sync with the category that similar clubs are placed in.

80. Changing Club Officers - The President of a registered student club is required to notify CSALS of any changes in officers by completing the on-line roster management form. If the Presidency is vacated, other members of the club should contact the club’s CSALS club advisor who will assist them with accessing the form.

81. Maintaining Executive Board membership - Registered All-Square student clubs are required to maintain at all times a full executive board consisting of a President, VP, Secretary and Treasurer. Registering a webmaster is also required in order to set up a new club web site through the NYU domain or to access an existing club web site.

82. Club Registration for the Upcoming Academic Year - SAB requires that registered student clubs and organizations properly register with CSALS for the upcoming academic year during the customary CSALS club election period that begins on April 1 and ends on June 1.

83. Registering a Returning Club - Registering the new club officers for the upcoming academic year automatically registers the club. Once elections are held, the current president of the club (not the president-elect) should enter officer changes using the CLUB PRO roster management link to complete the registration process.

84. Registering a New Club in Development - Clubs accepted by SAB into the New Club Development in September will be registered provisionally with CSALS for the first time by the club’s CSALS club advisor. The club’s officers will be added to the CSALS club database as part of the club advisement process. If the club is given All-Square status by the SAB during the new club evaluation process that takes place in March, the club should hold elections for new officers during the official CSALS club election period that begins on April 1 and ends on June 1. The current president (not the newly elected president) should register all new officers for the upcoming academic year by completing the on-line CLUB PRO Club Roster Management link by the June 1 deadline. Registering the new club officers for the upcoming academic year automatically registers the club.
85. CLUB RESOURCE CENTER - CRC

The CSALS Club Resource Center (CRC), Kimmel Center, 7th floor, suite 704 is designed to provide registered student clubs and organizations with the basic resources required to conduct All-Square club business at NYU. There are computers, a scanner, a printer, internet connections, and a copy machine. The CRC is located in the same suite as the CSALS club advisor and the CSALS budget unit giving quick access to staff and other resources.

86. CRC USERS - The club’s president, vice president, secretary, treasurer, webmaster, and operations officer registered with CSALS will have full access to the CRC services. The club’s president may add an additional five club members as CRC Users through the Club Pro roster management link.

87. Printing from Computer - Club may print a reasonable number of pages a day for free at a CRC computer.

88. Photocopies - Clubs may make 8.5 x 11 white paper copies on the CRC copy machine for free. CSALS provides the paper. Clubs wanting to print color paper copies or legal or ledger size copies or larger projects (50 pages) should use their accounts with NYU Copy Central.

89. Faxing and Long Distance - Registered student club members conducting business on behalf of the club may make long distance phone calls and faxes free of charge. See your CSALS club advisor, Kimmel 704, for assistance. All-Square clubs may also send and received faxes through the CRC. When possible, please notify the CSALS desk staff when you expect a fax to be coming in. Once received by CSALS, the fax will be placed in your club mailbox on the 7th floor of Kimmel when the sender clearly identifies the club and the individual the fax is being sent to. Fax number: 212-995-4116.

90. CONSTITUTIONS

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

91. **Validity of Constitutions** - All University, SAB, ASSBAC and CSALS policies and procedures shall prevail in cases where a club’s constitution may contradict any University, SAB, ASSBAC or CSALS policies. Changes must be reviewed and approved by SAB and the club’s CSALS club advisor. Clubs must have a valid constitution in order to maintain their All-Square status.

92. **Model Constitution** - CSALS and the SAB shall provide a model constitution format that includes all mandatory language and articles regarding elections, membership, voting, amendments, impeachment, and officers.

93. **Equal Opportunity** – CSALS requires that club constitutions shall state a commitment to a policy of equal treatment and opportunity in every aspect of their relations with faculty, students and staff members, without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, and any other legally protected basis.

94. **CONTROVERSIAL PROGRAMS**

NYU is committed to maintaining a free speech environment where open, vigorous discourse can occur.

95. **Protest and Demonstration Protocols** - Student organizations registered with the Center for Student Activities, Leadership and Service are required to adhere to CSALS protocol regarding protests, rallies, and demonstrations as well as NYU policies when their organization is the primary sponsor or organizing body of a protest, rally or demonstration on NYU property or on public property adjacent to NYU property. **NYU students not affiliated with a student organization** who are planning a protest, rally or demonstration are encouraged to seek advice and assistance from CSALS. NY Police Department protocol applies when activities are held on New York City public property. Please contact CSALS@nyu.edu to schedule a logistics meeting. **See Appendix for a one-page summary of protest protocols.**
96. Setting a Logistics Meeting - All-Square clubs are required to contact their CSALS club advisor to set up a logistics meeting to discuss the details of the activity and review protocol. School or Office clubs should contact CSALS@nyu.edu or the Director of Student Activities to set up the logistics meeting. It is strongly recommended that this meeting take place at least 72 hours in advance of the time of the proposed activity.

97. Logistics Meeting Agenda - The logistics meeting agenda will include a review of the role of CSALS, NYU Public Safety and NY Police Department during a protest, rally or demonstration as well as applicable policies, procedures and safety protocol. A CSALS Club Program Form will be needed at the logistics meeting so please be prepared to provide details about the activity.

98. Competing Protests - If one club has submitted a Club Program Form before another club and they have indicated the same or similar location, the first club to submit the Club Program Form will be given that location. Other groups will need to select another location a reasonable distance from the original group. NYPD will advise CSALS regarding appropriate distance between two or more competing activities. Clubs should not promote the activity’s location until CSALS has confirmed that information.

99. Sound Permit Restrictions - Sound permits will not be authorized when the activity takes place on reading days, during exam periods, during times when classes are not in session, or after sundown or 8pm depending on which comes first. CSALS may require that the organizers move their activity to another location or hold the activity with amplified sound if CSALS previously authorized a sound permit for that general location. This policy has been established to assure that repeated use of amplified sound does not occur near the same academic area. Clubs may be asked to relocate their activity or change the time of the activity when other groups have previously scheduled an activity in the same area and/or around the same time. CSALS will not provide a letter for sound permits when the University determines that the use of amplified sound in a specific area will interfere or disrupt the regular operations of the University.

100. Cost of Permits - The City of New York charges a fee for sound permits payable to “NYPD-1 Police Plaza” by money order or certified check. The current cost of sound permits is $45 however that could change without notice. CSALS will confirm the cost with the precinct prior to presenting the club with the
authorization. It is suggested that clubs delay purchasing a money order or certified check until that cost is confirmed.

101. Reimbursements for permits - A copy of the money order or certified check can be submitted along with a club member reimbursement request and club program form to the CSALS budget office if the club wishes to use ASSBAC funds to recover the cost of the permit. In general please submit your sound permit to the NYPD at least three days (72 hours) in advance of the activity.

102. Disruption of Regular Operations and Activities of NYU - University policy states that all members of the University community are prohibited from engaging in conduct leading to or resulting in interference with or disruption of the regular operations and activities of the University. Multiple requests for sound permits for a particular or popular location (i.e. Washington Place outside Silver Center, street in front of Bobst library, etc.) as well as other reasonable factors may be grounds for denial of a sound permit request.

103. Protest Safety Awareness - Personal safety should always be a concern especially when protest activities may provoke an emotional response from others, including non-students. The streets are a public space that must remain open and accessible to all including those individuals who may have a different point of view. CSALS encourages students to stay within the law while exercising their first amendment rights and to treat each other with respect and civility. Student leaders should always feel free to seek assistance from attending University staff or from the Community Affairs Officers from the local precinct.

104. PROTEST REFERENCES AND CONTACTS

University Guidelines Regarding Protest and Dissent -- http/www.nyu.edu/student.guide

Director of Student Activities, Kimmel 704, 212-998-4718, www.CSALS.nyu.edu

CSALS club advisor Directory, www.CSALS.nyu.edu

NYU Public Safety, 14 Washington Pl., 1st floor, 212-998-2222

Community Affairs Officers, NYPD, 6th Precinct - 233 West 10th Street, 1st floor, 212-741-4832.
105. **Freedom of Expression** - The University is a community where the means of seeking to establish truth are open discussion and free discourse. Open expression thrives on debate and dissent. Free inquiry, free expression, and free association are indispensable to the purposes of the University, and must be protected as a matter of academic freedom within the University, quite apart from the question of constitutional rights. Accordingly, conditions must be such as to allow this freedom for all. Causes may be supported by orderly means; but the University cannot tolerate the suppression of ideas, or the forceful disruption of the regular and essential operations of the University community. Regardless of sincerity, no individual or group of individuals has the right to disrupt or to interfere unreasonably with the workings of the colleges, schools or divisions of the University or with the regular processes of education and service to its members. Regardless of moral impetus, no student or group of students has the right to deny the freedom of other members of the University community.

106. **Closed Meetings** - Protests are not permitted inside a “closed” meeting, however they may take place in appropriate areas outside of the meeting. The club's CSALS advisor and the Director of Student Activities can assist protest organizers in determining an appropriate space to protest. In some buildings NYU Public Safety Officers may make the determination along with other appropriate University officials including building managers and operations staff. The New York City Police Department makes the final decision concerning activities on public sidewalks and streets including whether or not the activity requires the closing of a street.

107. **COPYRIGHTS AND TRADEMARKS**

Registered students clubs must receive verifiable permission from the owners of copyrighted property and trademarks in order to legally reproduce, display, exhibit, perform, or otherwise use those copyrighted properties or trademarks. NYU shall own any properties created by a student club when the production of the property was funded by University funds, club income or donations to the club or when other NYU resources, including but not limited to facilities, were used as part of the production of the property. Questions regarding ownership...
should be referred to the Office of General Counsel before the creation of the property.

108. Use of the NYU Name, Torch Symbol and other Indicia - No individuals, registered student clubs, non-University organizations with campus chapters at NYU or other non-University organizations or businesses shall use the name "NYU" or "New York University," the name of any school of NYU or any logo or trademark of NYU without first obtaining written permission from the Director of Student Activities. Registered student clubs are authorized to use the phrase “at NYU” or “at New York University” following their club name.

109. STUDENT PUBLICATIONS

110. Disclosure Statement - Each issue of every student publication must include in a clearly readable font and size on the cover page or the page containing the table of contents the following statement:

"This publication is published by New York University students and NYU is not responsible for its contents."

For on-line publications, this notice must be prominently displayed on the organization's home page and on each discrete publication. It is the expectation of CSALS that students will incorporate this statement in all editions of their publications.

111. Publication standards - All student publications are required to adhere to all applicable University policies and city, state, and federal laws regulating publications. Student writers, reporters, editors and publishers are expected to uphold accepted journalism and publishing standards in respect to their publications. Publications are encouraged to discuss these standards with their CSALS club advisor.

112. THEME-BASED PLANNING COMMITTEES AND PROGRAMS

Theme based planning committees are those organizations whose principle purpose is the coordination of month, week and day-long programs centered
around a common theme that bring together a cross section of student organizations and students.

113. Proposing a New Theme-Based Planning Committee - Students wanting to propose a new theme based program should meet with the Associate Director of Student Activities the semester prior to a proposed theme based programming period to discuss the requirements set by CSALS, SAB, and ASSBAC.

114. Requirements for theme-based committees - A planning committee of at least four (4) fully registered matriculated students in good standing with the University are required to propose a new a new theme-based program. They will be responsible for developing a mission statement, writing a constitution for the proposed theme-based program, and providing leadership for the program. It is required that at least four All-Square clubs co-sponsor major events of the theme-based program during the probation period. Funding the first year comes primarily from these All-Square clubs.

115. Theme restrictions - No theme-based program shall duplicate another similar program, nor shall it duplicate the mission of an existing All-Square club registered with CSALS, recognized by SAB, or funded by ASSBAC.

116. Theme Advisement - Following the provisional approval of SAB and CSALS, CSALS will assign an advisor for the probation period.

117. Theme Committee Probation Period - The first year is a probation period. At the end of the first year SAB will review the theme-based program and vote to determine whether it will receive All-Square status. Once All-Square status is granted by SAB, the theme-based program may apply to ASSBAC for a budget. Once approved, a CSALS club advisor will work closely with the program as will the CSALS Budget Coordinator to assure there is continuity from year to year, that important deadlines are met, and all policies and procedures are followed.

118. ELECTIONS

119. Eligibility - Only fully registered matriculated NYU students in good standing with the University are authorized to take part in the nomination and
election process and run for an officer position in a club. The club shall follow its election procedures as stated in the club’s constitution. In the case of tournament clubs, coaches shall not participate in any way in the process. In the case of campus chapters, the national organization and/or their representatives may not take part in elections.

120. Voting Rights - All active members of an All-Square club shall have equal opportunities and privileges with respect to being a member, running for and holding an office, participating in elections, voting on club business, or participating in club activities. All-Square clubs shall make no policies, regulations, by-laws, tests, or requirements limiting or restricting these opportunities and privileges.

121. Election conflicts - All University, SAB, ASSBAC and CSALS policies and procedures prevail in cases where a club’s constitution, by-laws, charter or mission may contradict or violate any University, SAB, ASSBAC and CSALS policies and procedures. When a contradiction or violation occurs, a club’s constitution will be considered null and void by CSALS until measures are taken by the club to correct the contradiction or violation. Evidence of the changes must be submitted in writing to the club’s CSALS club advisor for review and approval before a club can be reinstated. Some cases may be referred to appropriate grievance or judicial bodies for review and action. Clubs must have a valid constitution in order to maintain their All-Square status and registration with CSALS.

122. Election Timeline - SAB policy requires that All-Square clubs hold elections in April of each year to select the new executive board (president, vice president, treasurer, secretary) for their club. Clubs with a web site should also appoint a webmaster during the election period. New officer terms begin June 1. The club’s current (not the newly elected) president must submit to CSALS a “CSALS Change of Officer Form” by June 1. Failure to submit the form by the June 1 deadline will delay officers from having access to valuable resources and services. The club’s President must register any new officers elected during the academic with CSALS no later than 14 days after the election by following the same online process.

123. Webmasters – Webmasters may be added as needed by the club. ITS will accept from CSALS the names of new webmasters during the months of June, July, September and January. Clubs are advised to follow this schedule when registering their webmasters with CSALS to assure that they have access
to their sites in a timely fashion. Failure to register a webmaster with CSALS during these open registration periods could result in long delays from ITS. See also, section 185.

124. Clubs with a Tradition of December Elections - Clubs traditionally observing December election schedules must have this process confirmed as an exception buy both the SAB and CSALS. These clubs must register new officers both following their December election and again during the new officer registration period (between April and June 1st) in order for the club to be properly registered.

125. Qualifications to Run for Office - SAB requires that All-Square club officers registered with CSALS must be fully registered, matriculated NYU students in good standing with the University. All-Square clubs should follow the election procedures outlined in their club’s constitution. SAB policy requires that officers not hold more than one executive position within a single organization. Likewise, the president may not simultaneously serve as a president of any other registered student organization.

126. Residency Requirement – Officers must be attending classes on the Washington Square campus or other NYU campuses in New York. Students studying abroad may not hold a club officer position during their time away. However, they may remain active members, vote in elections, and run for officer positions for semesters in which they will be studying at NYU New York.

127. STREET ACTIVITIES ON NEW YORK CITY PROPERTY

128. Licenses or Permits - Registered student clubs and organizations are required to properly obtain any licenses and/or permits required by the City of New York when engaging in activities on New York City property including but not limited to public sidewalks, streets, and parks.

129. Distributing or Selling Merchandise on NYC Property - Registered student clubs and organizations are required to contact the City of New York by calling 311 and requesting to be connected to NYC agencies regulating the sale or distribution of merchandise, food or beverages on NYC property. The individuals taking part in the activity are solely responsible for any citations,
fines, or penalties that may arise as a result of improper execution of the activity.

130. Restriction on street activity affiliations - Registered student clubs and organizations may not conduct a street activity in affiliation with or on behalf of a for-profit organization.

131. Distributing Literature or Petitioning on NYC Property - Registered student clubs and organizations have the right to distribute literature or engaging in petitioning activities on New York City property in accordance with the First Amendment. If a club is sponsoring or co-sponsoring the activity, they should complete a “Club Program Form” prior to the activity. The 10-day deadline for submitting the form does not apply in this case.

132. Street Fairs - CSALS registered All-Square clubs wishing to host a street fair should contact their CSALS club advisor, at least ninety (90) days prior to the activity to complete the required City of New York and Community Board applications forms and the CSALS “Club Program Form.”

A letter from the Director of Student Activities, Kimmel Center, room 704, 212-998-4718, CSALS@nyu.edu authorizing the activity must accompany all applications. The Community Board will not accept the application without the letter.

The University reserves the privilege to deny a request when a club has not demonstrated NYU community support for the activity, when the proposed activity does not justify the closing of a street, or when the activity will violate a University policy.

133. Street Permit costs - Cost of the permit is $25 and can be paid via money order or certified check made out to NYC Department of Finance. The cost can change so clubs are advised to verify the current fee in advance. ASSBAC funds can be used to cover the cost by submitting the appropriate reimbursement documents.

134. Sound Permits for Outdoor Activities - CSALS registered All-Square clubs wanting to host an outdoor event with amplified sound should contact their CSALS club advisor at least 72 hours prior to the activity to request the required authorization letter from the Director of Student Activities. NYPD will not issue the permit without the letter.
135. Borrowing Tables from CSALS - CSALS has a limited number of card tables that representatives of registered student clubs and organizations may borrow to use when tabling on sidewalks outside of NYU property on a first come, first served basis. Tables should be returned to CSALS before 5pm on the day they are borrowed. Registered student clubs and organizations may be charged the cost of the table if it is returned defaced, damaged or late. An on-line CSALS “Club Program Form” must be submitted in order to borrow a table.

136. TRAVEL

137. Travel restrictions - Registered All-Square clubs are prohibited from traveling to participate in off-campus activities except when the club has received an exception to this policy from their CSALS club advisor and submitted the required CSALS Club Program Form and Travel Release Form to their CSALS club advisor.

138. Travel exceptions - These exceptions are limited to traveling within the five boroughs of New York City to participate in:
   a.) community service project with a CSALS partner agency,
   b.) religious service at a venue approved by CSALS,
   c.) cultural and arts activities at a venue approved by CSALS, and
   d.) conferences at colleges and universities in New York City.

All off-campus activities must adhere to all University policies regarding accessibility to students with disabilities, alcohol use, open or closed meetings, and all other applicable University policies.

All-Square clubs should contact the Director of Student Activities to request an exemption from polices when special circumstances arise.

139. Tournament Club Status - CSALS has granted “tournament club status” to a select group of All-Square clubs with a primary mission to compete in collegiate tournaments at other Universities in the USA. These clubs are authorized by CSALS to travel to CSALS approved competitions in the fifty states. The club’s CSALS club advisor must approve all travel itineraries and other related travel documentation required by the University in advance of travel. For safety and liability reasons CSALS staff will make travel arrangements on behalf of the club when appropriate. These “tournament clubs” are the only All-Square clubs approved to travel outside the five boroughs of New York City.
140. **International travel** - All-Square clubs granted tournament club status should contact the Director of Student Activities to request an exemption from above-mentioned travel restrictions when teams qualify for international tournaments.

141. **FUNDING & FUNDRAISING**

Student government and funding - The SAB, a student committee of the University Committee on Student Life, is empowered by the University and student government to set policies regarding All-Square clubs at NYU and grant official recognition to student clubs. Once a club receives its All-Square status, it may apply for funding from the All-Square Student Budget Allocation Committee (**ASSBAC**), a student committee of the University Committee on Student Life responsible for providing funding for All-Square clubs and for setting policies regarding the use of those funds.

142. Open event requirement - ASSBAC funded activities must be open to all students at NYU.

143. SECURED ADVANCE FUNDING REQUIREMENT - All-Square clubs must secure in their ASSBAC accounts all funds needed to cover expenses for a program prior to making any commitments or contracted agreements with service providers, vendors, artists, or performers.

144. **Reimbursement of Advances**

All-Square clubs should not accept any advances or loans to cover All-Square club expenses without first confirming that their ASSBAC account has sufficient funds to cover the expenses and that University guidelines regarding reimbursements are being followed.

Registered student club members advancing funds to a club may not be reimbursed if the expenses do not meet ASSBAC, NYU, or CSALS criteria, or if the funding is not available in the All-Square club’s account.

ASSBAC funds or club income may not be used to reimburse a University office or department, or other non-student for any funds advanced or loaned to the club.
145. Due Diligence - Club officers and members are expected to exercise due diligence when generating, reviewing, and approving financial transactions that commit the University to expenditures.

146. Club Income Fundraising - All-Square clubs may use their ASSBAC funds, club income and other University funds to host programs to raise funds to supplement their ASSBAC budgets. The funds raised may only be used for purposes consistent with the purposes of the University, and the mission of the club.

147. Restrictions on Non-NYU Funding - All-Square clubs are not authorized to accept funding from non-NYU sources to supplement their ASSBAC budget allocation other than funds raised through tickets sales for a club activity, or sale of merchandise at a club activity (e.g. baked goods, t-shirts, etc.). Non-NYU donors wanting to assist or support a club are authorized to donate funding and other resources to New York University, which may accept those donations on behalf of the club.

Clubs may not accept donations from alcohol or tobacco manufacturers or distributors.

148. Fundraising For Charity - All-Square clubs may use their ASSBAC University funds, club income, donations to the club, and other University funds (e.g. funds from co-sponsoring clubs and departments) to host programs to raise funds that will be donated to charities. The funds raised may only be donated to 501 c (3) tax-exempt US charities. Fund raising activities must be consistent with the purposes of the University, the club and the mission of the club and in accordance with University, ASSBAC and CSALS policies.

149. Dedicated Donations - Clubs may accept monetary donations from members of the NYU community and from non-NYU sources as part of a charity or emergency relief fundraising activity. One hundred per cent of such funds solicited must be donated to the charity, unless otherwise explicitly stated at the time of fundraising.

150. Fundraising in University Facilities - The use of University facilities for the purpose of raising funds whether through charging for admission to an event, or by soliciting voluntary contributions, is permitted only by University organizations, provided the funds raised are intended for purposes consistent with the purposes of the University and its exemption from registration under the New York Social Services Law.
151. No political fundraising – Funds raised as described above (section 150) may NOT be used for the support of political activities.

152. Income Accounts - All-Square clubs are required to set up a club income account with the CSALS Budget Office and to deposit all income (including but not limited to admission fees to programs, income from merchandise sales, membership dues, funds raised by a club as part of a charity fundraising campaign) directly to the account.

153. Debt and anticipated income - All-Square clubs are not authorized to incur debt on the premise that anticipated income generated by the club as part of an activity will be used to cover the unfunded expenses.

154. Unauthorized Bank Accounts - All-Square clubs are not authorized to set up accounts with banks or other like institutions or use personal checking or savings accounts to hold club income.

155. On-Site Deposits - Funds raised in Kimmel Center must be counted and secured in Kimmel at the conclusion of the programming day. Individual members of a club or other individuals shall not hold income for a club. Following an event or activity, All-Square clubs shall arrange with CSALS and Kimmel staff for club income to be collected and safely transported to a secure place in the Kimmel Center until the income can be accounted for and deposited to an ASSBAC income account.

156. Prohibition of investment - All-Square clubs may not invest club income.

157. Denying Reimbursements or Payments – CSALS reserves the right to deny reimbursement or payment of club expenses from club income when the University determines there are health or safety concerns related to the program, when the expenses are not related to the mission of the club, or when the reimbursement or payments do not meet the criteria established by CSALS, ASSBAC, SAB, or the University. All-Square clubs are cautioned not to commit their club income to cover an expense until they have received approval from ASSBAC or CSALS.

158. GAMBLING

159. Restrictions on Sponsoring Games of Chance and Raffles -
All-Square clubs may not sponsor activities where participants stake or risk something of value upon the outcome of a contest of chance or a future contingent event not under their control or influence, upon an agreement or understanding that they will receive something of value in the event of a certain outcome.

160. Restrictions on Charging for Games of Chance or Raffles - Clubs may charge for general admission, food, beverages, and merchandise at club activities where games of chance and raffles are being conducted. Clubs must abide by the restrictions on sponsoring games of chance and raffles outlined above when planning their activities.

161. Restrictions on Alcohol Products at Games of Chance or Raffles - No alcohol products may be sold or given away at these types of programs. No alcohol may be present at the program site. Clubs must adhere to all city, state and federal regulations regarding games of chance, raffles, and drawings.

162. Donated Prizes or Giveaways - Clubs may accept merchandise and gift certificates from legitimate businesses to use as raffle prizes at club activities. Prizewinners should consult with a qualified tax consultant concerning tax questions related to receiving the prize. Clubs may also accept promotional items from businesses to use as free giveaways to attendees at a club activity. IRS may require reporting receipt of giveaways as well.

163. Prize and Giveaway Restrictions - The donation of prizes or giveaways by a for-profit business does not constitute or imply that the business is sponsoring or co-sponsoring the activity or is affiliated with NYU or authorized to use University facilities. Businesses are not permitted to sponsor or co-sponsor club activities or sponsor or co-sponsor activities in University facilities. Clubs may not accept alcohol or tobacco products or gift certificates for alcohol or tobacco products as prizes or giveaways. Monetary prizes or giveaways are not permitted.

164. FINANCIAL ETHICS

165. Personal Gifts or Gratuities - It is inappropriate for NYU employees and student members of All-Square clubs to receive monetary or merchandise gifts from vendors, NYU offices, students or parents as a reward or thank you for their contributions to a club. While we all appreciate being acknowledged for our hard work we must politely decline such gestures. Giving or receiving
flowers, a card, or certificate of appreciation is appropriate—however such gestures must not be extravagant.

166. Conflict of Interest - NYU students are prohibited from receiving financial or material compensation or benefit as a result of their association with a registered student club at NYU. Transactions are prohibited between a supplier of goods or services and a registered student club in which a student associated with that club, or his or her family member, or other close associate receives a financial or other material compensation or benefit as a result of that association. Club members are expected to exercise due diligence when initiating and reviewing transactions that may commit funds to NYU students. An exception is made for student DJ’s who may be compensated up to $400 by a registered All-Square club for their DJ services at a club event at NYU. In some cases the University may require proof of insurance from the student DJ.

167. TAX DEDUCTIBLE DONATIONS from Non-University Organizations and Individuals to All-Square Clubs - Registered All-Square clubs shall be authorized to accept monetary and in-kind support from for-profit organizations, not-for-profit organizations and individuals who wish to make a monetary donations or in-kind donations to the club.

168. Donation procedures - Monetary donations shall be submitted to the All-Square club’s CSALS club advisor in the form of a personal or corporate check or a bank teller check, certified check or money order made out to "New York University". Checks should not be made out to individuals or to the club. The donor shall include in the memo line of the check a notation "Donation to (name of club) at NYU". For tax purposes, the donor shall include on the check their mailing address. The CSALS club advisor shall deposit the check into a special Club Donation Account set up by CSALS for the registered All-Square club. Once the funds are available in account, the University shall send the donor documentation verifying receipt of the donation. The donor can use the documentation to report the donation to the IRS. The registered All-Square club shall have access to the funds once the University credits the club’s account.

If a donor does not want to receive tax credit for the donation, the funds shall be processed as club income (not a donation). The All-Square club should then deposit the funds following the CSALS standard process for reporting and depositing club income. (All-Square clubs should refer to the current CSALS Treasurer’s Guide for instructions.)
For in-kind donations, the donor should include a letter with the donor's name, mailing address, description of the item donated, and a statement of the monetary value of the item. Documentation acknowledging the in-kind donation will be sent by club officers to the donor.

Club members accepting donations from donors who ask that their donation be anonymous should honor that request. The event or activity cannot be promoted as being sponsored by the donor or co-sponsored by the donor. (See "Acknowledging Donations" that follows.)

169. Acknowledging Donations - Registered All-Square clubs shall have the option of identifying donors on their advertising, publications, or other printed materials intended for public distribution including items sent or posted on the Internet using the following or similar statement: "(name of club) at NYU wishes to thank (name of donor) for their generous financial support for this program." For in-kind donations use the following or similar statement: "(name of club) at NYU wishes to thank (name of donor) for their generous donation of (identify the in-kind items) for this program." The event or activity cannot be promoted as being sponsored by the donor or co-sponsored by the donor.

170. Dues as income - Registered All-Square clubs must inform their CSALS club advisor each semester if they are collecting dues from members, the amount of the dues, and method of collecting the dues (e.g. at a general meeting, an event, etc.). All dues must be deposited into the registered All-Square club's income account. (All-Square clubs should refer to the CSALS Treasurer's Guide for instructions.)

171. Reporting and Depositing Income, Donations - All income, donations, and membership dues that a registered All-Square club receives shall be reported to and deposited by the club with the CSALS budget unit regardless of how, where, or when the donation is received or by whom. Any funds derived from ticket sales to an All-Square club activity shall be collected at NYU Ticket Central and transferred by NYU Ticket Central to the CSALS budget unit which will transfer the funds to an All-Square club income account or donation account. NYU Ticket Central will not transfer these funds directly to the not-for-profit organization or to the club. All-Square clubs should refer to the CSALS Treasurer's Guide for instructions.

172. Reporting Other Funding Resources - Registered All-Square clubs are required to report to their CSALS club advisor any other funding that the club or
club officers receive from University Departments, offices or other outside sources.

173. CSALS 7th FLOOR CLUB LOUNGE POLICIES

The Center for Student Activities, Leadership and Service oversees the Loeb Student Center, the CSALS Suite, the Club Resource Center, Katzell Lounge, IGC/IFC/Panhellenic/MGC office, SAB and ASSBAC office, Program Board office, the Student Publication Center, club file and storage cabinets, all other storage areas, club mailboxes, trophy cases, and bulletin boards located on the 7th floor of Kimmel.

174. EXPECTATIONS – Users of the facilities on the 7th floor of the Kimmel Center are expected to:

- clean up after themselves,
- move furniture back into place after use,
- refrain from removing furniture, artwork, or equipment from the floor,
- conduct activities in a manner that will not disrupt club meetings being held in the lounge or the business of CSALS in room 704, and
- post only on open bulletin boards provided for club postings.

175. Open Lounges - The two lounges on the floor are non-reservable club community spaces provided primarily for the use of all All-Square clubs at NYU.

176. Restrictions Regarding Academic Classes - No academic classes are to be held in the 7th floor lounge. Faculty shall reserve classroom spaces in Kimmel by contacting Kimmel Operations, room 605, 212-998-4900.

177. Mail - Clubs are assigned mailboxes in the mail alcove on the 7th floor of the Kimmel Center for mail related to the business of the club. This is an open mailbox system allowing any member of the University community to place mail in the boxes. Only designated club members are authorized to remove mail from their club’s box.

To Address Mail - the club’s mailing address should include:

- Club Name
• To the Attention Of (if applicable)
• Kimmel Center 7th floor
• 60 Washington Square South
• Club’s Box Number
• New York NY 10012.
• (Mail without a club name and box number is not deliverable.)

Periodicals and Bulk Mail - Clubs receiving periodicals from marketing firms that send bulk mailings will not have the periodicals placed in their mailboxes--they will be left on the counter by the purple alcove for public distribution.

Packages - Packages will be left on the Package Shelf or floor under the bulletin board in the mail alcove for All-Square clubs for up to 14 days. Notices will be placed in mailboxes when packages are delivered to CSALS, Kimmel 704. CSALS is not responsible for unclaimed packages.

Receiving Large Shipments - Clubs receiving large shipments or deliveries of boxes or other oversized freight or equipment should notify the Kimmel Center Operations office staff and their CSALS club advisor--especially when the Kimmel Center loading dock will need to be used for the delivery. Clubs must receive prior approval from their CSALS club advisor for such deliveries.

Restrictions - Cash, valuables, keys, personal items, flammable/explosive/dangerous materials, or illegal contraband should not be placed in mailboxes.

178. WEB SITES - NYU Information Technology Services (ITS) provides registered student clubs and organizations list serves, aliases, and web sites that are subject to ITS policies and procedures. Any use of ITS services that violates University, city, state or federal regulations is prohibited. Student users should familiarize themselves with ITS policies and procedures before using the services.

179. Ownership of web sites and lists - These mediums are the property of NYU and therefore subject to policies and procedures established by appropriate University offices and departments including NYU Information Technology Services.

180. Purpose of Web Sites - These mediums are provided by the University to qualified registered student clubs and organizations for the purpose of

Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.
supporting the mission of the club or organization as well as the mission of the University and the NYU school, office or department they are affiliated with.

181. Web Policy - Information on a club’s web site or information identified as being sent from a club via a club’s list serve or as an email or email attachment to subscribers, an individual or a group of individuals must not violate the University policy. For an on-line copy of ITS policies and procedures go to http://www.nyu.edu/its/policies/

182. Links - Links from the web site to other University sites and non-NYU sites are permitted when those links connect to sites that are related to the mission, purpose and activities of the club.

Responsibility of Student Leaders - It is the responsibility of the student leaders who create links to non-NYU sites to make every effort to assure that the sites are legal and that their content does not violate University, city, state or federal regulations. When student leaders are made aware of possible violations, they are required to shut down the link in question and notify their club advisor immediately.

183. Use of NYU Torch or Name on web sites - The use of “New York University” or any NYU symbols or indicia on web sites, aliases, list-servs and other Internet mediums not authorized by the University are subject to copyright and trademark laws protecting their use. No person or registered student club may use the name "NYU" or "New York University," the name of any school of NYU, the Torch, or any logo or trademark of NYU without first obtaining written permission from the Director of Student Activities.

184. Termination of web sites - NYU reserves the right to terminate without notice a web site, alias, or listserv provided by University for use by a registered student club or organization.

185. ITS Deadlines for Registering - Once your organization has registered all five officers (President, Vice President, Treasurer, Secretary and Webmaster), CSALS will receive the information and forward it to ITS for creation of an Alias and assignment of a webmaster. ITS will process the webmaster request on the following schedule: Register by June 1 for access as of August 1. Register by September 30 for access as of October 13. Register by January 30 for access as of February 16.
186. Web Site URL Requirements – CSALS only recognizes club and organization web sites owned by the University and provided by ITS for registered student clubs at NYU. Clubs are not authorized to promote other web sites used by the club on their advertising, publications, and correspondence intended for public distribution or access.

187. CENTER FOR STUDENT ACTIVITIES, LEADERSHIP AND SERVICE - CSALS - The Center for Student Activities, Leadership and Service provides comprehensive co-curricular programs, activities and services that enhance the student experience, support student organizations and create a greater sense of community.

188. CSALS Philosophy - The Center for Student Activities, Leadership and Service places a high priority on offering each of our students a superior educational experience in an environment that promotes community service, social justice and ethical leadership; values personal wellness; embraces the arts and artistic expression; protects freedom of speech; supports the community building efforts of student leaders; and welcomes the contributions of our alumni.

189. CSALS Programs and Services - The Center for Student Activities, Leadership and Service (CSALS) staff provides on-going advisement and support services for All-Square and School-based student organizations and acts as liaisons between the leaders of these organizations, student government, faculty, and administration. CSALS hosts fall and spring club festivals to introduce students to the 400 student organizations registered with the office as well as leadership development programs for students with concentrations in the areas of club management and event planning, leadership, civic engagement and service learning.
APPENDICES

APPENDIX 1

New York University Guidelines Regarding Protest and Dissent
(Approved by the University Senate May 2, 1991.)

Dissent/Protest

1. General Principles
The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. The dissenter must not substantially interfere with the speaker’s ability to communicate or the audience’s ability to hear and see the speaker. When a meeting is closed, dissent by non-attendees is limited to activity outside the meeting that does not impede access to the meeting or substantially interfere with the communication inside. When a meeting is open, the acceptable form of dissent will depend on whether the dissenter is inside or outside the meeting, and on whether the dissenter is acting before or after the meeting.

2. Some Examples of Dissent
The following guidelines, which are neither comprehensive nor absolute, suggest the limits of acceptable dissent:

a. Picketing; literature.
Picketing in an orderly way or distributing literature outside the meeting is acceptable so long as it does not impede access to the meeting. Distributing literature inside an open meeting is acceptable before the meeting is called to order and after the meeting is adjourned.

b. Silent or symbolic protest.
Protesting noiselessly, such as by displaying a sign, wearing clothing, gesturing, or standing, is acceptable so long as the protest does not interfere with the audience’s view, or prevent the audience from paying attention to the speaker. Any use of signs, prolonged standing, or other activity likely to block
the view of anyone in the audience should be confined to the back of the room.

c. Noise.
Responding vocally to the speaker, spontaneously and temporarily, is generally acceptable, especially if reaction against the speaker is similar in kind and degree to reaction in his or her favor. Chanting or making other sustained or repeated noise in a manner which substantially interferes with the speaker’s communication is not permitted, whether inside or outside the meeting.

d. Force or violence.
Using or threatening force or violence, such as defacing a sign or assaulting a speaker or a member of the audience, is never permitted. Any interference with freedom of movement, or with freedom from personal force and violence, is a serious violation of personal rights.

3. The Audience’s Responsibility
The audience, like the host and the speaker, must respect the right to dissent. A member of the audience or the host organization who substantially interferes with acceptable dissent is violating these guidelines in the same way as a dissenter who violates the rights of the speaker or audience.

4. Question and Answer Period in Open Meetings
In any open meeting the sponsoring organization is strongly encouraged to arrange with the speaker to assure a reasonable opportunity for a question and answer period.

Sanctions
Violation of the free speech rights of any person, as protected in these guidelines, will be treated seriously. Violators will be subject to the following sanctions:

1. Expulsion from the meeting or event.

2. Arrest or other legal action.

3. As to members of the University community, disciplinary procedures before the appropriate tribunal, which may impose any of the following sanctions:
a. Warning
b. Written reprimand
c. Suspension
d. Expulsion

Pursuant to existing procedures, these sanctions may be noted on a student’s transcript or employee’s personnel file and later reported to appropriate external officials.

Inquiries concerning the application of these Guidelines or the use of a moderator/facilitator should be addressed to:
Director of Community Standards, Compliance, and Planning - Office of the VP for Student Affairs & Services
726 Broadway, room 768  New York, New York (US) 10003  Tel +1 212 998 4403  Fax +1 212 995 4099 thomas.grace@nyu.edu
APPENDIX 2

KIMMEL CENTER POLICIES

Kimmel Center for University Life

Kimmel Operations manages the Kimmel Center for University Life, reserves meeting and programming space, and provides event planning and conference services for University and University sponsored clients.

ACCESS TO KIMMEL

New York University students, faculty, staff and alumni, conference participants and those attending scheduled events have access to the Kimmel Center. In addition, visitors who are guests of NYU students, faculty and staff have access to the Center.

Daily Access-NYU Students, Faculty, Staff and Alumni

Entrance is with a valid NYU ID card that is swiped through the turnstiles or presented to Kimmel or Security staff. Alumni must present a valid NYU Alumni card or a Coles Alumni Card with a valid government issued photo ID.

Guest Policy

Faculty, staff and students with valid NYU ID cards may host two non-NYU guests in Kimmel. Guests must be accompanied by their NYU host, present a valid government issued photo ID and sign the guest register. NYU hosts are responsible for the actions of their guests at all times during their visit to the Kimmel Center.

Event and Conference Access

Access for non-NYU guests for specific programs is by ticket for ticketed events or by registering at the front desk for non-ticketed events. All guests must present a valid government issued photo ID to Security personnel or Kimmel staff.

Ticketed Events

Arts, entertainment and major academic events must be ticketed through the Kimmel Box Office. Tickets specify that a valid government issued photo ID accompany the ticket for admission.
Conference participants
Conference participants will be asked to present a valid government issued photo ID at registration. Participants will be provided with conference badges that must be worn at all times to permit entrance for the duration of the conference.

Office Visitors
Offices within the Kimmel Center should provide a list of daily expected visitors to Security staff at the front desk. Guests must provide a valid government issued photo ID and must sign the guest register.

Unannounced Visitors
Guests visiting an office unannounced must call from the front desk to be met and escorted by staff from that office.

Accessibility
The Kimmel Center is an ADA-compliant facility and, in keeping with University policy, is committed to serving the needs of those with disabilities.

USE OF KIMMEL MEETING FACILITIES
All programs held at the Kimmel Center must have a New York University affiliation or have New York University sponsorship. Programs held at the Kimmel Center are either University or University sponsored organizations. All organizations must adhere to Federal, State and City laws and the policies of New York University and the Kimmel Center.

University Organizations
University organizations are defined as schools and colleges, academic departments, institutes, administrative departments, student organizations registered with the Office of Student Activities or with their school student activities department and other organizations with official, recognized affiliation with New York University. All University organizations must have a valid University chartfield for the payment of fees. The event sponsor must be identified as an individual of that University organization with the authority to approve payments. Payments by personal or third party check are not allowed.

University Sponsored Organizations

Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.
University sponsored organizations must be sponsored by a unit of the University that will assume responsibility, including financial obligations, for the organization. The purpose and objectives of the University sponsored organization must be consistent with the educational purposes of the University and not conflict with any legal restrictions on the use of University facilities.

**Insurance for 501(c)3 organizations**

Approved organizations holding events in the Kimmel Center must provide comprehensive liability insurance for events naming New York University as an additional policy holder. Coverage amounts are $2 million for each occurrence and $4 million in general aggregate.

**MAKING RESERVATIONS**

Room reservations can be made online (online reservations); or in writing using the online form via fax or interoffice mail.

Reservations must be arranged by a person authorized to make financial contracts for the requesting organization. Billing arrangements must be clearly determined prior to confirmation of any reservation.

Cancellations for Eisner & Lubin Auditorium and the Rosenthal Pavilion must be made in writing at least 30 days prior to the event or 14 days for all other spaces. Notice of cancellation must be received in writing by email to kimmel.reservations@nyu.edu or by fax to 212-995-4094. If cancellation notice is not received by the time indicated above, 50% of the space fees will be charged to the organization. If no cancellation notification has been received the organization will be assessed 100% of the room rental costs.

Last minute reservations can be made either through e-mail, kimmel.reservations@nyu.edu: phone, 212 998-4900; or in-person at Kimmel Operations for available rooms as-is with no media support.
The attendance at an event must be 51% from the NYU community. If less than 51% NYU are in attendance the sponsored space fee may be charged.

No event sponsor may transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose. This may result in the loss of the current and future reservations as well as an assessment of fees.

Unless there is an unforeseen emergency, the event is confirmed once the confirmation is received by the client.

Kimmel Operations reserves the right to refuse and/or cancel any reservation at any time for any reason and will make every effort to locate an alternate space.

Organizations are responsible for all room, media and other fees associated with the space reserved. A chartfield number is required when the room reservation is made. Student clubs funded under ASSBAC will check the appropriate box on the reservation form.

New York University and the Kimmel Center do not assume any liability for articles that are stolen, misplaced or left on University property.

**KIMMEL REGULATIONS**

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

All events scheduled must be conducted in the manner stipulated in the contract. No changes or additions can be made in this contract unless confirmed in writing by Kimmel Operations.

**Catering** for all official events in the Kimmel Center is provided through Top
of the Square Catering.

Catering for events hosted by OSA registered student clubs may use outside catering services provided all the following circumstances are met:

No waiter service is used.

The event is not held in the Rosenthal Pavilion or the MarketPlace on the 3rd floor.

No alcoholic beverages will be served.

The event is for the benefit of NYU students, faculty or staff.

The attendance at the event will be at least 51% from the NYU community.

The University restricts the use of alcoholic beverages in campus facilities.

All organizations serving alcoholic beverages must state that on the reservation form.

All organizations must adhere to the University Policy on Use of Alcohol.

Alcoholic beverages may only be purchased and served through Top of the Square Catering.
Animals are not permitted in the Kimmel Center unless assisting a disabled person.

No outside vendors are permitted in public spaces in the Kimmel Center; vendors are permitted only in spaces reserved by organizations.

There is no smoking in the Kimmel Center including outdoor terraces in accordance with NYC law.

Skateboards, skates and cycles are not permitted in the building. (Cycle racks are located behind Tisch Hall.)

All event sponsors wishing to have deliveries made must coordinate this through Kimmel Operations. The Kimmel Center will not accept deliveries that have not been arranged in advance.

Parking arrangements must be made by the event organizer. Parking is not available at the Kimmel Center.

All equipment and supplies furnished by the event organizer must be removed at the end of the event. The University and the Kimmel Center assume no responsibility for damage to or loss of equipment and materials left in the Kimmel Center.

All videos and DVDs to be viewed in the Kimmel Center must be obtained from an authorized distributor in accordance with copyright laws.

All organizations inviting a guest speaker must identify that speaker on the reservation form in accordance with the Guidelines Regarding Protest and Dissent. If there are potential security or other public safety issues, a meeting with Public Safety officials may be arranged.

No one under 18 years of age is admitted to the Kimmel Center unless they are an NYU student or they are accompanied by a parent, guardian, an NYU ID holder or have special permission from Kimmel Operations.
Kimmel Operations must approve any media coming to cover an event.

All photographing in the Kimmel Center must be approved in advance by Kimmel Operations. Filming and videotaping are not allowed in the Kimmel Center unless as a part of a scheduled program and approved by Kimmel Operations.

Event organizers may be asked to attend a public safety briefing if the program falls under the Guidelines Regarding Protest and Dissent or because of potential crowding or safety issues.

No banners, posters or other hangings are allowed on the public walls or the exterior of the building unless authorized by Kimmel Operations.

Balloons filled with helium, confetti, and silly string are prohibited.

Soliciting of any kind is strictly prohibited.

Open flames of any kind are strictly prohibited.
APPENDIX 3

GRIEVANCES and Harassment

HARASSMENT - NYU is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment. Harassment is illegal and against University policy, and will not be tolerated.

POLICY GRIEVANCES

When to File A Grievance - A grievance may be filed when an individual member of the NYU community feels that another student or students from an All-Square club has violated a NYU policy.

Identifying the Parties Involved - When filing a grievance it is important to identify any specific individuals associated with the grievance since in some cases it may be appropriate for the individual and not the All-Square club to be held accountable.

Grievance Format - All grievances should be typed and include the date of submission; the grievant's name; names of individuals involved; club names(s); date, time and place of violation; names of witnesses and contact information; detailed description of the incident; and any policies believed to have been violated. Grievant shall schedule an appointment with the Director of Student Activities to a) review policies that may have been violated. and b) review procedures for filing the grievance. Director of Student Activities, Kimmel 704, 212-998-4718, CSALS@nyu.edu

Filing Other Reports - In some cases it may be appropriate to file a written incident report with the NYU Protection Department or other reports with other University offices (including but not limited to the Office of Fraternity and Sorority Life, Residence Life, University Health Service, etc.). In the case of a crime potentially being committed, a student may want to file a report with the proper law enforcement authorities. In some cases, NYU may also be required to report a possible crime.

Filing Deadlines - All grievances should be submitted in writing to the appropriate authority no later than 30 days after the alleged violation (including holidays, weekends, academic recesses).
Where to File Your Grievance – The nature of the grievance, the policy violations in question, or the parties involved are factors that may determine where you file a grievance.

For CSALS violations: Director of Student Activities, Kimmel 704, 212-998-4718.

For SAB violations: SAB Grievance Chair, Kimmel 710, mailbox # 216, 212-998-4985.

For ASSBAC violations: ASSBAC Chair, Kimmel 710, mailbox # 215, 212-998-4927.

For Student Council violations: Contact your school student council – See the SSC web site: www.nyu.edu/pages/stugov/councils.html for a listing and contact information.

For Kimmel Center violations: Executive Director of Kimmel Operations, Kimmel Center, 6th floor, room 605, 212-998-4901. To view Kimmel policies go to: http://www.nyu.edu/kimmel.center/ and click on “Kimmel Policies and Procedures” on the Kimmel home page.

For all other University violations: Dr. Thomas Grace, Student Affairs Judicial Officer, Kimmel Center, 6th floor, room 601, 212-998-4403. To view University policies go to: http://www.nyu.edu/students.guide/ and click on “University Policies and Procedures” on the “Student’s Guide” home page.
APPENDIX 4

ADDITIONAL UNIVERSITY POLICIES AND PROCEDURES

VISITORS, INVITEES AND LICENSEES

General Policy - Visitors, including invitees and licensees, shall at all times conduct themselves in a manner that is consistent with the maintenance of order on University premises, and their privilege to remain on University property shall automatically terminate upon breach of this regulation. Visitors, invitees and licensees attending or participating in registered student club and organization activities are subject to all University policies governing visitors, invitees and licensees on University property. These policies apply to, but are not limited to, representatives of national organizations that have a chartered campus chapter at NYU, representatives of non-profit organizations co-sponsoring activities with a club, and non-members of the University community associating with clubs in an advisory role or other capacity.

Withdrawing Privileges - The University, in addition, reserves the right in its discretion to withdraw at any time the privilege of an invitee or licensee to be on University premises.

CSALS Expectation Concerning Role of Clubs - Members of registered student clubs and organizations shall make a demonstrated effort to inform visitors, invitees and licensees attending or participating in their activities about University policies that may apply to the activity. Club members present at an activity are required to notify building staff, their CSALS club advisor and/or Public Safety Department staff of any inappropriate behavior of attendees at their activity that they are aware of.

Smoking Policy - Smoking is prohibited in University buildings.

Alcohol Policy - The possession or consumption of alcohol by visitors, invitees and licensees at CSALS on University property must adhere to CSALS guidelines regarding alcohol at CSALS as well as all other applicable policies and procedures.
Polices, procedures, programs and services for student clubs registered with the Center for Student Activities, Leadership and Service CSALS at NYU NY. Revised Summer 2012.