

Club Life

Policies and Procedures *2009-2010*



School of the Arts

Published by
the Office of Student Affairs and Services

TUSC Club Liaisons
Misha Sundukovsky & David Allen
mishasund@nyu.edu & da864@nyu.edu

Events and Student Programs Coordinator
Michael Messina
michael.messina@nyu.edu



Club Life

Clubs play an important role at Tisch. They embody the spirit and diversity of the students through the many programs and activities they offer. Additionally, Tisch clubs bring together students from different departments, as well as unite those from the same department. They provide opportunities for exposure, leadership, collaboration, networking and new experiences.

Whether planning major campus-wide events, producing a publication or show, attending conferences or doing community service, this development provides leadership skills and promotes collaboration between students, faculty, and administrators who apply their energies, skills, and talents to develop programs that contribute significantly to the Tisch community. The Office of Student Affairs is available to help you turn your ideas for a new club into a reality.

Club Life Structure

Student Councils are the representative student government of the schools and serve as a liaison to the faculty and administration within the schools and colleges. The student council provides a wide range of services and activities, both academic and extracurricular. The councils also authorize funding to student organizations whose memberships are exclusively from one school or college. Tisch School of the Arts has two student councils, TUSC - the Tisch Undergraduate Student Council, and GSO - the Graduate Student Organization. You can find out more information about TUSC through their website at <http://www.nyu.edu/clubs/tusc>.

Clubs at New York University are divided into two categories -- School/Departmental Clubs and All-Square Clubs. The most significant difference between clubs within these two categories is the recognition, membership and funding processes.

School/Departmental Clubs (those affiliated with Tisch) are organizations which require that the majority of the members, including those on the E-board, be from Tisch. TUSC requires that the serving President and/or Vice President be a currently enrolled Tisch student. Students from other NYU schools may be members as long as they do not become the majority. The club must have a member of the Tisch faculty, staff or administration serving as its advisor. Tisch clubs also require recognition by the Tisch Undergraduate Student Council (TUSC). Clubs are governed by TUSC and/or GSO and must follow University policies and procedures. A club representative must attend all meetings for clubs called by the council. Funding is then available for Tisch clubs through the Student Council. Once TSOA clubs have been recognized by TUSC or GSO, they are also **required** to register with the Office of Student Activities (OSA) by June 1st of each academic year in order to be granted space rentals in the Kimmel Center for University Life, co-sponsor events with All-Square Clubs, post flyers in common spaces, and apply for a club web page or alias for the next academic year. Information and new club advisement is available through the Tisch Office of Student Affairs, 721 Broadway, 8th Floor.

All-Square Clubs are student organizations granted All-Square status by the Student Activities Board (SAB), a committee of the University Committee on Student Life (UCSL) and the Student Senators Council (SSC). To qualify as an All-Square club, the club must have a membership that is open to all students in the University that includes students from several schools and colleges of the University. All-Square clubs receive funding from the All-Square Student Budget Allocation Committee (ASSBAC) of the UCSL for open programs and open meetings. ASSBAC funds may not be used for closed programs. All-Square club programs must be promoted campus-wide. The program organizer must complete an on-line OSA Club Program Form by the established OSA deadlines. All-Square clubs are governed by SAB, ASSBAC, OSA, and the University policies and procedures. Registration and funding for All-Square Clubs is through the Office of Student Activities (OSA), the Kimmel Center for University Life, 566 Washington Square South, 6th floor.

How to Start a New Club at Tisch

- Make an appointment in the Tisch Office of Student Affairs with Michael Messina, Events and Student Programs Coordinator. At this meeting, you will discuss the purpose and objectives of your club and also be provided with the necessary information to begin the recognition process.
- After the above meeting, you will then need to gain recognition from TUSC or GSO. To do this you must prepare the following:
 - Prepare a proposal/mission statement that outlines the purpose of your club. This proposal could possibly include your club's structure, bylaws, rules or regulations. It must include your club's name and also the names of the officers for your club. You will need at least four (i.e., president, vice president, secretary, and treasurer).
 - You must also find and select an advisor for your club. The role of the advisor is to act as a facilitator and liaison for the needs of your club in executing its goals, objectives, and programs. When your advisor is decided upon, he or she must contact with Michael Messina, Events and Student Programs Coordinator, in order to be informed of their responsibilities as a club advisor.
- After you have completed your proposal and found an advisor, you must then send all of this information to TUSC or GSO for final approval. For undergraduate clubs, this information can be e-mailed to tusc.club@nyu.edu. Shortly after that, TUSC will get in touch with your club about their decision. The deadline is **October 2nd, 2009** for the fall semester, and **February 5th, 2010** for the spring semester. *All proposals received after the deadline will be considered for the following semester.* *
- TUSC will not approve a club if that club's function and/or intent is too similar to another club already in existence.
- Upon approval, the club must then officially register as a school club with the Office of Student Activities (OSA), the Kimmel Center for University Life, 566 Washington Square South, 6th Floor.
- Each club, once recognized, will be given a mailbox in the Office of Student Affairs, 721 Broadway, 8th Floor. If you would like your club name to be added to the website under "Current Tisch Clubs" you must send the name of your club, a brief description of it, and contact information for it to Michael Messina, Events and Student Programs Coordinator.

- Please note that registration of your club does not constitute approval or endorsement by New York University or the Tisch School of the Arts of its purposes, objectives, or activities. Therefore, when using the name of your club in any promotional materials, you must clearly state that the club is “at” New York University or “at” the Tisch School of the Arts and not a part of the University or School itself.
- **New Clubs can receive no more than \$300 dollars during the first four months of their existence*

Budget and Funding Information



Each year, the Tisch Undergraduate Student Council and the Graduate Student Organization allocates funding to all recognized student organizations at Tisch.

The basic requirements for a club to receive funding include:

1. Attendance by a representative from each club at all TUSC and GSO club and General Council meetings during the semester. Each club will be held responsible to attend all meetings. No unexcused absences are allowed.
2. Budgets are due at the beginning of each semester. Actual due dates will be announced prior to the first club meeting of the semester. TUSC will only accept budgets in the proper format!
3. All clubs are granted one chance each semester to appeal TUSC’s decision on their current budget. Appeals must be made within one week of TUSC returning your budget. Budgets after appeal are FINAL. TUSC will not be responsible for reimbursements or payments that exceed the amount approved.
4. Clubs that form during a semester or fail to submit a budget by the deadline must apply for funds on an event-by-event contingency basis and prepare to submit a full budget on time the following semester. TUSC is never responsible for reimbursing funds that are not pre-approved.
5. The club budget is divided based on individual clubs, and is decided by the TUSC e-board’s club liaison and treasurer, with the help of the TUSC E-board.
6. Each club is responsible for using at least 80% of their budget. Failure to do so will affect the amount of money a club can be rewarded in the following semester. It could also lead to a probationary semester for the club.
7. Going over budget can result in a budget cut the following semester. It could also lead to a probationary semester for the club.
8. Clubs do not receive "cash." They may either pay out-of-pocket and get reimbursed for receipts by TUSC, or they may plan ahead and arrange for a check or pre-payment of services, also through TUSC.

Funding and Fundraising

- When hosting an event, on or off campus, the organization can raise funds to supplement the funds given to them by TUSC, but these raised funds can only be used for purposes consistent with the purposes of the University, club, and club’s mission. Additional funds can only be raised from the NYU population unless otherwise given permission by TUSC.
- If such funds are raised, the club will be responsible for managing the money, but will also be held accountable for its uses and should be able to show Student Affairs what it is being put towards. Clubs will not be held to the regulations set by TUSC about funding and will be able to use the funds as they see fit as long as they still follow by Tisch’s and the University’s policies and procedures.
- Extra funds raised by clubs will be deposited through TUSC. The treasurer of TUSC will manage all funds and keep a separate account for each existing club. Clubs will still have to use all the proper

forms when submitting receipts for funding given by TUSC or funding they have raised independently. Copies of the forms will be kept by the club mailboxes in the Student Affairs office.

- Fundraising for Charity: Tisch clubs may use their TUSC funds or their own to host an on-campus program to raise funds to donate to not-for-profit 501 c (3) tax-exempt charities.
- Keep in mind that all funds must be used within the academic year; no money in a club's account will carry over into the next year.

Corporate Sponsorship, Monetary Donations and Prizes

- Tisch clubs are not authorized to accept monetary donations or seek out corporate sponsorship from non-NYU organizations or individuals.
- Tisch clubs may accept merchandise and gift certificates from non-NYU sources to use as prizes for club fundraising activities. The following statement may be posted on a sign and displayed at the fundraising activity: "NAME OF CLUB" at NYU/Tisch graciously thanks NAME OF DONOR for their donation of prizes for this fundraising event."

Food

- TUSC will only approve funds for food if that food is to be supplied for a club meeting or event that appears on the budget proposal.
- TUSC will only approve food funds if they constitute a maximum of thirty percent of a club's budget. Clubs are encouraged to set aside less than that amount for food so that more funding can go toward putting on events.

Transportation

- TUSC will not approve any funds toward transportation to or from club events, including rented vans, planes, buses, taxis, or the subway.

Stipends/Honorariums

- TUSC will not approve any funds designated as a stipend or any "buffer" funds.
- Honorariums will be evaluated on a case-by-case basis.

Supplies

- TUSC is happy to provide funds for publicity (within reason). All publicity for club events, however, MUST post the phrase "sponsored by the Tisch Undergraduate Student Council."
- Any other funds for supplies that a club believes to be necessary to its function will be evaluated on a case-by-case basis. It should be noted that TUSC will not approve any cost considered unnecessary.
- The "permanent items" clause - TUSC cannot give funds that will be used for the purchase of items that may be kept by individuals outside of club use. Any gifts or prizes given by a club must be 'perishable,' such as a theater ticket, a meal, or a gift certificate. If any permanent items, such as props or costumes, are purchased, they must be donated to the school at the end of the year.

Events

- TUSC asks that any event for which funds are being requested be presented in the budget with as much detail as possible. This includes a specific breakdown of costs, as well as the date, time, location, and expected attendance of the event.
- For events that qualify as "outings," that is taking club members out to the movies, theater, museum, etc., TUSC advises arranging for discounted purchases through Ticket Central or the venue itself. For these types of events, TUSC will subsidize fifty percent of the cost or \$10 per attendee, whichever comes first.

Contingency

- The contingency fund is roll over money that clubs can apply for after budgets have been allocated if it is determined that the club needs additional funding.
- Clubs interested in contingency funding must submit a proposal which includes how the funds will be spent if allocated by TUSC.
- If a club has their budget cut during the semester they will no longer be eligible to apply for contingencies.
- A club on probation is ineligible to apply for contingencies.

Club Status

Upon approval of being a club, you are awarded Club Status. Club status is renewed at the end of every semester. Provided that the club turns in all their forms, uses at least 80% of their budget, and proves that they are having a positive impact on the Tisch community, they can be eligible for “Club Status” renewal. The TUSC e-board will vote on which clubs will have their “Club Status” renewed.

Forms

Completing forms is a very important part of being a club. The forms help evaluate the success of your club and allow TUSC to better award money to each club. Clubs must submit all appropriate forms for reimbursement and payment as outlined by the Office of Accounts Payable at New York University. For assistance with forms, please contact Michael Messina in the Office of Student Affairs. The following forms are currently used by TUSC and clubs for reimbursements and payments:

1. TUSC Funding Request Forms
2. Student Expense Reimbursement Form (Form EXP2000S)
3. Payment to Individuals (IND4000)
4. Business Payment (BUS5000)

Probation

Not using your budget or failure to attend meetings are factors that can cause a club to be put on probation. A club on probation can be awarded a budget, but they will have to attend several “One on One” meetings with the Club Liaison and/or Club Council. A club who continues to fail at completing its duties will lose Club Status at Tisch School of the Arts.

- A club on probation is ineligible to apply for contingencies.
- A club can be put on probation by discretion of the TUSC Club Liaison, TUSC E-board, or TUSC Club Council.

TUSC Buddy Program

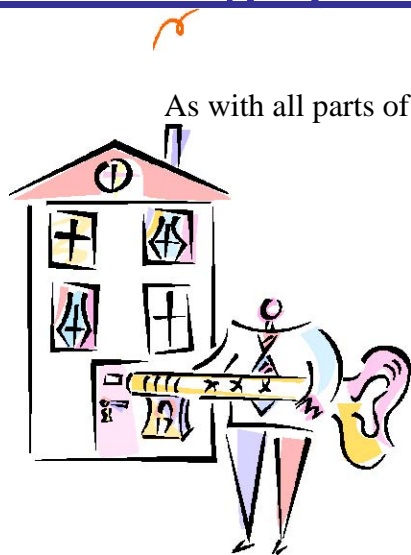
A TUSC Buddy is a member of the TUSC E-Board who is be paired with a Tisch club. The TUSC Buddy
TSOA Club Life

will attend some club events, rehearsals, and/or meetings. Each semester, the club is responsible for inviting its assigned TUSC Buddy to attend a minimum of two events. The club will e-mail those choices to the Club Liaison and their TUSC Buddy. Together the two parties will decide which events, etc. the TUSC Buddy will attend.

Succession

Club e-boards must be chosen by mid-April. Exact dates will be announced by the Club Liaison in March. A club e-board contact sheet must be submitted on the listed date via e-mail to the Club-Liaison, as well as a hard copy placed in the Club Liaison mailbox on the Tisch Student Affairs floor.

Reserving Space



As with all parts of campus, space is at a premium and highly guarded. Because of the limited amount of space, there are several processes necessary to reserve a room. Regardless of whether or not a room is unoccupied, it should always be scheduled through the appropriate department or office. Clubs should be trying to plan events months in advance to assure availability.

All-University Space

Any student organization wishing to reserve non-classroom space for its programs or meetings must first be registered with the NYU Office of Student Activities (OSA) and recognized by the Tisch Student Councils. All spaces are based on availability and in most cases, do not cost anything to use. Audio/visual and catering is available in these

spaces at an additional cost. **Office of Student Activities:** Kimmel Center for University Life, 566 Washington Square South, 6th floor / (212) 998-4700/ www.nyu.edu/kimmel.center

Reserving Space Off-Campus

A club is welcome to hold off-campus events, especially in the case that the program you are planning requires a bigger space than what is made available to the club through Tisch or NYU. In these cases, however, your club will not be eligible to receive funding from the student government and your club will have to raise funds on its own. See the “Budget and Funding” section for more information.

General Academic Spaces

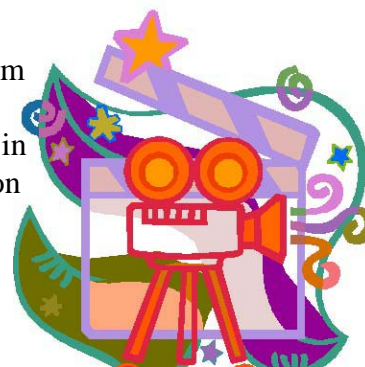
Each academic department at NYU is responsible for reserving its own classrooms, studios, and theaters. The Classroom Scheduling Office can provide you with room availability, capacity and other room information. In most cases, there is no charge for using classrooms.

Classroom Scheduling Office: 7 E. 12th Street / (212) 998-4220.

Cantor Film Center

One of the best multi-media centers at New York University is the Cantor Film Center. It is available for screenings and other multi-media presentations. State of the art film, video, computer, and simul-cast projection are available in all three of the Cantor theaters. There are rental as well as technical production

TSOA Club Life



fees for use of this space.

Cantor Film Center: 36 E. 8th Street / (212) 998-4100.

Audio Visual

Depending on the location of your program, Campus Media Services can provide your organization with almost any type of audio/visual assistance.

Charges will apply to all services.

Campus Media Support Services: 998-2655.

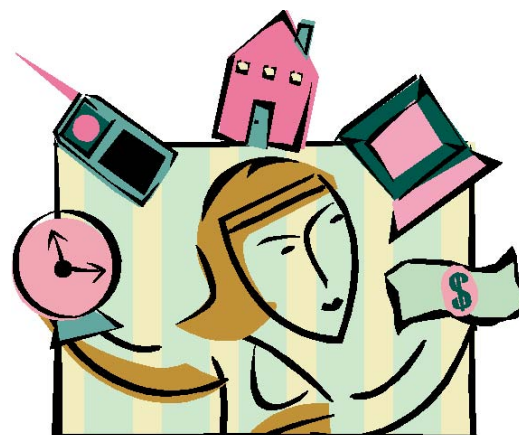
Space through the Tisch School of the Arts

Each academic department at Tisch is responsible for reserving its own classrooms, studios, and theaters. The following individuals are responsible for scheduling rooms for their department and can be of assistance to you:

<u>Space</u>	<u>Scheduled by:</u>	<u>Phone</u>
Tisch Common Room	Michael Messina	998-1903
Dramatic Writing Theatre and Classrooms	Roxanne Bridglall	998-1940
Film/TV Classrooms, Screening Rooms	Alyce Benevides	998-1709
Cinema Studies Classrooms, Theaters	Ann Harris	998-1606
ITP Classrooms and Labs	Edward Gordon	998-1891
Graduate Acting	Jonathan Ward	998-1960
Drama Studios and Theaters	Carrie Meconis	998-1836
Student Affairs Conference Room	Michael Messina	998-1903
Deans Conference Room	Michael Messina	998-1903
Other Tisch classrooms, etc.	Individual Departments	By Dept.

Program Planning and Promotion

The Office of Student Affairs, your advisors, and many other faculty members are available to help you identify who can assist you with your programming needs. If you need a workshop for officers; a facilitator for a film screening; a projectionist; technical advice on a program; a motivational speaker -- your club advisor or the Events and Student Programs Coordinator can assist you with the development of your event. *Michael Messina, Events and Student Programs Coordinator: 998-1903 or e-mail michael.messina@nyu.edu.*



Programming

- All speakers must be passed through and approved by the club's advisor.
- Tisch clubs may not engage in activities where money is gambled or money exchanged for tokens is gambled. Clubs may charge admission, food, and beverages at club programs where games of chance are being played.

- Tisch clubs must make sure that events they are planning do not overlap with already existing programs or events at Tisch.
- TUSC encourages clubs to co-sponsor events if the event is in the interest of more than one club, or more than one element of the NYU community.
- Information about all programs and events that a club is planning should be submitted to the TUSC Club Liaison so that he or she is kept aware of all club events that are happening throughout the school. This information can be emailed or left in the TUSC mailbox.



Flyer Policy:

The respective departments of each floor must approve all flyers posted on their Tisch bulletin boards. Each department has its own set of bulletin boards that provide space for clubs and individual advertising. Other departmental bulletin boards have been designated as "departmental only" and are available for department announcements only. Tisch clubs may not place any advertisements or endorsements from non-NYU organizations or individuals on their media. Any flyers posted without permission will be torn down.

Under no circumstances are flyers to be posted on doors, walls, columns, posts, windows, or elevators. They will be torn down immediately. Please utilize the appropriately identified bulletin boards. For the posting of banners, groups should consult with the Office of Student Affairs. For posting outside of TSOA, clubs should inquire at the Office of Student Activities: Kimmel Center for University Life, 566 Washington Square South, 6th floor / (212) 998-4700.

Other Ways to promote your events:

Besides posting flyers, there are a variety of free services available through Tisch School of the Arts to assist your organization in promoting your event. They include:

- **Direct Email** - through campus email accounts, information can be sent to all currently enrolled Tisch students or selected groups of Tisch students (i.e. by department or classification). You must submit an e-mail direct form electronically to Shana Wright, Assistant Director of Academic Services in the Office of Student Affairs. Advance notice of 48 hours is required and only one e-mail direct may be sent out per event. The form can be obtained online by going to http://www.tisch.nyu.edu/object/email_dir.html
- **Plasma Board** - located in the lobby of 721 Broadway, this 50" color display advertises school-wide and university events. To utilize this service, email a PowerPoint slide with all the pertinent information to Robyn Stewart at robyn.stewart@nyu.edu in the Office of Student Affairs.
- **Tack Board** - on the TUSC website at <http://www.nyu.edu/clubs/tusc/>. Just go to the website and you may post upcoming events on the TUSC Tack Board.
- **Create your own website or create your own e-mail alias** - All Tisch clubs registered through OSA may sign up to receive a club alias and website assigned by OSA and administered by ITS. Please contact OSA for further information.



Photocopying

The office of Student Affairs has a copy machine available to student

organization leaders for small copying jobs related to a club event. For larger copying jobs, you will need to include this in your budget proposal for TUSC and use an outside copier service. As you know, we enjoy assisting our student groups in any way we can, but we need your cooperation. Should an organization abuse this service, copying privileges will be revoked.

- The copy machine can copy back-to-back, enlarge, reduce, staple, sort and hole-punch, and has a multiple document feed tray. It is not hard to use, but you should ask for assistance.
- Before making any copies, check to make sure the copier is not in use. If it looks as though it is (hints: a stack of files on top of the copier, copies in the document feed or sorter, copy job is interrupted because the copier is out of paper, etc.), wait for the person making the copies to return, or ask Megan Mannato Michael Messina for assistance.
- Never make more than 200 single-sided copies at a time. If you need to make more copies than that, you must go to an outside copier service. This expense should be included in your budget.

Role of Your Advisor

Each registered Tisch Club is required to have a faculty advisor from within Tisch School of the Arts. The primary role of an advisor is to act as a facilitator and liaison for the needs of your club in executing its goals, objectives and programs. By providing various support services, advisement, and information, the advisor can be an instrumental resource in developing ideas and establishing direction for your organization. Ideally, an advisor should be someone whose background or departmental affiliation can best assist the organization with its goals and purposes.



Program Planning:

Advisors assist clubs in exploring new program ideas and the "how to" of club programming. Executing the Who, What, When, Where, Why and How of planning the event.

Budget Advisement:

Advisors assist in the development and implementation of club budgets and proposals, in the budget proposal process with the Tisch Student Council, in the auditing of books, fundraising, and other financial issues.

Policy Advisement:

The advisor should be a resource for clubs on Tisch school policies, and policies of the Student Council and the University.

Resources:

Advisors may assist with such things as reserving rooms, obtaining special needs equipment, catering, supplies, publicity, presenter resources, professional networking, setting goals, leadership workshops, and advocating in general for the club's needs.

University Policies and Procedures

All Tisch clubs must be aware that they are governed by policies and procedures set by TUSC and the Tisch School of the Arts. Tisch clubs are also subject to University policies as well as city, state, and federal laws. When Tisch clubs use University facilities and services provided by administrative offices outside of their school, they are also subject to the policies and procedures set by those offices.

The official statement of University Policies and Procedures is found in the Student's Guide to NYU, published by OSA. These policies and procedures can also be found at:
<http://www.nyu.edu/students.guide/policies/index.html>

There are certain areas which the Tisch School of the Arts administration feels so strongly about that they have chosen to supplement the University policy with their own statement and procedure. These are given here.

TSOA STATEMENT ON ETHICS & COMMUNITY RESPONSIBILITY

The following applies to the entire TSOA community, faculty, students and staff. It is a simple statement of the contract within which we all work. Please read it with care.

- Every society has rules of conduct by which the members of the society agree to abide.
- TSOA is a society of artists and scholars who inhabit a common space for the purpose of expanding and communicating thought, knowledge, and spirit.
- In TSOA, individuals are prized for their individuality, but no individual has the right to inflict harm upon others or to destroy or lessen that which should be available to all.

To these ends, the following apply:

- Space needs to be treated with respect, to be left clean (or cleaner) so that the next person can use it. Floors and stairwells are not ashtrays; walls are not canvases; old gum belongs only in a trash can, as does leftover food.
- Time is money; time is power; time is respect. Promptness is a sign of professionalism, commitment, and mutual respect. Lateness is a sign of unprofessionalism, lack of caring, and loss of control. Promptness is expected. This applies not only to class times, but also to papers, class assignments, projects, rehearsals, performances, use of equipment, and space. As our professions deal with time, part of our process is to learn how to treat time, our own and other's.
- People: All faculty, students, and staff deserve to be treated with the same respect with which we, ourselves would like to be treated. This rule defines general standards of conduct in TSOA. Cheating, plagiarizing, lying, stealing, prejudice, physical and sexual harassment are not tolerated because they rob a community of trust and ultimately make us all poorer, smaller human beings.
- Equipment must be treated with knowledge and care because equipment is a tool for work. All department rules apply.

*If you have any questions about the Tisch Club Life Policies and Procedures Manual, contact the TUSC Club Council or TUSC Club Liaison.