

GALLATIN CLUB LIFE STRUCTURE

Gallatin Student Clubs are supported by two separate sources which both assist the clubs' officers in ensuring that the clubs are running smoothly: the Gallatin Office of Student Life and the Gallatin Student Council. The Office of Student Life consists of the Assistant Director of Student Life and two Student Life Graduate Assistants. Together they oversee not only clubs but in addition orientation, Cultural Heritage Month, scholars groups, and general student life programming. The Gallatin Student Council (GSC) is made up of Gallatin students and acts as the representative student government by serving as a liaison between students, faculty, and administration within the school. GSC provides a wide range of services, both academic and extracurricular, to support Gallatin clubs. Below is an outline of the different responsibilities of GSC and the Gallatin Office of Student Life.

Gallatin Student Council	Gallatin Office of Student Life
Funding – budgets, extra funding	Advisement – general questions and support
Grievances	Resources – office supplies, copies of flyers
Representation – NYU and administrative committee liaison	Programming Support – event ideas, help booking space, contacts around NYU

STARTING A CLUB

Student clubs are an integral part of student life at Gallatin. They aim to build communities within Gallatin, based on interest, through programming and service. Clubs are a great way to meet people, learn from fellow Gallatin students, and extend your interests beyond the classroom!

Step 1: Check the Club Directory

If you want to start a club, the first step is to be sure that a club with the same purpose does not exist at either Gallatin or NYU's Office of Student Activities. A list of all current Gallatin clubs can be found in the Student Life Office and a directory of all OSA clubs can be searched on their website (<http://www.osa.nyu.edu>).

Step 2: Decide between Gallatin or All-Square Clubs

Clubs at New York University are divided into two categories: School/Departmental and All-Square Clubs. The main differences between the two types of clubs are recognition, membership, and funding processes.

	Gallatin Clubs	All-Square Clubs
Recognition	Formal recognition must be gained from the Gallatin Student Council (GSC) and Gallatin Office of Student Life.	Formal recognition must be gained by contacting the Office of Student Activities (OSA) in the Kimmel Center for University Life (212-998-4700).
Training	Two officers must attend the Club Leader retreat in the fall semester.	Officers must attend a New Club Development workshop at the start of the semester.
Membership	Gallatin students must comprise 75% or more of the club's members.	No more than 75% of the club's membership may be from any one school/department at NYU.
Funding	Funding is received from GSC by requesting it at a GSC meeting and working with the GSC treasurer. All treasurers must attend a University Budgeting Workshop.	Funding, like recognition, is received by contacting OSA in Kimmel.

Step 3: Find Members

Make sure you have at least four matriculated Gallatin students with valid NYU ID cards who will make a commitment to the club. These students will serve as the Executive Board of the club.

Step 4: Articulate the Club's Mission

Discuss and put in writing the purpose of the club in a mission statement that will serve as the start of a charter.

Step 5: Write a Club Charter

The charter acts as a document which can be passed on after the founding officers graduate to insure that the club remains stable and consistent. The format is flexible, but should include the mission statement, specifications on how future Executive Boards will be selected, and other club process details.

The charter must be in compliance with the Gallatin Student Council's Constitution, as well as University and school policies, and must be signed by all four members of the club's Executive Board and the Coordinator of Student Life. There is a sample club charter at the end of this section.

Step 6: Register Your Club

Visit <http://www.nyu.edu/gallatin/current/ba/life-club-admin-registerclub.html> to fill out the registration form for your club. (Note: Registration must be completed every year.)

Step 7: Register Your Executive Board

After finalizing and installing your Executive Board, they must be registered online by visiting <http://www.nyu.edu/gallatin/current/ba/life-club-admin-registerofficer.html>.

Note: Students on academic probation may not serve as officers of any club or organization. Officers must maintain a minimum GPA of 2.5 or better. A person can hold no more than one executive position within one club at one time. Additionally, officers of any Gallatin school club cannot hold positions on the E-board of the Gallatin Student Council.

Step 8: Wait for Confirmation

You will receive confirmation that your club has been registered. This confirmation will confirm your registration with Gallatin and the Office of Student Activities at NYU. This will give you the school-wide privileges of a School/Departmental club, including the ability to reserve non-Gallatin spaces on campus for your meetings and events.

Step 9: Open Communication

Contact Gallatin Student Council to obtain a mailbox in the club room and a space on the GallatinStudent.com website. In addition, an e-mail address and listserv can be obtained by contacting the Coordinator of Student Life.

RENEWING AN EXISTING CLUB

Step 1: Re-registration

Visit <http://www.nyu.edu/gallatin/current/ba/life-club-admin-reregisterclub.html> to fill out the reregistration form before April 1st.

Step 2: Registration of new officers

Visit <http://www.nyu.edu/gallatin/current/ba/life-club-admin-registerofficer.html> to fill out the registration form for each new officer before April 1st.

BEING A SUCCESSFUL CLUB

Club Leader Checklist

Before Fall Semester

- Register Club
- Register Officers
- Review and Submit Charter

Fall Semester

- Attend Club Leader Retreat
- Complete and submit budget proposal
- Have initial meeting with adviser
- Have mid-semester meeting with adviser
- Plan and hold general club meetings/events
- Attend GSC General Meetings
- End of the semester meeting with adviser

Spring Semester

- Plan and hold general club meetings/events
- Attend GSC General Meetings
- Have end of the year meeting with adviser
- Hold elections and finalize new E-board
- Submit membership roster to Coordinator of Student Life
- Re-register club before April 1st
- Register new officers by April 1st

SAMPLE CLUB CHARTER

Article I: Name of Group

- will be used to establish the existence of the club and will affirm the charter as a valid document

Article II: Mission Statement

- should express the main purpose of the group

Article III: Membership

- should outline the requirements for membership in the club and re-instate the need for 75% of the club's members be from Gallatin

Article IV: Officers

- should outline the major positions and explicit responsibilities of each

Article V: Committees

- should indicate any subgroups or committees that exist within the club

Article VI: Elections / Leadership Selection

- should give the formal specifics of when and how new leadership is selected, in as much detail as is necessary to prevent misinterpretation and/or confusion; should indicate when new leaders assume office, and when training takes place, if applicable

Article VII: Meetings / Events

- should indicate minimum number of meetings or events the club is responsible for in order to uphold the purpose for which it was created, and when general meetings should take place, and the minimum number of meetings that will be held each semester

Article VIII: GSC Interaction

- Must be consistent with provisions and language of the articles relating to clubs in the GSC constitution

Article IX: Amendments

- should explain how club charter amendments are proposed and voted upon by the existing members and/or officers in the club

The (CLUB NAME), a Gallatin School of Individualized Study Club, will hereby abide by all policies and procedures as set by the club's Charter, Gallatin Student Council, Gallatin Student Life, New York University, and any other federal or city laws. Federal and city policies and procedures override all others mentioned. The club herein will also be the sole proprietor of all agreements including financial and legal bindings as established between the club officers and members and the party involved.

The charter should be signed by the executive officers of the club, the GSC president, and the Gallatin Coordinator of Student Life.

Club Resources: Your guide on how to get things done!

Step 1: Connecting with the Club Adviser

To help ease the administrative work involved in running a club and holding events, each club has at least one adviser.

The Assistant Director of Student Life and the Graduate Assistants serve as club advisers, acting as facilitators and liaisons for the needs of your club. Your adviser is available to help your club plan and implement its specific goals, objectives, and programs. By providing various support services, advisement and information, the adviser can be an instrumental resource in developing ideas and establishing direction for your organization.

Some clubs may also wish to have a secondary adviser with specific knowledge or expertise that helps advance the interests of the club (e.g., a drama professor might help advise a performance based club). This area-specific adviser must be a member of the Gallatin faculty or administration.

The chart below outlines the responsibilities of both the clubs and the advisers.

Support Service	Adviser Responsibilities	Club Leader Responsibilities
Program Planning	Assist in exploring new program ideas as well as provide advisement on how to execute the program and planning of the event.	Meet with your advisers and tell them about the programs you are planning! If they do not know about your programs they can't help you with the logistics.
Budget Advisement	Assist in the development and implementation of club budgets and proposals, as well as assist in the application process through the Gallatin Student Council. Help brainstorm various fundraising efforts.	Show your adviser your budget plan for the semester before it is submitted to GSC.
Policy Advisement	Serve as a resource to clubs regarding questions on Gallatin school policies, as well as those set by the Office of Student Activities.	If your club is unsure of a policy or procedure, ask your adviser for advice and guidance. Do not make assumptions!

Support Service	Adviser Responsibilities	Club Leader Responsibilities
Resources	Assist with providing the information to reserve rooms, obtaining special needs equipment, catering, supplies, publicity, presenter resources, professional networking, setting goals etc.	Contact your adviser if you need help or have questions about any of the resources that the NYU community has to offer. Most often they know the tricks of the trade.

Step 2: Adviser Meetings and Consultations

Each club's Executive Board must meet with their primary Adviser four times per year. Please call the Office of Student Life at extension 2-9823 or the Graduate Assistant Office at extension 8-9168 to schedule an appointment with your adviser.

Adviser Meeting	Purpose
Initial Advisement Meeting (September)	The adviser helps the club leaders create their vision and 3 tangible goals for the semester.
Mid Semester Meeting (November)	A follow-up meeting and progress report. A chance to change goals or restructure programs.
New Semester Meeting (January/ February)	To discuss the plans for the spring semester.
Closing / Transitioning Meeting (April)	Review of the past academic year's experiences and a discussion on finding new officers and/or transitioning into the next academic year (e.g., re-registering your club and officers).

Very Important!

If you do not meet with your adviser, your budget will not be approved by GSC. In addition you will not be granted space in the Gallatin building. Each club binder will have a form that both you and your adviser must sign upon meeting.

Although these meetings are mandatory, it is important to note that you can meet with your adviser or stop in to say hi at any point in time. Feel free to ask anyone in the Office of Student Life questions about club life and student life at Gallatin. Club Advisers are friendly resources and usually have candy in their office!

Step 3: Submitting a Budget Proposal

At the beginning of each semester the Gallatin Student Council (GSC) allocates funding to all recognized student organizations that have submitted a budget proposal. All clubs in good standing are eligible to receive funding.

To remain in good standing all clubs are expected to:

- ❑ Have a representative at the majority of GSC meetings (TBD at Club Retreat)
- ❑ Submit a budget proposal for the year by the posted date.
- ❑ Meet with the club advisers for the required meetings.
- ❑ Attend training on budgetary logistics and event planning.
- ❑ Be an active organization and publicize all events.

The budget request is a paper form to be handed into the GSC treasurer via the GSC mailbox or email. You may find this form at www.gallatinstudent.com/resources at the link entitled 'Club Funding Proposal.'

Step 4: Allocation of Funds

There are three methods of obtaining funding for your club.

- ❑ *Club Funding Proposal:*
The budget request and proposal is the first method, is for programs that you will be planning throughout the semester. Please see above for form information.
- ❑ *Contingency Funding Request:*
If your club finds that it requires more funds, or brainstorms an event outside of your original budget you make submit a request a contingency funding request. The contingency funding request is for costs that fall outside of your semester budget.
- ❑ *Student Life Grant:*
If you would like to apply for the Student Life Grant, we can provide additional funding for programs that engage the Gallatin community. This process is determined by review of your proposal.

All of the forms required for these requests can be found at <https://www.nyu.edu/gallatin/current/ba/student-life-grant.html>

Step 5: Obtaining Funds

There are two methods of obtaining the funds to spend on your event.

❑ *Advances*

An advance is granted when a club plans ahead and arranges for a check or prepayment of services.

Type of Advance	Logistics
Purchase Order	If you have a cost that is larger than \$300 (e.g., printing a journal or concert venue) you MUST receive an invoice from the vendor. The invoice is then submitted to purchasing and a check is mailed to the vendor. This MUST occur 3 weeks prior to when the check is due at the vendor.

❑ *Reimbursements*

If you are not able to request funding in advance, you will have to incur the expense ‘out of pocket’. You must save ALL RECIEPTS for expenditures and submit the to the GSC treasurer. The reimbursement request form can be found at www.gallatinstudent.com/resources under the link entitled ‘reimbursement request.’ If the expenditure totals more than \$150 you will receive a check, otherwise you can pick up your reimbursement at the Bursar.

Step 6: Reserving Event Space

As a Gallatin Club you are entitled to various spaces at NYU without having to pay a fee. There are two major areas of space that you can acquire.

❑ *Gallatin Space*

Gallatin has a variety of spaces that are open to student clubs including classrooms, the student activities suite, various galleries and lounges. Please note that it difficult to book Gallatin classroom space, since most often there are classes in theses spaces. You can always ask your club advisor to assist you in acquiring space.

Space	Contact
Academic Gallatin Classrooms	Siobahn Carmody, 8-7338 or via email at siobahn.carmody@nyu.edu
Student Lounge	Samantha Shapses, extension 2-9823
Rehearsal Studio / Art Studio	Marguerite Day Md132@nyu.edu
Gallatin Galleries & Theater	Nicole DeRise Nicole.derise@nyu.edu

❑ *Campus Space*

Campus space is available at several locations. The following chart illustrates the spaces on NYU’s campus that are available for reservation.

Space	Logistics and Information
Kimmel Center for University Life Operations, extension 8-4900	All spaces are based on availability and in most cases do not cost anything. Spaces range from large auditoriums to small classrooms. The Operations Office can provide your organization with invaluable assistance with space and room-set up.
General Academic Spaces Room Assignments, extension 8-4220	Each academic department at NYU is responsible for reserving its own classrooms, studios and theaters. The Classroom Scheduling Office can provide you with room availability capacity and other room information. In most cases, there is no fee.
Cantor Film Center Extension 9-4100	Cantor is available for screenings and other multimedia presentation. There are rental as well as technical production fees for the use of this space.
Kimball Hall Lounge	The Kimball Hall Lounge is available for priority university, school and department-sponsored events hosting up a maximum of 85 people. A charge of \$250 applies to schools or departments outside of NYU Steinhardt.

For all other University spaces please visit:
www.nyu.edu/kimmel.center/reservable-nyurooms.nyu

To reserve Kimmel Spaces, please fill out the space reservation form at:
<http://www.nyu.edu/kimmel.center/reservable-reserving.html>

Book your space as soon as possible! Space is a precious commodity at NYU... and you get it for free!

Step 7: Promoting Events and Meetings

Quite possibly the most important aspect of planning your event, is promoting your event to ensure that people attend! There are several channels available to Gallatin clubs for promoting meetings and events...

❑ *Posting Fliers*

Fliers are a great way of catching attention. You must drop off one of your flyers for approval with the Assistant Director of Student Life at the Office of Student Life, 715 Broadway, 522A. This flyer will be archived for future reference.

To post fliers outside of Gallatin, clubs should inquire at the Office of Student Activities, Kimmel center for University Life, 7th Floor.

❑ *Submit to the Gallendar*

You may submit a small blurb to the Gallendar, a weekly email that goes out to all Gallatin Students. Please make sure that you proofread your entries and that the information is correct. The correct format for the Gallendar is:

Name of Event
Date
Time
Location
Descriptive Blurb

Gallendar emails can be sent directly to Gallendar@nyu.edu.

These forms must be sent one week prior to the event.

❑ *The Gallatin Events Calendar*

All clubs can submit their events to the Gallatin calendar where they will be posted. To post an event on the calendar please visit the link entitled 'submit to the Gallendar at www.gallatinstudent.com/resources

❑ *Facebook and Listserves*

Facebook and email listserves have become increasingly popular methods of promotion. There are several facebook groups that pertain to Gallatin. You can message members, or create an event posting on-line. In addition you may create a listserve for your club or email the Gallatin club leaders listserve at gsc-clubleaders@forums.nyu.edu to alert other club leaders of your upcoming events.

❑ *Calendar Bulletin Board*

Outside of the Office of Student Life there is a calendar bulletin board. Simply write your event on a piece of paper and ask the Graduate Assistants or Assistant Director of Student Life for a thumbtack. Tack up your event flier on the date of your event.