

CUNY SPS CLUB AND ORGANIZATION TOOLKIT



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Visit our website – <https://sps.cuny.edu/student-services/student-life/student-clubs-and-organizations>



Dear CUNY SPS Students,

The Office of Student Life is very excited that you have taken the first step to form or continue a student organization here at CUNY SPS. We thrive on creating a welcoming community where all students can interact and pursue their various interests. Now more than ever, building a strong community based on equity and inclusion for all students is our goal, and we invite you to help us achieve remarkable things this year.

CUNY SPS is committed to providing the support and resources to ensure that our student clubs and organizations are successful in planning and implementing their activities and events. We hope this document helps in forming your club and gives you the insight into what CUNY SPS has to offer to our students.

If you have any questions or concerns, feel free to reach out to us, and we will happily assist you.

Best of luck,

Anthony Sweeney
Associate Director of Student Life

Parshotam Lal
Student Life Coordinator

New Student Club/Organization Check List

Follow these easy steps to get your club/organization started:

- Five committed CUNY School of Professional Studies students
- CUNY School of Professional Studies faculty/staff member as advisor
- Proposed club/organization aligns with the mission of CUNY SPS
- Complete the Student Club Registration Form and submit it to the Office of Student Life
- Draft bylaws and constitution
- Present to the Office of Student Life

Student Guide to Starting a Club or Organization Academic Year 2024–2025

The Office of Student Life at the CUNY School of Professional Studies (CUNY SPS) is here to connect you with the extra- and co-curricular activities available through our School, the University, and all-around New York City in order to assist you in the development and attainment of your academic, professional, and personal goals. We complement the learning you engage in through your courses by providing all students (those enrolled in undergraduate, graduate, and certificate programs) the opportunity to participate in leadership training as well as social, cultural, and intellectual activities.

The Office of Student Life provides students opportunities to engage in academic, community, and student body activities. We offer students the opportunity to excel in programs targeted for personal, physical, intellectual, and collegiate development, as well as by offering a wide range of professional development and career networking workshops and activities.

Along with participating in college student life events, students have the opportunity to advance their leadership skills by planning and developing clubs and organizations at CUNY SPS. The School encourages students to participate in current clubs and organizations and/or to develop new clubs and organizations that do not already exist. This is your guide to starting a new club or organization here at CUNY SPS.

If you have any questions or concerns, please feel free to contact the Office of Student Life at studentservices@sps.cuny.edu. We look forward to working with you!

Office of Student Life

Located at 119 West 31st Street, 4th floor, suite 413, New York, NY 10001

All services and activities will continue to be offered remotely during the fall 2021 term.

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Getting Involved in Student Life

Student life is a way for students to become engaged in their personal, professional, academic and social success during their college career. To facilitate this, the CUNY SPS Office of Student Life offers numerous clubs and activities, including:

- Anime Club - <https://forms.office.com/r/jz9viSud7J>
- Applied Theater Club - <https://forms.office.com/r/XJEJKg9NJ3>
- Black Student Union - <https://forms.office.com/r/0Gsn6smjkk>
- Book Club - <https://forms.office.com/r/0Mn4RgzeLr>
- Cooking Club - <https://forms.office.com/r/m69NbkBMEv>
- Creative Writing Club - <https://forms.office.com/r/5DZwW4TRKh>
- Esports Club - <https://forms.office.com/r/ZLMtRTMDUS>
- Disability and Access Coalition - <https://forms.office.com/r/nsFmGQAeWB>
- Health Information Management Club - <https://forms.office.com/r/2KFkmdhX8V>
- Health Services Administration Organization - <https://forms.office.com/r/UiLqc7Xh0c>
- Human Relations and Sociology Club - <https://forms.office.com/r/CLjwqwjurB>
- Islamic Studies Club - <https://forms.office.com/r/KSLRb9yyEE>
- Management and Entrepreneurship - <https://forms.office.com/r/ww39E3D5qg>
- Museum Studies Club - <https://forms.office.com/r/kkBaWxfDUV>
- Painting Club - <https://forms.office.com/r/mh9G87rhMv>
- Parent Club - <https://forms.office.com/r/yQnZuLUvWA>
- Pride Club - <https://forms.office.com/r/NbbPW6jLWQ>
- Pokémon Club - <https://forms.office.com/r/Ekkq3uWRSU>
- Psychology Club - <https://forms.office.com/r/rExg1b54t8>
- Public Speaking Club - <https://forms.office.com/r/DwftbL9s7y>
- Social Justice Club - <https://forms.office.com/r/7BxSQ4UWiF>
- Software Development Club - <https://forms.office.com/r/U0s13M4BHF>
- South Asian Student Union - <https://forms.office.com/r/sJ04BVU3U5>
- Student Veterans Organization (SVO) - <https://forms.office.com/r/4EeeUD7LX2>
- Youth Studies Club - <https://forms.office.com/r/PqEMUTSspbA>

We encourage students to take ownership of their interests and start an organization here at CUNY SPS. Employers are looking for qualified candidates who also possess skills developed while participating in student life: leadership, communication, problem solving, social and time management skills. These skills will set you apart from other qualified candidates.

How to Start a Student Organization

Think about your hobbies, values and personal interests. Do you know others who also love the same things? Are you really passionate about something? What change do you want to see here at CUNY SPS? These are the types of organizations you may be able to start.

Before you plan your organization, review the Student Life section on the School's [website](#) to see what organizations are already present within the School. Talk to your friends and test out the interest of your topic. Make sure you have other students who are interested in your idea. Also, familiarize yourself with the [School's Mission](#)—clubs will only be approved if they align with the mission of CUNY SPS.

All undergraduate, graduate, and certificate students (with either full- or part-time status) are entitled to start a new school club or organization. Nondegree students, alumni, staff, faculty, and community members may participate in events, but cannot hold a leadership position within a club.

Required Students

CUNY SPS requires at least five (5) students to apply for official organization status. Of the five, three (3) people must be assigned the duties of President, Treasurer, and Secretary (cannot be the same person). The roles of the President, Treasurer, and Secretary are as follows:

- **President:** This will be the main point of contact for the organization. The President will be responsible for completing the required application forms for School organizations. The role of the President will also include presiding at all meetings. The president will fill in for any role that has not been filled except Secretary.
- **Treasurer:** The Treasurer shall serve as the chief financial officer of the student club. The Treasurer shall work closely with the CUNY SPS Office of Student Life to monitor and report on the approved purchases, including preparing all requests.
- **Secretary:** The secretary will be responsible for all recordings of meetings and events. CUNY SPS requires all organizations to submit all meeting agendas and minutes in a timely manner to the Office of Student Life. Student organization secretaries will be responsible for turning in agendas and minutes to the Student Life Coordinator.

We also recommend that the club assigns students to be the Communications & Social Media Coordinator, Events Coordinator, and Vice President as follows:

- **Communications & Social Media Coordinator:** The communications & social media coordinator will be responsible for ensuring that your club and events postings are well put together and posted on the School's and the club's social media, email and on the electronic bulletin boards.
- **Events Coordinator:** The events coordinator will plan and organize the club's events. They will work with the Student Life Coordinator and other members of the Office of Student Life to ensure the success of all events.

- **Vice President:** The vice president will assist the president with their duties and along with the President, will step in to cover any roles that have not been filled.

Faculty/Staff Advisors

Once the members and required officials are in place, an advisor is required. Advisors can be faculty, staff, or administrators within the CUNY SPS. If you are unsure who to ask, contact the Student Life Coordinator for ideas and suggestions. Advisors will play an important role in the development and organization of your club. The advisor is also the primary contact after the club president.

If you are approved for a new School organization, the term is for one academic year during the fall, winter, and spring terms. Clubs will not officially operate during the summer terms, although we encourage club members to remain in communication with each other during this time. Clubs and organizations must re-apply each year to sustain membership.

Registration Paperwork

After a college faculty, staff or administrative member has agreed to serve as the club advisor, the registration paperwork for new clubs and organizations must be completed. The President must complete the [Student Club Registration Form](#).

Meeting with the Student Life Coordinator

Once the paperwork is completed, the club president (and any other interested students) will meet with the Office of Student Life representatives. You will be able to get ideas and feedback regarding your club's plan. The Student Life Coordinator can also answer questions regarding policies, procedures, and organizing a club.

Bylaws and Constitution

The next step of organizing a new club and organization is writing your bylaws and constitution. Bylaws are a set of guidelines for the entire organization, citing specific policies and procedures. If you need to draft bylaws from scratch, sit down with the key students who want to start the association. The bylaws need to spell out specifics, such as meeting times, members, operations, activities, purpose, and benefits. The club's and Organization bylaws will serve as the legal rules of the organization. The constitution is the organizing document for your organization. Both documents must be presented to the Student Life Coordinator, and approved by the Associate Director of Student Life. The Student Life Coordinator is available to help draft your club's bylaws and constitution. The Student Life Coordinator can provide examples upon request.

Recruiting Members

Once your organization has been approved, it is time to recruit members. The best way to recruit members is to appeal to a specific group of people. You may see more results advertising to a specific group within the college, rather than trying to target the entire school population. Think about the type of student your club appeals to. In the first meeting of the organization, plan how to advertise to gain more student members. Remember, word of mouth is usually the best form of advertising.

Students can create social media content, Blackboard posts, flyers, hold information tables or host events to gain interest in the student population. For more information and ideas, contact the Student Life Coordinator.

Organization Meetings

Upon approval of your organization, it is now time to conduct and arrange club meetings. In order to be recognized as an official School event, club members will need to complete the [Event Registration Form](#) and submit it to the Office of Student Life 10 business days prior to the meeting. To keep your organization up-to-date, it is required to have a club meeting at least once a month.

CUNY SPS requires all clubs to hold meetings virtually using a University issued Zoom account accessed [here](#) by using your CUNY login credentials.

When planning a club meeting, keep in mind these things:

- Time: When are most of your club members available? And evenings and afternoons are the easiest times to get a room.
- Agenda: Agendas help keep your meetings on track. Come up with topics to discuss prior to the event by planning a specific agenda.
- Advertisement: Create exciting social media content and announcements for students to know about the upcoming meeting.

Agenda and Minutes

The secretary's responsibility is to create an agenda for all meetings and submit it to the Student Life Coordinator three (3) days prior to the scheduled meeting. This is a college requirement for all meetings. The Secretary is also responsible for typing minutes of the meeting and submit them to the Student Life Coordinator one (1) week after the meeting.

Advertisements for Meetings

Once students have a confirmed date for the meeting, club members can advertise meetings. Social media content and announcements need to be submitted to the Student Life Coordinator for approval on the CUNY SPS Events Calendar, CUNY SPS social media platforms, and CUNY SPS Student Listserv emails.

Events and Advertising

As your club begins to grow, it is time to host college-wide events. Your club and organization can host/sponsor events to raise awareness for a topic, increase membership, provide a fun service for students, or simply build community throughout CUNY SPS. Perhaps your club wants to sponsor a faculty lecture, or you want to host a holiday party for fun.

Steps to Planning a Successful Event:

- Decide a target audience: With the diversity of students enrolled in the School, you will never appeal to every student. Successful events are those that target a specific group of people, rather than trying to entertain everyone. As a group, decide who you would like to reach and plan your event around your target audience.

- Set an efficient date and time for the event: Once you decide on your target audience, determine the best time to reach them. Make sure you also set enough time for your group to organize, plan, and advertise your event. Before selecting your final date, consult with the Student Life Coordinator to ensure no other club or School-wide is scheduled for that time.
- Determine your budget: Meet with the Student Life Coordinator to determine what budget is available for your event. Clubs are prohibited from establishing their own personal budget—the School hosts a shared Student Life budget for events. Meet with the Student Life Coordinator to see what is available to your resources. The School will work with you to make your event successful.
- Determine your timeline: The best practice is to work backward. Figure out the best timeline to notify students, plan the event and receive the best turnout.

If you would like your event to happen off-campus, please contact the Student Life Coordinator for assistance.

Advertising the Event

Once your event has been approved, your club or organization will want to advertise around School! Make sure your organization utilizes the best ways of advertising:

- CUNY SPS Student Listserv
- CUNY SPS Social Media
- CUNY SPS Events Calendar
- Blackboard Classroom Announcements – with faculty permission
- Blackboard Department Boards – with faculty permission
- Word of mouth!

Once you've designed a promotional flyer, submit the electronic flyer to the Student Life Coordinator to be distributed via email and social media. Consider creating several different types of social media posts to share on the School's platforms.

Usage of College Name and Logo

Student organizations have permission to use "CUNY School of Professional Studies" in the organization's title, with approval during the process of establishing your club/organization. Examples include: CUNY School of Professional Studies Student Association or the CUNY School of Professional Studies Film Club.

Student clubs and organizations are allowed to create a logo using the college's logo for use within the advertisements, webpage development, or publications of the student club. If the club/organization would like to use official college letterhead, please contact the Student Life Coordinator for specific requests. The Office of Student Life and the School's Marketing Department must approve the final logo design.

Club/Organization Renewals

Each approved club/organization must complete the club registration form to continue an active status every academic year. The form must be submitted to the Office of Student Life before the

last day to add/drop classes each Fall semester. If a club/organization fails to complete the form, the organization will be inactive for the academic year.

Role of a Club Advisor

A club advisor plays a crucial role in supporting and guiding student organizations. Their responsibilities are multi-faceted, ensuring that the club functions smoothly while fostering leadership and organizational skills among students. Here's a detailed description of the advisor's role:

1. Support and Guidance:

- Assist with any questions or concerns that arise within the student organization.
- Promote awareness and adherence to policies governing student groups.

2. Meeting Attendance and Participation:

- Attend mandatory monthly meetings where minutes are recorded.
- Participate in events as practical.

3. Collaboration and Planning:

- Collaborate with student leaders in planning activities and budgeting.
- Hold regular meetings with student organization officers to discuss ongoing and future projects.

4. Goal Setting and Project Initiation:

- Help the group formulate long-range goals.
- Aid in planning and initiating short-term projects.

5. Problem-Solving Resource:

- Serve as a resource person, offering alternative solutions to problems confronting the group.
- Use experience to suggest improvements in leadership skills among officers.

6. Expectations from Student Officers:

- Keep the advisor well-informed of all organization activities, meeting times, locations, and agenda items.
- Meet regularly with the advisor.
- Treat the advisor with respect and make them feel welcome at all meetings and activities.
- Inform the advisor of any potential problems that may affect the organization or the College.
- Be considerate of the advisor's professional obligations and avoid leaving important matters to the last minute.
- Ensure that the students are the decision-makers and initiators of the organization's programming and policy.
- Use the advisor as a sounding board for discussing plans and problems.

7. **Advisor's Commitment:**

- Be available to provide assistance and guidance as needed.
- Offer constructive suggestions and support for the organization's activities.

By fulfilling these roles, a club advisor helps create a supportive environment that encourages student growth, responsibility, and effective organizational management.

CUNY SPS (Insert club or organization name) Bylaws Template

Article I: NAME

The name of this club or organization is the _____ CUNY School of Professional Studies.

Article II: MISSION STATEMENT

(Please insert the mission statement for your club or organization)

Article III: VISION STATEMENT

(Please insert the mission statement for your club or organization)

This Club or organization will:

(Please list 4 to 5 ways that this club or organization social environment will consist of.)

Article IV: MEMBERSHIP

All matriculated student of CUNY SPS is eligible for membership. No dues are collected.

Article V: Leadership

The Leadership may develop and implement committees under their respective areas or for the overall needs of (Insert club or organization name) work. Leadership will be comprised of active club or organization members who are not otherwise leadership officers. To actively participate in the club or organization, a club or organization member must work with a leadership member to add value to the space based on task/charge set for that committee.

Article VIII: AMENDMENTS

The by-laws may be adopted, repealed, or amended, in whole or in part, at any time, by the affirmative vote of the Club or organization leadership and general members after the announcement of such amendment is made at the wider club or organization meeting.

Article IX: DECORUM

Please explain what behavior and etiquette is acceptable in the respective club or organization. This could include ways such as examples that member respect each other's opinion, space, and having good communication.

Article X: SOCIAL MEDIA

The _____ maintains an active social media presence. All social media postings on the _____ page does have to be run by the majority of members who respond in a timely manner. Note the

_____ social media pages reflect the club or organization as a whole, no personal opinions should be posted.

The social media pages of the _____ are monitored by CUNY SPS. We must be careful on who we follow and who we let follow us. For example, the _____ cannot follow any account that provides “assistance” with assignments.

Do not associate the _____ with any accounts that willfully promotes violence.

Dated Ratified: _____



CUNY SPS (Insert club or organization name) Constitution Template

Article I | (Name of club or organization)

The official name of the organization is the **CUNY School of Professional Studies** (Insert Club/Organization name), hereby referred to as the (Insert Club/Organization Name).

Article II | Mission

The **CUNY SPS (Insert Club/Organization Name)** is a student run organization that allows all CUNY SPS students interested in _____ to expand their knowledge and understanding of _____, share resources, and socialize with other students who share similar interests. Students shall gain these skills through meetings attendance, group events, and community service opportunities. _____ (Insert Club/Organization name) also provides the opportunity to meet faculty members, administration representatives, and other students. Through membership students become acquainted with professional development for their career and other aspects of _____ that are not taught in the classroom. Membership in _____ (Insert Club/Organization name) is open to all currently enrolled CUNY SPS students. All activities and events sponsored by Student Activity Fees will be open to all CUNY SPS students without exception. No person shall be denied membership or participation in a School club, event, or activity because of national origin, race, sex, physical disability, political or religious beliefs, or sexual preference.

Article III | Membership

1. Eligibility. Membership is open to any enrolled CUNY SPS School of Professional Studies student who has an interest in the field of _____. Members are not required to be a _____ major or minor but just have an interest in the field of _____. Membership in the _____ club/organization is open to any current student regardless of age, sex, sexual orientation, race, handicap or disability, color, religion, veteran status, and national and ethnic origin.
2. Voting. All _____ Club/Organization members are eligible to vote. Beginning in Spring 2022, members will be eligible for election to an officer position only after actively attending and participating in at least one semester.
3. Membership Removal. Membership in _____ Club/Organization may be suspended or terminated by the Office of Student Life following the consideration by the members of that club/organization. Sufficient cause for such suspension or termination of membership may be the violation of this Constitution or any lawful rule or practice adopted by the _____ Club/Organization or other conduct deemed by the Office of Student Life to be prejudicial to the best interests of the _____ Club/Organization.
 - 3.1 Those members who have acted in a way that is disruptive to the mission of the _____

Club/Organization may be excused from the Club/Organization after a simple majority vote by the members of the club/organization. A list of charges will be emailed by the Secretary. At least thirty day's notice shall be given, and the member shall have the

opportunity to appear in person or on zoom to present any defense to such charges before action is taken by the club/organization.

- 3.2 The decision for suspension or termination shall be by a simple majority vote of the club/organization members.
- 3.3 The President shall notify by email the Office of Student Life and the club/organization advisor at least five days prior to suspending or terminating any member. Notification will include the complete list of charges and any other pertinent information.

Alumni –

- 1.1 Alumni may continue to participate in events of any club or organization of their choice. However, alumni may not participate in meetings of clubs or organizations.
- 1.2 Alumni are guaranteed lifetime membership to the organization or club events that were once apart of and may continue to participate in events held by the club or organization.

Article IV | Officers

1. Officer Positions. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Social Media Chair, and Event Planner(s).
2. Election. All officers will be elected by a system of voting. Each active member shall be eligible to cast one vote. Eligible voters are current CUNY SPS students who are _____ Club/Organization members that attend _____ club/organization meetings for at least two full meetings and are registered to be a part of the club/organization. Overseen by club or organization Advisor.
3. Term. Officers shall hold office for one year unless re-elected or until their successors are elected.
4. Eligibility. To be eligible for nomination of any office the candidate must be a good-standing, active member of the _____ Club/Organization.
5. Nominations / Voting. At least two week's notice should be given to members regarding elections. Nominations shall be initiated from the floor. All qualified candidate shall prepare and submit a short personal statement prior to voting. Voting is by secret ballot. Officers will be elected by a simple majority vote of members in attendance. Nominations shall occur every Spring.
6. Run-Off Elections. In the event of a tie there will be a run-off election between the top two candidates
 - 6.1 If there is still a tie the candidate will be elected by a majority vote by the current executive officers
7. Resignation. Any elected officer may resign by submitting their resignation in writing or in a email to the club and organization elected leadership members and the club or organization advisor. If any officer is unable or unwilling to perform their duties, he or she shall be deemed to have resigned, and the vacancy shall be filled as specified above through election.

- 8 Removal of Officers. An officer may be removed from office for failure to carry out the duties of the office, including attendance at meetings. If an officer fails to perform the duties of the office or more than one unexcused absence occurs, then the other officers may discuss removal of the officer at the next meeting.
 - 8.1 The officer must be informed, in writing, of the possible removal from office and must be given a chance to respond. If there is no response or if the other officers judge the response to be unacceptable, the club/organization members may remove the officer from office by a simple majority vote by the members of the club/organization.
 - 8.2 Any officer removed may appeal to the general membership. The officer shall be considered reinstated with majority approval of the members.
 - 8.3 Persons removed from office remain members of the club/organization.

Article V | Duties of Officers

1. The officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the _____ Club/Organization.
2. President. The President shall represent the _____ club/organization with the faculty and administration of CUNY & CUNY SPS & CUNY SPS _____ department
 - 2.1 In cooperation with Vice President and other officers, organizes and coordinates activities and planning for club/organization events.
 - 2.2 Delegates responsibilities to _____ Club/Organization members who are willing and able to carry them out.
 - 2.3 Establish meeting times and, with Secretary, develop and provide a written agenda to officers and members for each club and officer meeting.
 - 2.4 Acts as a liaison with the _____ Club/Organization faculty advisor, faculty, and administration.
 - 2.5 Preside over all meetings, announcing the agenda, introducing speakers, and making sure that all members are given a chance to be heard.
 - 2.6 Leading members in defining and pursuing the goals and objectives of the club/organization and keep a list of objectives with origin dates and projected deadlines.
 - 2.7 Maintaining good communication within and between the officers.
3. Vice President. The vice president shall assume the duties of the President should the office become vacant, at the President's request, or in the absence of the President.
 - 3.1 Reviews and recommends changes to the _____ Club/Organization bylaws as needed
 - 3.2 Should keep in close contact with president and faculty advisor(s).
 - 3.3 Support executive committee members.
 - 3.4 Assist with organizing nominations and election
4. Secretary. The Secretary handles all club/organization communication, keeps roll of member attendance at each meeting, records member points, handles room reservations, distributes information to the club/organization, and keeps record of guest speakers and their contact information.

- 4.1 Responsible for recording and keeping minutes of all meetings. Shares them with executive committee and posts them on _____ Club/Organization boards when applicable.
 - 4.1.1 Provide a copy of the minutes to each officer and club advisor, when necessary, and keeps a master file.
- 4.2 Ensure that all meetings and programs are properly publicized on _____ boards.
- 4.3 Manages necessary correspondence (including writing thank you notes to presenters).
- 4.4 Manages and records correspondences between committee members, club members, faculty, and administration.

Treasurer. The Treasurer keeps a record of financial transactions (income and expenditures), maintains the club's account.

- 5.1 Treasurer will work with the Student Life Club and Organization Coordinator regarding budgeting and requests for funding.

Social Media Chair. The Social Media Chair is responsible for the _____ Club's/Organization's public relation interfaces and all any communication.

- 6.1 Use, maintain and update all club/organization social media sites, the _____ Club/Organization board in Blackboard, and serve as liaison between _____ Club/Organization and the student body and/or other student organizations
 - 6.2 Collaborates with Event Planner to notify club/organization following of events
 - 6.3 Develop a calendar to ensure regular posting to social network sites, including program information as well as other related information that would be of interest to members.
 - 6.4 Responsible for developing and implementing a strategy to use new media in promoting and presenting our Club/Organization programs and events.
7. Event Planner. The Event Planner is responsible for planning and execution of all activities including but not limited to fundraisers, seminars, speaking events, management training, volunteering opportunities and community outreach.
 - 7.1 Gather and maintain accurate records of all events for audit purpose.
 - 7.2 Works with social media chair to update and maintain social media channels when required
 - 7.3 Works with Treasurer regarding funding for events.
 - 7.4 Works with club/organization advisor and student life to identify volunteer opportunities and event topics.
8. Club/Organization Advisor. The Club/Organization Advisor shall be a currently employed faculty or full - time be a currently employed faculty or full-time staff with CUNY SPS, and assist the group in their execution of roles and responsibilities.
 - 8.1 Shall provide feedback to the organization regarding its operation and functioning.
 - 8.2 Shall serve as a resource to the executive committee and all club/organization members
 - 8.3 Should provide advice upon request, and should share knowledge, expertise, and experience with the group.
 - 8.4 Is a nonvoting member of the organization.

- 8.5 Ensures the promotion of _____ Club/Organization in all available outlets by announcing meetings
- 8.6 Assists with budgetary and technical support for _____ Clubs/Organizations and hosted events
- 9. Subsequent committees chairs/offices (other than Executive Officers) shall be appointed by the President from time-to-time subject to ratification by the organization during a regular members meeting.
- 10. In addition to the duties outlined above, all executive officers are expected to volunteer to lead and coordinate components of the major events sponsored by the _____ Club/Organization and attend all meetings and events. In addition to this, all executive officers are responsible for updating and maintaining any documents describing their position to be handed down to the new officers at the end of the year.

Article VI | Meetings

- 1. _____ Club/Organization meetings will be held once per month, but are subject to change at the executive officers' request with sufficient advanced notice
- 2. Executive committee meetings with the officers and /or advisors will be held as often as necessary to conduct Club/Organization Business.
- 3. **Special Meetings:** If a concern comes up that needs to be addressed right away with all officers, advisors and members present there may be a special meeting scheduled. Everyone will be notified of these meetings via e-mail or phone.
- 4. The secretary of the club or organization must submit meeting minutes and attendance using the record sheet to the Student Life Club and Organization Coordinator within the month that any meeting or event is held.

Article VII | Events

- 1. _____ Club/Organization events are open to all CUNY students and, in some cases, to the public
- 2. The _____ Club/Organization will strive to have an activity, event, or speaker once per month, in addition to the monthly club meeting if required.

Article VIII | Finances

The Student Association will allocate the club/organization a budget each fiscal year. All finances shall be coordinated with the Office of Student Life.

Article IX | Amendment of the Constitution

Amendments to this Constitution may be proposed by the club or organization in writing to the President.

- 1. Amendments must be introduced in writing prior to the meeting at which a preliminary vote on the amendment is scheduled. The amendment may be introduced at a prior meeting, or it may be distributed electronically at least one week before the meeting at

which a preliminary vote is to be taken. For electronic distribution, the amendment should be submitted in electronic format to the President in time for distribution to the members at large.

- 1.1 If the amendment receives a majority approval of active members present and voting at a regular meeting, it shall be presented for adoption consideration to all active members.
2. Ratification: Electronic or Written secret ballots will be prepared and made available during an announced polling period. The polling period will be at least two days to allow maximum participation. A simple majority vote shall ratify the constitution.
3. Submission of Constitution: the ratified constitution will be submitted to the Office of Student Life within 10 days for final approval.

Date ratified: BLANK



Defining the Club and Organization Leadership Positions

President

The President is the main point of contact for the organization and works closely with the Office of Student Life to fulfill all club and organization requests and activities. The President is responsible for conveying major announcements to members and is expected to attend all meetings and events. If the President cannot attend, other leaders in the club or organization should be present. The President ensures that each member's voice is heard and delegates tasks among all members.

Skills for a Good President:

- Effective communication
- Ability to lead others and promote teamwork
- Active listening
- Flexibility
- Recruiting skills
- Commitment to serving one academic year in the role

Vice President (Optional)

The Vice President regularly attends meetings and events alongside the President. The Vice President assists the President and helps guide the members of the club or organization, including conveying major announcements. If the President cannot attend a meeting or event, the Vice President is expected to be present.

Skills for a Good Vice President:

- Effective communication
- Ability to lead others and promote teamwork

- Active listening
- Flexibility
- Recruiting skills
- Commitment to serving one academic year in the role
- Responsibility to support the President with communication and event planning

Secretary

The Secretary is responsible for recording all meetings and events. They must submit all meeting agendas and minutes promptly to the Office of Student Life.

Skills for a Good Secretary:

- Effective note-taking and listening skills
- Attention to detail
- Correct usage of record sheets
- Ability to communicate with team leaders about prior meetings
- Commitment to serving one academic year in the role

Treasurer

The Treasurer serves as the chief financial officer of the student club. They work closely with the Office of Student Life to monitor and report on approved purchases, including preparing all requests.

Skills for a Good Treasurer:

- Ability to search for vendors and guest speakers
- Clear understanding of the CUNY SPS procurement process
- Ability to follow up with the Office of Student Life to ensure all goods and service requests are fulfilled
- Commitment to serving one academic year in the role

Communications & Social Media Coordinator

The Communications & Social Media Coordinator ensures that club and event postings are well-prepared and posted on the school's and the club's social media, email, and electronic bulletin boards.

Skills for a Good Communications & Social Media Coordinator:

- Experience with digital flyer creation
- Experience with using various social media platforms
- Ability to professionally reply to social media comments and communicate over email
- Ability to communicate with the Office of Student Life regarding event postings on the student listserv
- Commitment to serving one academic year in the role
- Management of email and social media accounts

Ways to Hold a Club/Organization Election:

1. Microsoft Forms in Office 365:

- **Tutorial:** [Microsoft Forms Tutorial](#)
- **Steps:**
 1. Use your CUNY SPS email account.
 2. Click the nine square dots icon in the upper right corner and select the Forms icon.
 3. Fill out each position and the candidates running for each position.
 4. Make the survey accessible for all to vote by hitting the share button and selecting “Anyone can respond”.

2. Google Survey:

- **Tutorial:** [Google Forms Overview](#)
- **Steps:**
 1. Write the names of candidates and the positions they are running for.
 2. Create the survey and send out the link to students.
 3. Set a deadline for voting and share the election results link with the Student Life Club Coordinator once the deadline has passed.

3. Zoom Polls:

- **Tutorial:** [Zoom Polling Tutorial](#)
- **Steps:**
 1. The host of the meeting can use the “Poll” feature.
 2. Fill in the names of candidates for positions and launch the poll.
 3. All participants can then vote, and the data will be calculated automatically.

4. Zoom Recording:

- **Tutorial:** [Zoom Recording Tutorial](#)
- **Steps:**
 1. For a simple show of hands vote, record the Zoom meeting.

2. Submit the recording and a list of elected students to the Student Life Club Coordinator.

5. **CUNY SPS Staff Facilitation:**

- **Steps:**

1. For an anonymous election, contact the Student Life Club Coordinator via email with the list of candidates.
2. The Coordinator will create an accessible voting method.
3. Once the voting deadline has passed, the Coordinator will email all club advisors with the results.

Election Rules:

1. **Eligibility:**

- Enrolled graduate, undergraduate, or certificate students with a minimum 2.5 cumulative GPA are eligible to run for student organization leadership positions.

2. **Election Timing:**

- Elections must be held each Spring term.

3. **Candidate Presentations:**

- Students have the right to create and present speeches before voting occurs. Failure to do so will void the election results.

4. **Submission of Results:**

- Results must be sent to the Student Life Club Coordinator by [Insert Deadline] 11:59 PM.

5. **Voting Participation:**

- Ensure that all student members vote and that all students are present during the vote if conducted over Zoom.

6. **Accessibility:**

- Ensure that voting is accessible and accommodating for all students.

7. **Voting Restrictions:**

- Alumni, staff, or non-club members cannot vote in the elections.
- Elections cannot be conducted over group chat messaging or email.

8. **Re-election:**

- A student may be re-elected for an additional academic year. However, if the student is set to graduate within the first semester of the re-elected year, they cannot stand for re-election.



Food Sample Purchase Request Form

Dear [Student Life Coordinator],

The Health Services Administration Organization is requesting approval to spend \$99.99 on Domino's pizza for our upcoming game night. The event will be held on June 5th at 7:00 PM. The total cost includes delivery but does not include taxes.

We have attached our order on the purchase request form. Please let us know if you need any additional details.

Best,
John Smith
SASU Treasurer



Purchasing of Goods and Services Form

Dear [Student Life Coordinator],

The South Asian Student Union wishes to purchase items from Amazon for our formal event happening on May 5th at 6:30 PM. Our total cost, not including taxes, is \$69.75. We have also filled out the attached purchase request form containing links and information on what we wish to purchase. Please let us know if you need any additional information.

Best,

John Smith
SASU Treasurer



CUNY SPS Club Meeting Minutes Template

Date:

Time:

Meeting called to order by:

In Attendance:

- 1.
- 2.

Approval of Minutes

The minutes from the December meeting were read and approved.

Notes on Meeting:

- 1.
- 2.
- 3.
- 4.
- 5.

Next Meeting:

The next meeting will be held on _____.



[Club Name] Meeting Agenda Template

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Online Meeting Link]

1. Call to Order

- President [Name] will call the meeting to order.

2. Roll Call

- Secretary [Name] will take attendance.

3. Approval of Previous Meeting's Minutes

- Review and approve the minutes from the last meeting.
- Motion to approve by [Name], seconded by [Name].

4. Officer Reports

4.1 President's Report

- Updates and announcements.

4.2 Vice President's Report

- Upcoming events and projects.

4.3 Treasurer's Report

- Financial status and recent expenses.

4.4 Secretary's Report

- Correspondence and member updates.

5. Committee Reports

5.1 Event Planning Committee

- Update on upcoming events.

5.2 Membership Committee

- Membership drive and new member initiatives.

5.3 Fundraising Committee

- Recent fundraising efforts and future plans.

6. Old Business

- Review of action items from the last meeting.
- Discussion on ongoing projects.

7. New Business

- Introduction of new topics for discussion.
- Proposals for new projects and initiatives.
- Open floor for member suggestions.

8. Announcements

- Upcoming events, deadlines, and important dates.
- Other relevant announcements.

9. Adjournment

- Motion to adjourn by [Name], seconded by [Name].
- President [Name] will adjourn the meeting.

Next Meeting:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Online Meeting Link]

Note: Members are encouraged to submit agenda items to the Secretary at least one week before the next meeting.

This agenda ensures a structured and efficient meeting, covering all essential areas while allowing for flexibility in discussions and member contributions

Motion to Adjourn:

A motion to adjourn was made at _____ and was passed unanimously.

Signature:

(Secretary's Name)



Run of Show Template – [Insert Event Name]

All members must be logged on at: [Insert Time]

Event Start Time: [Insert Start Time]

Event End Time: [Insert End Time]

Slide 1 – START OF SHOW

Speaker: [Insert Name]

Script:

Welcome everyone to our [Insert Event Name] event. We hope that tonight’s event leaves you with a sense of [Insert Desired Outcome]. Live captions have been enabled for the event. If anyone has any questions or comments, please use the raise hand feature or type in the comment section.

Tonight, we have a guest speaker, [Insert Speaker's Name]. [Insert Mini Bio of Speaker].

Without further ado, I now pass it on to [Next Speaker's Name].

Slide 2

Start Time: [Insert Start Time]

End Time: [Insert End Time]

Speaker: [Insert Name]

Script: [Insert Script for Speaker]

Slide 3

Start Time: [Insert Start Time]

End Time: [Insert End Time]

Speaker: [Insert Name]

Script: [Insert Script for Speaker]

Slide 4

Start Time: [Insert Start Time]

End Time: [Insert End Time]

Speaker: [Insert Name]

Script: [Insert Script for Speaker]

End of Event: [Insert End Time]

Thank you all for joining us tonight. We appreciate your support for our club and organization. Please continue to support our future events.



CUNY SPS Social Media Agreement Form

The CUNY School of Professional Studies (CUNY SPS) believes in the power of social media for communicating, collaborating, and interacting with students, alumni, faculty, staff, and the general public. We encourage responsible use of social media to connect with the CUNY SPS community at-large and foster vibrant and thoughtful conversation.

These guidelines apply to the entire CUNY SPS social media community including, but not limited to, students, alumni, faculty, staff, and administrators.

CUNY SPS offers the following best practices to help guide your involvement in School-related social media efforts:

Uphold the School's [Mission and Vision](#)

Use Good Judgement

- Do no harm to CUNY SPS, CUNY, students, alumni, faculty, administrators, staff, or the community.
- Do not post confidential or proprietary information about CUNY SPS or any of its students, alumni, faculty, staff, or administrators.
- Observe all applicable federal laws and regulations, including the [Family Educational Rights and Privacy Act](#) (FERPA), which restricts the disclosure of personally identifiable student information.
- CUNY SPS students are reminded to follow the guidelines for online behavior explained the [Netiquette Guide](#) section of the Student Handbook.
- Remember that all social media posts are public.

Be Respectful

- Always treat others in a respectful, positive, and considerate manner.
- Remove and report any inappropriate, disparaging, or hateful comments. Repeat offenders should also be blocked or banned from your profile.

Be Responsible and Ethical

- Because you represent the School, please refrain from discussing matters that are outside your area of responsibility, knowledge, and/or area(s) of interest.
- If you are a faculty or staff member, be open about your affiliation with the School and the role/position you hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are faculty or staff and are interacting with a student, consider the following questions before proceeding:

- What is the purpose of my interaction with a student? *If it is not related to your classroom activities, reconsider using a social network.*
- Which social channel do I intend to use to interact with a student? *If the social channel in question has limited professional applications –Facebook, for instance – reconsider using that social channel with something more appropriate such as LinkedIn.*
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the School.

Be Responsive

- Do your best to be responsive to the online CUNY SPS community by keeping your feed updated.
- When dealing with students/prospective students, do your best to provide answers to inquiries or connect the student with someone at the School who can, thank the student/prospect for their comment or message, and ask for further feedback when necessary.

Be Accurate and Appropriate

- Check all work for correct grammar and spelling.
- Correct any mistake you make immediately, and clarify what you've done to fix the error.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private or confidential information), please let the social media team know immediately so they can offer support and guidance on an appropriate response.

Respect Private and Personal Information

- Be mindful about personal information you share, given the public nature of social media.
- Never share personal information of other students, alumni, faculty, staff, or colleagues.
- Refer to students by their first names only, unless there are unique circumstances where a student is known publicly.
- Always be mindful and respectful of the personal information of others.
- Do not share confidential or private information about anyone in the CUNY SPS community.

Post Images with Care

- Respect brand, trademark, and copyright information.
- Do not share student's full names in captions without their consent.

- Images that violate social media community guidelines should never be posted and should be reported. For more information about identifying and reporting social media community guidelines violations, visit the following “report” pages for [Facebook](#), [Twitter](#), and [Instagram](#).

User Accessibility

- Enable the [Twitter](#) and [Instagram](#) alternative text setting.
- Add [image descriptions](#) of photos when available.
- Caption all videos on [Facebook](#) and [YouTube](#) before they are posted online.
- Utilize CUNY’s Best Practices guide for [accessible social media](#).

All students are reminded that failure to follow the [academic and student policies](#) covering such issues as sexual misconduct and inappropriate online behavior as outlined by the University and CUNY SPS, will result in immediate disciplinary action.

Club/Organization and Social Media Channel

How do I start a social media channel?

1. Decide amongst your club/organization members what kind of social media channel your club wishes to have. It is highly recommended to select one social media and to have weekly content ready for posting in order for it to gain attention.
2. Once you have selected what kind of social media channel your club wishes to have, schedule a meeting with Office of Student Life to discuss your interest and ideas in creating a social media channel.
3. Once all details of the social media channel are confirmed, the Office of Student Life will create the social media on behalf of the club/organization and provide selective members with access.

What can the marketing department do to help your Social Media Channel?

- Creating an amazing and creative logo for your club/organization.
- Create video content for events you have.
- Create graphics for your club.
- Edit videos of club events.
- Promotion and lead up to big club events you are planning.

Rules for Club Social Media Channel

1. The Office of Student Life will be providing the President or the Social Media Coordinator of the club/organization only with the login credentials for the social media channel. You cannot create any social media on your own.
2. If you forget your login or need it to be changed, please contact Office of Student Life, and they will assist you with providing you with a new password.

3. At the end of every academic year, all club/organization passwords will be changed, and each club president will be provided with a new password for their social media channel.
4. If you wish to use the CUNY SPS logo on your social media in any format, such as your logo, emblem, or even a post, you must let the Office of Student Life know in advance notice.

If you agree to the terms and agreement above, please sign below verifying that you hold all accountability and responsibility for ensuring that the rules stated above are followed.

Date: _____

Please print your name here: _____