

WELCOME STUDENTS

Student Club and Organization Handbook



BCC MISSION, VISION, AND GOALS

(Approved by the College Senate – December 8, 2006)

Mission Statement: Bronx Community College (BCC) serves students of diverse backgrounds, preparations, and aspirations by providing them with an education that is both broad in scope and rigorous in standards. Our mission is to give our students the foundation and tools for success, whether they choose to continue their education and/or enter a profession immediately upon graduation and to instill in them the value of informed and engaged citizenship and service to their communities.

Vision Statement: Bronx Community College will effectively invest in the success of all students by engaging with them in an integrative and supportive environment that facilitates the development and achievement of their educational and career goals. Graduates will be prepared to understand, thrive in and contribute to a 21st-century global community marked by diversity, change and expanded opportunities for lifelong learning and growth.

Goals:

1. Build a Community of Excellence
2. Empower Students to Succeed
3. Deepen Student Learning
4. Develop World Citizens
5. Cultivate a 21st Century Curriculum
6. Enhance the Campus Environment
7. Promote a Reputation of Excellence

Values:

- Respect
- Integrity
- Engagement
- Excellence
- Empowerment

INTER-ORGANIZATIONAL COUNCIL'S MISSION, VISION, AND GOALS

Inter-Organizational Council's Mission:

The Inter-Organizational Council (IOC) enhances a student's academic experience through the building of knowledge, skills and temperament and leadership in club/organizational management and collaboration.

Inter-Organizational Council's Vision and Goals:

The student learning outcomes our student leaders will gain, engage in, conduct or demonstrate as a part of their participation within the IOC:

1. **Create:** Students learn the process of chartering (creating)/re-certifying a club/org and create events.
2. **Manage/Lead:** Student learn to manage their club's budget and calendar of events (which includes marketing and time management).
3. **Collaborate:** Interact and work with other clubs, students of various backgrounds, staff, faculty and senior administrators.

Table of Contents

Inter-Organizational Council (I.O.C.)

- a) What is the Inter-Organizational Council?.....4
- b) Support, Training and Advisement to the Inter-Organizational Council.....4
- c) Student Roles and Responsibilities.....5
- d) Instructional Staff Advisor Roles and Responsibilities.....6

I.O.C. Constitution and By-Laws.....8

Procedures and Requirements for Clubs and College-Wide Organizations

- a) Procedures for Charter and Requirements for College-Wide Organizations.....19

IOC Event Planning Guide

- a) Step I - Pre-Planning Action.....20
- b) Step II - Proactive Planning Action.....21
- c) Step II – Promotional Planning Action.....23

Campus Posting Policy

- a) Quick facts poster/flyer policy.....23
- b) How to get approval for postings.....23
- c) What is required for posting?.....24
- d) How do I hang a poster/flyer?.....24

Policies and Procedures for Space Reservations

- a) Advanced Planning.....25
- b) Tentative Planning.....25
- c) Event Setup.....26

Financial Guidelines.....26

- a) Budgeting Procedure.....27
- b) Purchasing Procedure.....28

E-procurement Guidelines.....28

- a) Guidelines for purchasing refreshments.....28
- b) Policies for Travel/ Faculty, Staff and Students.....31

Policies and Procedures for Submitting Disbursement Orders.....32

- a) Documents required for contract payments.....32
- b) Document required for Au Bon Pain payments.....33

Honorariums.....33

- a) What is an Honorarium?.....33
- b) Documents required for honorarium payments.....33
- c) Documents required for stipend payments.....34
- d) Documents required for vendor payments.....34
- e) Policy for Payment of Outside Performers/Guest Speakers.....35

Glossary of Terms.....37

Statement of Responsibility

As a student of Bronx Community College of the City University of New York, you assume an obligation to abide by all rules, policies, and regulations of the College and University. You are responsible for knowing and behaving consistently with these policies and standards. For more information on College and University rules, policies, and regulations, please consult the current BCC catalog, BCC web site, and CUNY web site at the links below:

<http://www.bcc.cuny.edu/College-Catalog/>

<http://www.bcc.cuny.edu/>

<http://www2.cuny.edu/current-students/>

What is the Inter-Organizational Council?

The Inter-Organizational Council (I.O.C.) is the body that provides representation and advocacy for all student clubs and college-wide organizations, except the Student Government Association. The I.O.C. is comprised of one student (known as the I.O.C. representative) from each chartered club, organization, and honor society. The I.O.C. is governed by a constitution (included on page 8).

The Inter-Organizational Council meets four times each semester, usually the second or third Thursday of each month. All designated I.O.C. representatives are required to attend all I.O.C. meetings in order for the club or college-wide organization to maintain good standing and continued funding.

Support, Training and Advisement to the Inter-Organizational Council

Student Life Staff provide support, training, and advisement to the members of the Inter-Organizational Council. There are many benefits of participating in the I.O.C., engagement in clubs and organizations will help to enhance student's academic experience with:

- Cross cultural competence
- Transferable skills
- Opportunities to help others
- Documented work experience
- Community service

Below are some of the trainings and workshops provided to IOC student leaders:

1. Emerging Leaders Workshops:
 - These workshops are offered specifically to club officers in order to assist in building knowledge and awareness to the importance of leadership within and outside their individual clubs.

2. “LeaderShop” Certificate Series:

- This series provides an opportunity for students to expand their leadership skills from the inside out, offering a variety of leadership and professional development topics that increase leadership knowledge and potential.
3. **Administrative and Budget Process Training:**
 - This training is offered at the start of each semester to assist in the acclimation of the club charter/recertification, build club officer's knowledge of the purchasing and budget process, and offer a broad understanding of how to plan successful events.
 4. **Sexual and Interpersonal Violence Prevention And Response Course (SPARC) Training:**
 - All new and continuing club officers must complete an on-line mandatory "SPARC" training "course" annually in order to register for their next semester at BCC. This "course" is a non-credit that is free of cost and will not be reflected on your transcript; it will only be reflected as in CUNYFirst. It is a relatively short (30-45 minutes) training on the awareness and prevention of sexual misconduct. To complete the online training: Login to your CUNYfirst account, Click "SPARC Training" under your "To Do List". Within 24 hours after the completion of your training, you will be able to register for your next semester. Visit the I.O.C. office to learn more ways to enhance your student experience at BCC.

Student Roles and Responsibilities

1. Membership in clubs and college-wide organizations is open to all students currently registered at Bronx Community College. A minimum of ten (10) members, of which five (5) are executive members, are required to have a recognized club. Twenty (20) members, of whom five are executives, are required for college-wide organizations. Note that a student may NOT hold dual executive positions in the same club/college-wide organization with the exception of executive position in the I.O.C. All club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00.
2. Please note that your role as an officer does NOT supersede your academic obligations. Executive officers must meet and maintain minimum academic qualifications.
3. Elected officers of a student club and college-wide organization require strong leadership skills. Accepting a leadership role at Bronx Community College is an opportunity to develop various skills that contribute to your overall success. All college-wide organization officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.00.

Please note: All clubs and/or organizations are required to have an Instructional Staff Advisor in order to have membership with the I.O.C.

President:

The President's main purpose is to ensure the smooth and effective running of the club/organization and facilitate the realization of its mission and goals as outlined in the organization's constitution. The President plays a key role in building collaborations with other clubs, organizations, and departments both on and off campus. A main function of the President is to work with the Treasurer and Instructional Staff Advisor to plan the organization's budget for the fiscal year. Other major responsibilities include participating in college committees, assisting with club/organization recruitment, and planning events.

Vice-President:

In support of the President, the Vice-President will assume the role and responsibilities of the President, as needed. The Vice-President is an advisor to the President; they will work in concert to advance the organization's mission and goals. The Vice-President is the principal spokesperson for the club/organization, as directed by the President.

Treasurer:

The Treasurer is primarily responsible for ensuring that the student organization complies with all fiscal protocols. In addition to the President and Instructional Staff Advisor, the Treasurer helps to prepare the organization's budget for the fiscal year. The Treasurer keeps track of the organization's budget and expenditures. Preparing and planning the organization's budget is a major responsibility of both the Treasurer and President with direction from the student organization's members.

Secretary:

The Secretary has the responsibilities for effective communication within the organization and to external entities. For example, minutes are a written record of the meeting. Accurate minutes are of vital importance, as they constitute the permanent record of proposals, decisions, and reports of the members of the executive board.

I.O.C. Representative:

The Inter-Organizational Council is a body of students comprised of one I.O.C. Representative from each club and college-wide organization. The I.O.C. meets once a month to network with student leaders, discuss collaborations and promote co-curricular programming. This is a very important position for several reasons. The I.O.C. elects the Vice President of the BCC Student Government Association each spring semester. Therefore, I.O.C. attendance is reported to both the Senate Committee on Student Activities, which can affect club status and budget allocation for the fiscal year. I.O.C. meeting dates are available on the BCC Calendar at <https://www.bcc.cuny.edu/College-Calendar/> and by calling the I.O.C. office at 718.289.3574.

Instructional Staff Advisors Roles and Responsibilities:

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective and encourages organization members. An advisor must be an employee of Bronx Community. The advisor role and responsibilities include:

1. To offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed activities: social, recreational, intellectual, cultural, or athletic.
2. To help students formulate and pursue clear aims through bylaws, so that the club/college-wide organization may operate for the welfare of all its members.
3. To require adherence to Board of Trustees Bylaws and College Regulations as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Life).
4. To protect the safety and security of student participation.
5. To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
6. To help students foster good public and human relations.
7. To help students achieve the highest moral, intellectual and social standards of which they are capable, in their best interest and those of the college.

Bronx Community College
The City University of New York

Ratified May 1981

Amended May 2014

The Inter-Organizational Council (I.O.C) Constitution and By-Laws

ARTICLE I – NAME

The name of this body will be the Inter-Organization Council (I.O.C.) of the Bronx Community College of the City University of New York.

ARTICLE II – PURPOSE

The Inter-Organization Council will be concerned with the welfare and governance of all student clubs and college-wide organizations (hereinafter referred to as student organizations) except Student Government Association, which functions at Bronx Community College. The I.O.C. will interpret and uphold the regulations pertaining to these organizations as set down by the Bronx Community College Governance Plan, through the Student and Faculty Committee on Student Activities, and as set forth in Article 15 of the Bylaws of the Board of Trustees of The City University of New York. (The documents mentioned in this Article are available in the Office of the Vice President for Student Development, and the Office of Student Activities.)

ARTICLE III – SPECIFIC FUNCTIONS

Sec. 1: a. ORGANIZATION CHARTERS: In accordance with the policies and procedures regarding club/college-wide organization charters, the I.O.C. will be responsible for reviewing and recommending to the Student Activities Committee such new student groups as qualify for an I.O.C. Charter; to submit a list of newly funded clubs/college-wide organizations to the Office of Student Activities and Student Government for their records. No club/college-wide organization charter or application will be accepted after application will be accepted after forty-five (45) days from the beginning of the fall semester. Any club/college-wide organization re-charter or application for charter submitted after forty-five (45) days will be accepted for the next academic year.

b. BUDGET: Through its Budget Committee, the I.O.C. will review the proposed annual budget of each I.O.C. member-group and make the initial recommendation for allocation of student organization funds. The monies to be allocated will come through the recommendation of the Finance Committee.

c. CLUB/COLLEGE-WIDE ORGANIZATION GUIDELINES: The I.O.C., in cooperation with the Office of Student Activities, will establish a manual of procedural guidelines for the proper and smooth functioning of member groups. The manual will contain information regarding club/college-wide organization chartering and re-chartering, officers' responsibilities, event planning guidelines, etc. This manual will be distributed to all member groups for their use in effective functioning on this campus.

d. CO-SPONSORED ACTIVITIES: The I.O.C. will encourage and provide assistance to member groups who desire to co-sponsor activities of common or related interest.

e. WORKSHOPS AND SEMINARS: In cooperation with the Office of Student Activities, the I.O.C. will plan, develop, and coordinate special programs (workshops and seminars), which will provide the member groups, and the student body at-large, with information and experience related to the needs of organization work and procedures, i.e., leadership training, fund raising, officers' orientation, meeting procedures, program planning, etc.

f. CALENDAR OF EVENTS AND CLEARING HOUSE: The Office of Student Activities and the I.O.C. will act as a clearinghouse for scheduling programs and activities of member groups. A master calendar of events will be maintained in the Office of Student Activities.

Sec. 2: Additional specific functions may be undertaken as the needs arise, as recommended and determined by the members or officers of the I.O.C.

ARTICLE IV – MEMBERSHIP

The Inter-Organization Council will be composed of the following members:

a. GROUP REPRESENTATIVES: One elected or appointed regular representative from each chartered student organization at the Bronx Community College will be a member of the I.O.C. The regular representative must be a member-in-good standing with a currently chartered student organization at this college.

1) This representative will have the responsibility to represent his/her particular club/college-wide organization at all meetings. This person can participate in all discussions and vote on all issues.

2) The name of the regular representative of a group will be submitted by that member group to the Recording Secretary of the I.O.C. at the time of chartering/re-chartering.

3) The representative is required to attend all meeting of the I.O.C.

b. ALTERNATES: Each chartered member group will be entitled to have one alternate representative. The alternate should be encouraged to attend all meetings along with the regular representative.

- 1) The alternate will be able to vote on the business before the I.O.C. if the regular representative is not present.
- 2) The alternate may participate in the discussion during the I.O.C. meeting.
- 3) The name of the alternate must be submitted by the member group to the Recording Secretary of the I.O.C. at the time of chartering/re-chartering.

c. **RESPONSIBILITIES AND VOTING:** Each member group of the I.O.C. is expected to keep current records of its activities and advise the I.O.C. of future planned activities. The regular representative and the alternate must be familiar with the I.O.C. Constitution and Bylaws.

- 1) The representative or alternate is responsible for keeping his/her club/college-wide organization informed of current I.O.C. discussions/business.
- 2) Each currently chartered member group is entitled to one vote, through its official representative, in the I.O.C.

d. **INSTRUCTIONAL STAFF ADVISERS:** All members of the Bronx Community College instructional staff are eligible to be a student club, college-wide organization or I.O.C. adviser. All other employees working at Bronx Community College are eligible to petition the Student Activities Committee for approval as a student club adviser. Each club will elect an adviser at the first meeting held at the beginning of each academic year. As per Article XIII (g), the instructional staff adviser for each college-wide organization will be selected by the personnel and budget committee of the supervising academic department. Students may submit to the department personnel and budget committee nominations for instructional staff adviser.

1) Club/College-wide Organization Adviser's Responsibilities:

- a. To offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed activities: social, recreational, intellectual, cultural, or athletic.
- b. To help students formulate and pursue clear aims through bylaws, so that the club/college-wide organization may operate for the welfare of all its members.
- c. To require adherence to Board of Trustees Bylaws and College Regulation as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Activities).

- d. To protect the safety and security of student participation.
- e. To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
- f. To help students foster good public and human relations.
- g. To help students achieve the highest moral, intellectual and social standards of which they are capable, in their best interest and those of the college.

2) I.O.C. Adviser: one Instructional Staff Adviser will be elected each year by the members of the I.O.C. to serve on the I.O.C. Executive Board.

- a. When an Instructional Staff member is elected to an advisory post he/she will cease to represent an individual group, and for the duration of his/her term he/she will represent the entire I.O.C. and assist in the work of the I.O.C. and all member groups.
- b. Any full time Instructional Staff member can serve as the I.O.C. adviser.
- c. The I.O.C. Adviser will be a regular member of the I.O.C. having the privileges of participation in discussion and the right to vote. The I.O.C. Adviser will have one vote.
- d. The presence and active participation of the I.O.C. Adviser is urged. His/her attendance at all of the meetings of the I.O.C. is strongly recommended.

3) Restriction on I.O.C. Adviser: The person who holds the position of Director of Student Activities cannot run for the position of Instructional Staff Adviser to the I.O.C.

ARTICLE V – OFFICERS

Sec. 1: The elected Executive Board of the Inter-Organization Council will consist of:

a. Chairperson: This person will be the presiding officer of the I.O.C. meeting. This officer will be elected from among the fifteen (15) senators by the I.O.C. General Assembly plus one (1) representative from each athletic team within the Athletic Association as per the Student Government Association (SGA) Constitution Sec. 6.1. The I.O.C. General Assembly consists of the representatives from each chartered student organization. The election for the I.O.C. Chairperson will take place on the same day as the Student Government Association Executive Board election.

- 1) The Chairperson will act as the official spokesperson of the I.O.C. when necessary.

2) The Chairperson will guide the I.O.C. in the interests of its member and in accordance with the Constitution and Bylaws of the SGA and I.O.C. This officer will be responsible for the smooth and proper functioning of the I.O.C.

3) This officer will assume office by May 31st. All other officers will be elected during the fall semester.

b. Vice Chairperson: This officer will assume the duties of the Chairperson when the Chairperson is absent or unable to perform his/her duties.

1) The Vice Chairperson will be an assistant to the Chairperson and will assume all responsibilities assigned to that office by the Chairperson or the membership.

2) The Vice Chairperson will be the Parliamentarian of the I.O.C.

3) The Vice Chairperson will chair the Standing Committee on Charters.

c. Secretary: The Secretary will maintain a complete, accurate, and permanent record of I.O.C. business concerning its internal affairs. These records will include: minutes of all I.O.C. regular and special meetings, a record of current membership, names and addresses of representatives and alternates, and a file of past/current records of the I.O.C., etc.

1) The Secretary will duplicate the minutes of each I.O.C. meeting (regular and special meetings) and circulate these copies to all members in good standing, to Instructional Staff Advisers, to all organization presidents.

2) Copies of the minutes of each meeting will be distributed within ten (10) days after each meeting.

3) The Secretary will handle all official correspondence from the I.O.C. and will maintain an up-to-date record (directory) of names and addresses of the member groups, their officers and representatives.

d. Treasurer: The Treasurer will be responsible for handling the finances of the I.O.C. in accordance with the guidelines of the Student Government Association Executive Board, the B.C.C. Association, Inc. and the Bylaws of the Board of Trustees of the City University of New York.

1) The Treasurer will maintain a complete, accurate record of all transactions and reports, as necessary, to the I.O.C.

2) The Treasurer will chair the Standing Committee on Budgets. Sec. 2: The procedure for electing I.O.C. officers will be as follows:

- a. DATE: Elections for officers except the Chairperson will be held at the first meeting of the fall semester.
- b. NOMINATIONS: Nominations for all officers will be made from the floor.
- c. QUALIFICATIONS: A candidate for an office must meet the following requirements:
 - 1) Be a member in good standing of a student club/college-wide organization at Bronx Community College currently chartered by the I.O.C., for at least one semester.
 - 2) Must have earned a minimum of six college credits, with a cumulative grade point average of 2.00.
- d. BALLOTING: Voting will be conducted by secret ballot. A majority vote of the members present is required for election to an office.

Sec. 3: The I.O.C. Adviser will be elected at the same meeting that the officers are elected.

Sec. 4: TERM OF OFFICE: The term of office for the elected officers and Instructional Staff Adviser will be one academic year, September to June. Their terms will end on the last day of the academic year in accordance with the official calendar of the College.

Sec. 5: REPRESENTATION: A student representative who is elected to the Executive Board of the I.O.C. will cease to represent, in the I.O.C., the particular organization which he/she originally represented for the period of his/her office.

- a. An officer of the I.O.C. will represent the I.O.C. at-large and will be responsible to the members of the I.O.C.
- b. Officers will assume the responsibilities of their office and will be accountable to the I.O.C.

Sec. 6: Each elected officer of the I.O.C. will be entitled to one vote in the I.O.C.

ARTICLE VI – MEETINGS

Sec. 1: DATES: A regular meeting of the I.O.C. will be held once every month of the academic year. The day (dates) and time of regular meetings will be determined by the members (representatives and officers) at the first meeting of each semester. A calendar of regular meeting dates will be established at the first meeting and distributed to each student organization and Instructional Staff Adviser.

Sec. 2: SPECIAL MEETINGS: A special meeting may be called when deemed necessary by (a) any I.O.C. Executive Board member; (b) then members of the I.O.C. who request such a meeting through a letter or petition; or (c) the Director of Student Activities.

Sec. 3: BUSINESS: Official business of the I.O.C. may be transacted only if a quorum is present at a regular or special meeting.

Sec. 4: ANNOUNCEMENTS: Announcements and reminders of regular and special meetings should be sent out by the Secretary at least ten (10) days in advance of the date.

Sec. 5: PLACE: All meetings will be held in, Roscoe C. Brown Student Center, Room 311 B, unless otherwise noted or posted.

Sec. 6: ATTENDANCE: Representatives are required to attend all meetings. If an I.O.C. representative is absent from two (2) consecutive meetings, a penalty will be instituted against his/her club/college-wide organization.

a. If an I.O.C. representative is absent from one meeting, a letter of warning will be sent to the club President and Instructional Staff Adviser. The second meeting missed, the club's budget will be frozen by 30% and will remain frozen for 30 days. Attendance at the next scheduled meeting will result in the funds being restored.

b. If additional meetings are not attended by an organization's representative, further disciplinary action will be taken by the officers of the I.O.C.

ARTICLE VII – QUORUM

Sec. 1: A quorum will consist of a majority of the total membership. (The total membership includes: One representative from each currently chartered student organization: the elected officers of the I.O.C. and the Instructional Staff Adviser).

Sec. 2: No regular or special meetings may be held unless a quorum is present.

Sec. 3: If a quorum is not present, the group may discuss matters of mutual concern but no official business may be transacted. Such a meeting is considered informal and unofficial and no record needs to be maintained.

ARTICLE VIII – CHARTERS

Sec. 1: NEW CHARTERS: In accordance with the policies and procedures of the I.O.C., application for a student organization charter and subsequent membership in the I.O.C. will require the following:

a. A student organization desiring membership in the I.O.C. will apply for a charter from the I.O.C. Office; will receive all necessary materials and application from that Office and obtain any needed assistance from I.O.C. officers and advisers.

b. The application for a charter and a copy of the new group's bylaws will be submitted to the I.O.C.

- c. The Standing Committee on Charters, composed of two I.O.C. representatives, the I.O.C. Adviser, the Student Activities Assistant Director, and chaired by the Vice-Chairperson, will review the applicant's materials and determine the qualifications and meeting of the requirements of the applying group. The Committee will report and recommend to the I.O.C. members, at a business meeting, the disposition of the application. When necessary, the Committee should assist the applying group to correct errors or omissions in their documents in order that they may qualify for a charter.
- d. All requirements and qualifications for membership in the I.O.C. are listed and described on the charter application form. All club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00.
- e. Applications for Charters will be presented by this Committee to the members of the I.O.C. for their approval or rejection.
- f. All new charters must be approved by the I.O.C. before recommendation is made to the Student Activities Committee.
- g. A majority vote of the members present at a regular or special meeting is required for the granting of a Charter and membership in the I.O.C.
- h. Following approval by the I.O.C. and Student Government Association, the Charter application is forwarded and submitted to the Student and Faculty Committee on Student Activities for final approval.

Sec. 2: RENEWAL OF CHARTERS: Each academic year a student organization is required to renew its membership in the I.O.C. This is done by submitting the necessary forms which are available in the I.O.C. office. These charter renewal forms must be submitted no later than forty-five (45) days from the beginning of the fall semester. Unless a group has renewed its Charter in the fall semester, it is not considered in-good-standing with the I.O.C. Except as herein amended, the provisions contained in the Bronx Community College Inter-Organizational Council Constitution and Bylaws remain in full force and effect. A student organization, once chartered, maintains its membership in the I.O.C. by fulfilling the above requirement. Student Organizations (members of the I.O.C.) are required to file a copy of their bylaws with the I.O.C. each time the bylaws are amended or revised.

Sec. 3: RE-INSTATEMENT: A student organization that has been inactive for one or more semesters should consult with the I.O.C. Office for instructions on how to reinstate their membership in the I.O.C.

Sec. 4: APPEALS: A student organization denied chartering by the Standing Committee on Charter has a right to appeal the denial to the Student Activities Committee. The decision of the Student Activities Committee will be ratified by the Senate.

ARTICLE IX – STANDING COMMITTEES

The following Standing Committees will be formed at the second meeting of each semester:

Sec. 1: EXECUTIVE COMMITTEE: The chairperson, Vice Chairperson, Secretary, Treasurer, and the I.O.C. Adviser, will constitute the Executive Committee.

Sec. 2: CHARTER REVIEW COMMITTEE: This committee will meet as needed to review new applications from student organizations. The committee will report regularly to the I.O.C. members and recommend new Charters. The Vice- Chairperson of the I.O.C. will act as chairperson of this committee.

Sec. 3: BUDGET COMMITTEE: This committee will be composed of two (2) I.O.C. representatives, the I.O.C. Adviser, and chaired by the Treasurer. The Student Activities Director will serve ex-officio. This committee will review and make all initial recommendations for the allocation of student organization funds. Each student organization will submit by the scheduled date its proposed budget for the following academic year. This committee will study the budgets and make appropriate recommendations to the Student Association Executive Board and to the B.C.C. Association, Inc. This committee will be chaired by the Treasurer of the I.O.C.

Sec. 4: SPECIAL PROGRAMS COMMITTEE: Each semester a committee will be formed to consider the special workshops or seminars that should be planned and presented in keeping with the interests and needs of the I.O.C. and the students at B.C.C.

ARTICLE X – ORDER OF BUSINESS

Sec. 1: The agenda of regular meetings of the I.O.C. will follow this order:

1. Call to order by the Chairperson
2. Roll call or attendance
3. Announcements; Introduction of new members; Introduction of guests or visitors
4. Approval of the Minutes of the previous meeting
5. Reports from the Officers
6. Reports from the Standing Committees
7. Completion of old business (left over from previous meetings)
8. New business
9. Special program (Optional)

10. Guest speaker (Optional)

11. Announcements from the floor (from members or visitors)

12. Adjournment

Sec. 2: The order of business (agenda) of a meeting may be modified by majority vote of the members present.

Sec. 3: Any member may submit to the Secretary or to the Chairperson a topic to be placed on the agenda of a particular meeting. For proper handling, topics for I.O.C. consideration should be submitted in writing five (5) days before a meeting is to take place.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The Inter-Organization Council (I.O.C.) will conduct its business in accordance with the parliamentary authority of Robert’s Rules of Order (Latest Edition).

ARTICLE XII – AMENDMENTS

Sec. 1: Proposed amendments to the Constitution and Bylaws of the I.O.C. must be announced and circulated in writing to all the members-in-good standing of the I.O.C. at least ten (10) business days prior to the consideration of the amendment at an I.O.C. meeting.

Sec 2: An amendment must be approved by a two-thirds (2/3) majority of the total membership of the I.O.C. (The total membership of the I.O.C. will be determined by the number of chartered student organizations in good standing with the I.O.C. on the date of consideration of proposed amendment, plus the officers and adviser of the I.O.C.).

ARTICLE XII – REQUIREMENTS FOR COLLEGE-WIDE ORGANIZATIONS

a. The organization’s purpose as stated in the constitution must be specific in terms of how it meets the criteria of service to the college at large, as evidenced by a targeted audience that is campus wide and includes activities/events, which are of benefit to the entire campus community. A college-wide organization must operate under the auspices of an academic department.

b. Procedures for chartering for a college-wide organization will generally follow those provided in Article VIII. Where there is a conflict between Article VIII and Article XIII, the provisions of Article XIII will control.

c. The organization must have 20 current members at the time of filing for college-wide status.

d. The organization must submit a calendar of activities/events/projects for the academic year to be submitted to the Secretary of the Student Activities Committee.

e. Officers of the organization must have earned a minimum of 12 credits, including remedial courses, and have a 2.0 index.

f. The organization must have been a chartered organization under the Inter- Organizational Council for two (2) years.

g. Since these organizations require expertise in their respective area, the instructional staff adviser will be selected by the personnel and budget committee of the supervising academic department. Students may submit to the department personnel and budget committee nominations for instructional staff adviser.

h. The request for chartering must be presented by two officers; the instructional staff adviser must attend at least one of the meetings addressing the request for a charter.

i. College-wide organization status does not confer additional budgetary finding.

Budget requests must be submitted to the Bronx Community College, Inc. Budget Committee.

AMENDMENTS APPROVED BY THE:

INTER ORGANIZATIONAL COUNCIL MAY 8, 2014

STUDENT ACTIVITIES COMMITTEE MAY 8, 2014

COLLEGE SENATE MAY 15, 2014

PROCEDURES AND REQUIREMENTS FOR CLUBS AND ORGANIZATIONS:

PROCEDURES FOR CHARTER

The following is the procedure for obtaining a charter. Forms are available online at <http://www.bcc.cuny.edu/student-life/student-clubs-societies/>.

1. The interest to charter a club/organization should be student led. If a student has an interest, they should identify and recruit other students who also have the same interest.
 - a. A club consists of at least 10 students and an Instructional Staff advisor.
 - b. A college-wide organization consists of at least 20 students and an Instructional Staff advisor. College-wide organizations focus on providing some type of service to the campus community.
2. Identify and recruit an Instructional Staff Advisor
3. Complete the "Club Registration Form" in order to Charter, which underlines the name of the organization, the objectives of the group, the names, addresses and telephone numbers of the officers, as well as the name of the faculty advisor.
4. Create a constitution for your club (sample can be found online).
5. Submit a completed application to the Office of Student Life/I.O.C. Office in RBSC 309.
6. All executive members must have a minimum G.P.A of 2.0
7. In order to receive funds for your club, a budget request form must be completed and submitted along with the application for charter to the I.O.C Office.

REQUIREMENTS FOR COLLEGE-WIDE ORGANIZATIONS:

1. The organization must have been a chartered organization under the Inter-Organizational Council for two (2) or more consecutive years.
2. Officers of the organizations must have earned 12 credits and have a 2.0 index.
3. The organization's purpose as stated in the constitution must be specific in terms of how they meet the criteria of service to the college at large.
4. The organization must have 20 current members at the time of filing for college-wide status.
5. The organization must present an activities calendar of events or projects from the academic year to be submitted to the secretary of Student Life Committee.

Procedures to request College-Wide Designation:

- All documents, constitutions, charter forms, certification of officers' forms are to be submitted to the I.O.C. Advisor and reviewed by the Student Activities Committee.
- The proposal must be presented to the Student Activities Committee and an action to approve is submitted by the I.O.C. Advisor.
- A college-wide organization that is inactive for one year will lose its charter. They may only re-charter as a college-wide organization after a three-year hiatus. They must be requirement #5, page nine (9), which states: "The organization must have been a chartered organization under the Inter-Organization Council for two (2) years."
- Approved clubs receive a budget of up to \$1,000 and college-wide organization receive a budget of up to \$2,000 which is derived from student activity funds.

Benefits of joining student organizations at BCC:

- Opportunities to explore many academic and social programs
- Making lifelong friendships
- Numerous leadership opportunities
- Professional and social networking
- Engaging in and creating a strong sense of school spirit

I.O.C. Event Planning Guide

Club sponsored activities should advance the goals and mission of the club/organization. Ideally, to plan an event, you must start work several months in advance of the scheduled date. Many preparations go into planning, organizing, and completing an event. The following checklist is helpful for keeping track of event objectives and goals:

STEP 1 - PRE-PLANNING ACTION

Event Type

- Are you planning a workshop, lecture, fundraiser, dance, movie, etc.?
- Are you planning to pay an honorarium?

Event Topic and Theme

- What is the subject or issue the activity will address?
- How does the topic relate to the goals and mission of the club/college-wide organizations?

Event Dates

- What date is ideal for your event? Consider event theme and other activities taking place on the date you desire.
- Consider alternate dates in case the preferred date is not available.
- Reserve space, ***at least***, 3 weeks in advance for small-scale events NOT requiring services (e.g. AV equipment, tables and chairs for guests, food and beverage tables).
- Reserve space 3 – 6 months in advance for large-scale events requiring services.

Event Time

- What time is ideal for your event? Other planning factors include actual prep-work, set up work, and site breakdown work for the event, in addition to the actual date and time of the event.
- Consider your target population's availability and other competing activities scheduled at that time.

Competing Events

Inevitably, there will be other activities scheduled on campus for the date and time desired for your event. To increase the success of your event, learn what else is happening on campus already scheduled. Check calendars on the college website at (www.bcc.cuny.edu). Consider ways in which your club can collaborate with other clubs and organizations.

Desired Location

- Consider how many guests you expect and the event type. The desired location for an event is limited by space availability and capacity limitations (per NYC Fire Safety Code requirements). Plan ahead and submit the completed Space Reservation Form (s) to the I.O.C. (RBSC 309). Be prepared to request alternate space and dates. Note: For outdoor events, reserve a rain location and date.

Collaborations

- Collaborating with other clubs, offices and departments is a good idea to increase the success of your project.
- Expenses and responsibilities can be shared.
- The monthly IOC meetings are the ideal venue to get support from other clubs and college-wide organizations with similar interest.

Roles and Responsibilities

- Everyone involved in the project should have a role and clearly defined responsibility.
- Establish what tasks need to be completed in advance.
- Assign tasks based on members' strengths and interests.
- Follow through and hold people accountable for their responsibilities.
- Create a "to do list".
- Hold meetings with team members to check on the status.

Expected Attendance

- Forecast expected attendance at events based on event type, promotion and advertising efforts, target population, date and time of event. How many people have RSVP'd? You'll be better prepared to accommodate any audience if you can estimate the turnout with some accuracy.

STEP 2 – PROACTIVE PLANNING ACTION

Space Reservation

- Space reservation is a major part of event planning. Submit an Event Planning & Space Request Form in **three weeks in advance of the event date**. The type and size of the event will influence how much advance notice is required. Forms are available online and in RBSC Room 309. Include details of the materials and equipment needed for event, such as:
 - Media Equipment (projector, microphone, etc)
 - Podium, Chairs and Tables
 - Technology Support
 - Floor plans are required to set up the event.

Budget

- Budget requests are submitted each fall semester for the fiscal year.
- Allocate monies as needed for club/organization activities.
- The budget for each event must be formally approved before it can be used. In addition, both a Disbursement Order Form(s) and a detailed invoice from the vendor are required for expenditures. Spending prior to formal budget approval may not be paid.

Forms:

- Event Planning & Space Request Form – Used to reserve space and other equipment for any activity requiring use of campus facilities. Forms in RBSC, 309
- Blank Layouts of Key Event Spaces
- Catering Request Form – Used to order food from University Healthy Choice.
- Disbursement Order – Used to request payment, for approved expenditures from club's/organization's accounts.
- Personal services agreement - A standard “contract” is required of all outside groups performing services for your event. Please consult with Student Life, located in RBSC, room 309 for assistance with this process.
- Insurance is required of all outside groups performing services for your event. Insurance can be obtained by the vendor through any insurance broker. The broker must provide a million-dollar rider for the date or dates of the event, and the form should be made out to Bronx Community College. Please consult with Student Life, located in RBSC, room 309 for assistance with this process. (Note: outside groups requesting the use of our facilities – as opposed to performing services - are expected to provide a \$1,000,000 liability insurance certificate that holds specific groups harmless from liability. This is different than what Student Life does for those providing services.)

Facilities Meeting

- A facilities meeting is usually required to review the details for large events needing significant setup. Contact the Student Life/IOC Office, located in RBSC, room 309, to set up a facilities meeting.
- Be prepared to discuss the event in its entirety by providing all relevant details pertinent to the event, including set up time (for decorating), numbers of guests, if tickets will be sold, marketing and poster distribution, security concerns, actual set up requirements (tables, chairs, podiums, mics, AV etc.).
- Have all contact numbers made available to OSL.

Refreshments/Catering Services

- Do you need to cater an event? Will the budget cover refreshments?
- Consider the type and duration of the event, and the number of participants.
- Will your budget cover refreshments?
- Food services can be purchased from the cafeteria with advance notice

- All purchases require formal approval, completed Disbursement Order Form, and a detailed invoice from the vendor. Be aware of pricing, menus and all details for catering an event.
- Donated food items and homemade meals are not allowed.

STEP 3 – PROMOTIONAL PLANNING ACTION

Target Publication

Who are the people you want to target for the event? You can promote your events to:

- Students
- Faculty/Staff
- Members of the Community

Advertising/Publicity

Publicizing the event is the only way to encourage participation. All materials must be posted according to the campus posting policy and must be approved in the Office of Student Life located in RBSC, room 309. Publicize early and use different methods to encourage participation, such as:

- Create a Save the Date flyer!
- Advertise on social media: BCC Facebook and Twitter Accounts.
- Campus Newspaper- The Communicator, located in Colston Hall, room 605.
- Submit event to be placed on the College Calendar and Broadcast.

****** THE EVENT DOCUMENTS MUST BE SUBMITTED TO THE EVENTS MANAGEMENT OFFICE APPROVAL PRIOR TO THE DISTRIBUTION OF ALL FLYERS, POSTERS, ETC. *****

Duplicating Flyers and Posters

The college offers black and white duplicating at no cost to official organizations of the College. Color copying is also offered at a cost. Forms are available in RBSC Room 309.

Campus Posting Policy

Quick Facts Poster/Flyer Policy

The term "posters" shall refer to any and all temporary informational or promotional communication items such as posters, flyers, banners, announcements, etc.

Material should be posted only in appropriately designated areas. Material that is not approved and/or improperly posted will be removed.

How to get approval for posting?

- All items to be posted anywhere on campus, with the exception of departmental bulletin boards, must first be approved by the Office of Student Life.
 - Submit one original flyer, then duplicate the approved material before posting.
 - No more than 30 approved posters will be stamped in one day for any type of event.
 - Approval or recommended corrections for posters and flyers are usually provided within 24 hours or by 11:30 a.m. the next business day.

What information is required for posting?

Type of Event (Lecture, workshop, etc.):

- Location of Event
- Date and Time of Event
- Event Sponsor(s); Sponsor's Contact Information
- Correct Spelling, Grammar, and Punctuation

Material should be posted only in appropriate designated areas. Posting on windows or walls is not allowed anywhere on the campus; improperly posted will be removed.

How do I hang a poster/flyer?

- The use of masking tape, scotch tape, duct tape or thumb tacks to hang postings around campus is prohibited. All flyers, posters etc. should be placed on bulletin boards. Tape cannot be used on walls, windows or doors. Flyers and other related advertising materials cannot be placed anywhere on Landmark buildings, such as Gould Memorial Library, Language Hall and Philosophy Hall.

Policies and Procedures for Space Reservations:

A request for space is a formal process that must be completed well in advance of an event. The type of event and target population will factor into the timing of space request. Usually, large events, like dances, fairs and lectures require space reservations at least 6 months in advance. A minimum of 3 weeks is appropriate for smaller events planned in the Student Center, such as meetings and workshops.

You should reserve space with the I.O.C. Office Manager and I.O.C. Advisor in the RBSC, 309, for all events in the Student Center. The I.O.C. Office Manager will contact the Director for Administrative Services and Events Management for space availability on campus. However, bear in mind that space is at a premium and other people often reserve space one year in advance. Hence, it is important that you:

- Do not assume that you are allowed use of space on campus until it has been formally approved for the activity. Space is not approved until all paperwork and facilities meeting (for large events) are complete.
- Do not assume that the space you want is always available – plan for alternate space options, dates and times.
- Plan thoroughly and request space within the suggested time frame.

- Complete Space Reservation Forms. Write clearly and be sure that floor plans are concise and clearly indicate placement of materials requested
- Note: Events after normal business hours will have associated Overtime costs for Civil Service staff working the event.
- Space reservation forms must be completed for any space request on campus large or small.

Advance Planning

- Space is reserved on a first come/first served basis. Because the Office of Administrative Services and Events Management books space throughout the entirety of a year (including Club Hours) the sooner you reserve the space the better. Please bear in mind that the phrase “advanced reservations and advanced planning” is key when planning events on this campus. Thus, reserving space 6 months in advance is recommended, while 1 month is generally acceptable for small scale events that do not require services.
- Important: Reserving space on campus technically means that the space is only tentatively held for your event. Tentative holds are released upon the receipt of the space reservation form and floor plan the Divisional VP in your area has approved and sent to Events Management. NB: The later forms are received the greater likelihood that services won’t be provided.
- As the Administration, requests for space and services will not be honored if they are requested less than 10 business days prior to the event’s date. This means that the forms also have to be signed, approved and delivered to the Office of Administrative Services and Events Management 10 business days prior to the event’s date to allow time for final approval and distribution.

IMPORTANT NOTE: Space and services (e.g. AV equipment, tables, chairs, etc.) are at a premium on campus, especially given the enormous number of events that are held by internal and external groups (over 2,000) each year. Although College priorities (e.g. faculty, staff and student events, registration, finals, testing) take precedence over anything else, CUNY mandates that all CUNY schools rent their spaces to outside groups, including other CUNY schools, CUNY Central, NYC and NYS agencies, community groups, etc., for community service purposes, which does affect space and service availability. These groups contact various offices on campus to rent college space through the Office of Administrative Services and Events Management, as the Office schedules all spaces on campus. The College is required to honor such requests. With the exception of NYC and NYS agencies and political subdivisions, all groups of this kind have to provide liability insurance coverage and pay fees to hold the event on campus. Please bear this in mind when planning events.

IMPORTANT NOTE: The College does not permit weddings, birthday parties, bridal and baby showers, memorial services, bachelor parties, etc. to be held on campus due to liability insurance concerns. NO EXCEPTIONS.

Tentative Planning

- When reserving space please note that it is only reserved on a “tentative” basis and that Events Management is only holding it for you. A hold on the space does not mean that your event is approved, nor does it infer that it will be held.
- Events placed on a tentative hold become confirmed events once the Office of Administrative Services and Events Management receives the approved space reservation form (signed by the Divisional VP in your area) and floor plan from you for final approval by the Vice President of Administration and Finance. Your event is confirmed as “final approved” ONLY when SVPC signs off on the form, for which you will get a copy for your files. In case your event is not approved, the Office of Administrative Services and Events Management will email you accordingly.
- Approved in final documents are scanned and sent to PPS, AV and Public Safety immediately after Events Management has obtained the signature of the Vice President of Administration and Finance approval on each form. This is for workload and equipment scheduling. The reservation form serves multiple purposes: 1) confirmation of the event, 2) services and equipment request form, 3) tracking and reporting tool. Thus, the sooner you get your forms in, the greater likelihood that you will get services. The later you submit the forms the less likely you will get services.

Event Setup

- Events are set up by PPS and AV the morning of or the day before the event. However, do note that prep work and set up work is scheduled in advance by Events Management to assist PPS and AV staff with their workload. Thus, adding items to the request at the last minute for additional services is not permitted. To ensure that you have all set up and equipment items you need, include them on the form initially, as it is far easier to cancel them at the last minute than it is to add them at that time.
- If you have to cancel an event, please give Events Management 48 hours’ notice so that they have ample time to alert staff in email or by telephone. Due to frequent issues with regard to lack of such notifications, please be mindful that failing to do so is a waste of manpower, time, services and resources
- Please do not switch events with other groups without consulting with Events Management, as this creates inordinate confusion when set-ups are required. All groups must contact Events Management to discuss these requests, as they are not acceptable practices when handled without their knowledge.
- If you have questions, please feel free to contact Events Management for any guidance.

Financial Guidelines:

- How does a club/College-Wide Organization get access to a budget?
An application for charter including budget request forms, must be completed and submitted to the IOC Office in RBSC, room 309. The forms are available both in the IOC Office and online at <http://www.bcc.cuny.edu/student-life/student-clubs-societies/>. The Inter-Organization council and committee on Student Activities will consider the completed Application for charter for approval. Upon their approval, Chartered

Clubs/Organizations requesting funds over the current base budget will have to make a presentation to the Budget Committee. Be advised that the clubs/organizations can have their budget frozen if IOC representatives miss monthly meetings. Also, note that expenditures made prior to Budget Committee approval will NOT be reimbursed.

- Where can we pick up the Application for Charter and Budget Request Forms?

Budget request forms are available in the IOC Office, located in the RBSC, room 309 and online at www.bcc.cuny.edu/studentlife.

- Who prepares the budget request?

With input and approval of the respective student club, the Treasurer, President and Instructional Staff Advisor work together to prepare the budget request for the fiscal year (fall-spring). Consider the club's/organization's goals and mission when preparing the budget request forms. Ask yourself, how does this purchase advance the mission of the organization?

- What is the procedure for submitting a budget request?

Pick up or print a copy of the Application for Charter and the Budget Request Forms from the IOC office in RBSC, room 309 or online: <http://www.bcc.cuny.edu/student-life/student-clubs-societies/>. The current club Treasurer, President and Instructional Staff Adviser work together to prepare the annual budget request (Consider the club's/organization's goals and mission when preparing the budget). Make copies of the completed Charter Application and Budget Request forms for your files and return the originals to the IOC Office. Submit the completed forms to the IOC in RBSC room 309.

- When do we submit the club's/organization's budget request?

Budget request forms are prepared and submitted at the start of each fall semester for the fiscal year. Request for additional funds can be made to the Office of Student Life. Request are subject to approval by the Budget Committee.

- When can we begin using money from the approved club/organization budget?

All funding approved for the organization's expenditures can be used as soon as you receive written notification by the IOC Office. Budgets must first be formally approved by the Budget Committee.

- If the budget is not used during the fiscal year for which it was approved, will it roll-over to the next fiscal year?

No unused portions of approved budgets that are not used during the fiscal year for which it is approved will go back into the BCC Association Inc. account.

- What is the procedure for accessing the club's/organization's approved budget?

Please be advised that we use a “cash-less” system for purchasing. Funds are debited from the club’s accounts upon verification of services/products received. The club’s President and Treasurer are accountable for tracking the group’s expenditures and being aware of the available budget balance.

For purchases: Request a purchase order (PO) form via email from the student life office. Complete and submit the PO via email or hardcopy to Ms. Shermekia Pierce. The IOC Office will order the items requested by the student clubs. Upon receipt of item(s), and/or service(s) a Disbursement Order Form will be forwarded for the club’s/organization’s President, Treasurer and Instructional Staff Advisors signatures.

- How can we change our original budget request?

Monies can only be used for expenditures that have been formally and approved by the Budget Committee. In other words, if a club has 100 approved for refreshments and \$0 approved for travel. The approved \$100 for refreshments cannot be used for travel unless the money is reallocated. To change an original budget request: 1) a completed Budget Modification forms must be retrieved from the submitted to the IOC Office and 2) The Budget Committee must approve the new request. Remember that expenditures made prior to Budget Committee approval will NOT be reimbursed.

- Where does the money for club/college-wide organization budgets come from?

The money comes from the student activity fees you pay to the college when you pay your tuition for the semester. Student activity fees are also used in part for athletic programs, cultural and social activities, stipends for student leaders, enhancement of the college environment and other student services that add or supplement those provided by the university.

Guidelines for Purchasing Refreshments:

Purchasing refreshments from Au Bon Pain/University Healthy Choice at Bronx Community college is simple. At least three (3) weeks prior to the event submit your request via email to the Office of Student Life. Please include the following: items to be purchased, quantity, date, time and location of the event. To facilitate payment for refreshments ordered be prepared to provide a meeting agenda, promotional flier and sign in sheet for the event.

- Catering Requests from Au Bon Pain must be submitted 3 weeks in advance of your event.
- Complete and submit the attached Catering Request Form to the Shermekia Pierce in the IOC Office, RBSC room 309. Or via email to Shermekia.Pierce@bcc.cuny.edu and copy Yvonne.Erazo@bcc.cuny.edu.
 1. The subject line in the email should read **Catering Request** with the name of your club/organization. i.e. *Subject: Catering Request MLT Club*
 2. Attached an event flyer or agenda with the completed request form.
 3. The IOC Office will then process your order and generate a Disbursement Order (DO) form.

4. The President, Treasurer and Instructional Staff Advisor are required to sign the DO Form to complete payment. Club leaders will be notified via email when to sign off on DO form.

ACCEPTABLE METHODS OF PAYMENT

Purchase order or cash, credit or debit card is the current acceptable methods of payment.

MINIMUM ORDER AMOUNT

The minimum order amount accepted by University Healthy Choice for catering service is \$25.

DIRECTIVE 6 – APPROPRIATE MEETING SITUATIONS

For your convenience, a full description of meeting situations and agency functions where expenditures for light refreshments and/or modest meals are allowed may be found on the NYC Office of the Comptroller website by clicking on the link below. If you are unable to open this link, cut and paste address into your browser:
<http://www.comptroller.nyc.gov/bureaus/acc/directives/Dir06-TravelMealLodgings.pdf>

You may also find Directive 6 on the Bronx Community College's website by clicking on Administration & Finance, Business Office and then Accounts Payable page. Once you access the Accounts Payable page look for Directive 6, Part III section 8.1.2 – Appropriate Meeting Situations.

TAX LEVY ORDERING PROCESS

If your department requires food/catering service and the funding is from tax levy budget (ledger 2):

1. Obtain quote from University Healthy Choice a minimum of 14 days before the event or meeting takes place.
2. Place a purchase requisition into the e-procurement system. The purchase requisition must contain a full description of required food/catering service, the name of event, date, time and location.
3. Attach the copy of the quote received from University Healthy Choice to the purchase requisition in proper purchasing system or fax price quote to purchasing at extension 6466 or 6027.
4. Purchasing will issue a purchase order to University Healthy Choice before your event takes place if a purchase requisition has been entered into the proper purchasing system and have received all of the necessary approvals.

AUXILIARY OR BCC INC ORDERING PROCESS

If your department requires food/catering service and the funding source is Auxiliary, BCC Inc., non-tax levy (ledger 7):

- Follow steps 1 through 4 above, however the requisition must be entered into a ledger 7 account in e-procurement.

INTER-ORGANIZATIONAL COUNCIL PURCHASING PROCESS & GUIDELINES

Please note the following with regard to orders for supplies:

Step 1. Complete the *IOC Purchase Request Form*.

Step 2. Email completed *IOC Purchase Request Form* to Yvonne.Erazo@bcc.cuny.edu and Shermekia.pierce@bcc.cuny.edu

- The subject line in the email should read **Purchase Request** with the name of your club/organization. (i.e. *Subject: Purchase Request CAMEO Club*)
- Include with your email:
 - a flyer or agenda for the activity, and;
 - the date, time, and location of the activity

Step 3. Sign the Disbursement Order Form (Advisor, President, and Treasurer). The IOC Office, located in RBSC, room 309, will provide a *Disbursement Order Form* to authorize payment and verify receipt of products and services.

Inter-Organizational Council Purchasing Guidelines:

- Purchase request are to be submitted via the *IOC Purchase Request Form* a minimum of 4-weeks in advance of date products and services are needed.
- Student clubs and organizations must be chartered/recertified and have an approved budget proposal prior to submitting an *IOC Purchase Request Form*.
- Advance purchase requests are allowed and are a good idea. For example, during the fall term, a chartered student organization may submit a purchase request for spring events, well in advance of the minimum required time.
- Purchasing items out of pocket is strongly discouraged. Reimbursements may be subject to refusal.

Remember that after purchase requests are processed, in order for vendors to receive payment for services and products, three things must happen:

1. A *Disbursement Order Form* is generated by the IOC Office then;
2. The form is signed by the student club President, Treasurer and Advisor, and;
3. Two forms of supporting documents for the activity have been provided (i.e. sign in sheets, meeting agenda, event flyer). ***Failure to submit supporting documents will delay payment to a vendor and can delay future orders.***

FIRST RIGHT OF REFUSAL POLICY ON FOOD/CATERING ORDERS

1. University Healthy Choice must have first right of refusal in regards to all food/catering service on campus. The refusal from University Healthy Choice must be written and submitted to purchasing separately or along with your purchase requisition. Verbal refusals will not be accepted.
2. If University Healthy Choice refuses the food/catering service, the next vendor's prices must be a minimum of 10% less than the prices of University Healthy Choice.
3. All tax levy, Auxiliary, BCC Inc. Student Life Club orders require entry of a purchase requisition into proper purchasing system.
4. If food/catering service cost more than \$5,000 and University Healthy Choice has refused the order the requesting department must also supply purchasing with a detailed specification for bidding to 5 or more vendors.
5. If catering/food service are under \$5,000 and University Healthy Choice has refused the order it is the responsibility of the requesting department to obtain a first right of refusal letter from University Healthy Choice along with a minimum of three quotes from other food vendors. These quotes must be turned over to Purchasing for price comparison and evaluation before purchase order for service is issued.
6. All food/catering service vendors contracted must possess valid business license and said license must be supplied to Purchasing before a purchase order can be issued.
7. All food/catering service vendors contracted must possess a valid and current Health Department Certificate and supply said certificate to Purchasing before a purchase order can be issued.
8. All food/catering service vendors contracted must supply a completed Substitute W9 (Form can be obtained from Purchasing). All vendors must be registered in the CUNY Vendor Databases along with The New York City's Payee Information Portal before a purchase order can be issued. Non-registered food/catering service vendors may contact purchasing to obtain forms to register with The CUNY Vendor Management Unit and used the following URL to register in The New York City's Payee Information Portal: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>
9. The Requesting department must place a purchase requisition into the proper purchasing system. The requisition must receive all necessary approvals before a purchase order will be issued to the successful vendor. Please note food/catering service vendor cannot perform any service and will not be paid until a purchase order is issued.

CHANGE OR CANCELLATION OF FOOD/CATERING SERVICE

When changing or cancelling a food/catering service contact University Healthy Choice at (718) 289-5199 or email UHCCatering@healthychoice.net at least 48 hours before the event or meeting is to take place with any change to an order or cancellation of food/catering service. Purchasing or Research Foundation must also be contacted so that the issued purchase order may be modified or cancelled. All changes and cancellations request must be emailed.

For Tax Levy (Ledger 2), Auxiliary, BCC Inc., Student Life Clubs email changes and cancellations to:

- Nelda.alvarez@bcc.cuny.edu,
- Gregory.Rosenberg@bcc.cuny.edu or,
- Yinet.martinez@bcc.cuny.edu

POLICIES AND PROCEDURES FOR TRAVEL:

FACULTY AND STAFF TRAVEL

The Purchasing Department request that all travel arrangements for airline tickets, conference registrations and hotel accommodations is submitted via an approved purchase requisition no later than one month before the travel and conference is to take place.

All airline travel will be secured by using a New York State Office of General Service (NYS Contract) vendor as per CUNY approved Methods of Purchase.

Purchasing is not authorized to make travel arrangements until approved purchase requisitions are sourced to Purchasing via e-Procurement or CUNYFirst.

Purchasing request that before attending conferences departments submit with their requisitions, registration forms and conference schedules or brochure to Purchasing a minimum of one month before the travel and conference takes place.

When hotel accommodations is required, the hotel must be contacted by the requesting department and reservations secured. The hotel reservation number must appear on the approved purchasing requisition or communicated to purchasing before the charge is made against the college credit card.

NYC Internal control and Accountability Directive 6 Guidelines stipulates that the most economical means of transportation must be utilized when traveling under 200 miles. When traveling more than 200 miles or more and airline tickets are required, the time, date, name of passenger and date of birth, destination as well as the airport from where the passenger will be traveling must be supplied along with the approved purchase requisition. Also supply the reservation and flight number if the airline has been contacted and a reservation and flight number is available.

Travelers must follow up with Purchasing to make sure all reservations are in placed at least two to three days before travel takes place.

STUDENT TRAVEL

If funding other than tax levy is available student travel can also be secured by Purchasing by following the travel procedures above.

POLICIES AND PROCEDURES FOR SUBMITTING DISBURSEMENT ORDER ORDERS:

All purchases or services must have a purchase requisition placed into e-procurement system, no exceptions. Subsequently, payment will be made based on purchase order. Vendors will not be paid until a purchase order number has been issued, an invoice has been received, and receipt of the goods and/or services has been confirmed by department.

DOCUMENTS REQUIRED FOR CONTRACT PAYMENTS:

Student Center:

- Disbursement Order signed by Director of Student Life.
- Form W-9 completed and signed by person or entity to be paid.
- Independent Service Certification Form signed by Student Center staff.
- Event flyer (if any).

SGA:

- Disbursement Order signed by SGA President, Treasurer and Director Student Life.
- Form W-9 completed and signed by person or entity to be paid.
- Independent Service Certification Form signed by SGA member.
- Event flyer (if any).

DOCUMENTS REQUIRED FOR HEALTHY CHOICE PAYMENTS:

Student Center:

- Disbursement Order signed by Director of Student Life.
- Invoice signed by Director of Student Life.
- Event flyer, sign-in sheet or agenda of meeting.

SGA:

- Disbursement Order signed by SGA President, Treasurer and Director Student Life.
- Invoice signed by Director of Student Life.
- Event flyer, sign-in sheet or agenda of meeting.
- Attendance sheet or event flyer.
- Agenda of meeting.

Clubs:

- Disbursement Order signed by Club President, Treasurer, Instructional Staff Advisor and Director of Student Life.
- Invoice signed by Director of Student Life or Instructional Staff Advisor.
- Attendance sheet or event flyer.
- Agenda of meeting.

Honorarium

An Honoraria is a “small cash gift” offered to a speaker or special guest invited to make a presentation to your group. It is considered a courtesy to offer an honorarium if the guest is coming from a long distance or is given up his/her time to speak to your group. Honoraria is not given to Bronx Community College personnel.

If your group plans to give an Honorarium to a guest, you must obtain an Honorarium Form from the I.O.C/ Student Life Office in RBSC Room 309, 718-289-5201

The Accounting department requires at least 4 days for processing Honorarium payments:

- Honoraria may not be may not exceed \$499.00.
- An honorarium in excess of \$500 must be contracted and approved by the I.O.C.

DOCUMENTS REQUIRED FOR HONORARIUM PAYMENTS

Student Center:

- Disbursement Order signed by Director of Student Life.
- Honorarium Agreement.
- Form W-9 completed and signed by person to be paid.
- Confirmation of service with Director of Student Life's signature and the words '*Service received*' on Honorarium Agreement.
- Event flyer (if any).

SGA:

- Disbursement Order signed by SGA President, Treasurer and Director Student Life
- Honorarium Agreement.
- Form W-9 completed and signed by person to be paid.
- Confirmation of service with Director of Student Life's signature and the words '*Service received*' on Honorarium Agreement.
- Event flyer (if any).
- Form W-9 completed and signed by person to be paid.
- Confirmation of service with Director of Student Life's signature and the words '*Service received*' on Honorarium Agreement.
- Event flyer (if any).

Clubs

- Disbursement Order signed by Club President, Treasurer, Instructional Staff Advisor and Director of Student Life.
- Honorarium Agreement.
- Form W-9 completed and signed by person to be paid.
- Confirmation of service with Director of Student Life's signature and the words '*Service received*' on Honorarium Agreement.
- Event flyer (if any).

DOCUMENTS REQUIRED FOR STIPEND PAYMENTS

SGA:

- Disbursement Order signed by SGA President, Treasurer and Director Student Life.
- Executive Board Committee Service Agreement for executives and non-executive senator stipend agreement.
- Form W-9 completed and signed by person to be paid.

- List of elected executives and senators from the Student Election Review Committee.

DOCUMENTS REQUIRED FOR VENDOR PAYMENTS

Student Center:

- Disbursement Order signed by Director of Student Life.
- Invoice signed by Director of Student Life.

SGA:

- Disbursement Order signed by SGA President, Treasurer and Director Student Life.
- Invoice signed by Director of Student Life.

Clubs:

- Disbursement Order signed by Club President, Treasurer, Instructional Staff Advisor and Director of Student Life.
- Invoice signed by Director of Student Life.

POLICY FOR PAYMENT OF OUTSIDE PERFORMERS/GUEST SPEAKERS

A Performance Agreement:

- Must be used to engage the paid services of outside vendors. The *Performance Agreement Form* must be signed in duplicate. When fully signed, one copy should be given to the vendor and one retained by the College. The signatories to the *Performance Agreement* are the vendor/contractor, Association Treasurer and the Business Manager. When the agreement is presented to the Association Treasurer and Business Manager for signature, it should be accompanied by the approved *Events Reservation Form*. Before signing, the Business Manager will ensure, among other things, that the funds are available to support the expense. Therefore, it is imperative that the contract is fully signed before the event occurs. Once the contract is fully signed, it is given back to the event organizer (user) who should promptly send the vendor's copy to the vendor. The turn-around should be at least 2 weeks.

An Event Reservation Form:

- An Event Reservation Form must be submitted to the Events Office. This form has to be signed and approved by the Events Officer, Public Safety, PPS and SVP of Administration & Finance. The purpose is to alert these offices to the upcoming event so that they can plan and prepare operationally. The required lead time will be provided by the Events Office. In certain cases, insurance for the event or performance must be secured.

Independent Contractor Service Certification Form:

- To be completed once the service is performed, attesting to the satisfactory completion of the contractual service.

Disbursement Voucher:

- When the user department is ready to make payment as per contract, a disbursement voucher must be submitted with the above *Event Reservation, Performance Agreement and Independent Contractor Service Certification forms*. In addition, please attach a copy of any printed event flyer.

The W-9 Form:

- The W-9 Form is a Federal requirement and it must be completed by all vendors that we're paying for the first time.

College Employees:

- If the recipient is an employee of the College a contract is still required. However, payment will be made through the BCC Association payroll. This will require that the person hired come see me, beforehand, with documents showing proof of employment.

Glossary of Terms

Application for Charter: A completed Application for Charter is required of all student groups that desire membership in the Inter-Organizational Council (I.O.C.). New student clubs and college-wide organizations must submit the Application for Charter to the I.O.C. Office no later than sixty (60) days from the beginning of the current semester.

Application for Recertification: A completed Application for Recertification is required of all returning student clubs and college-wide organizations in order to remain in good standing with the Inter-Organizational Council (I.O.C.). Completed Applications for Recertification must be submitted no later than forty-five (45) days from the beginning of the current semester.

Budget: An itemized summary of estimated or intended expenditures for the fiscal year based on the intended activities of a student organization. Chartered organizations are entitled to a standard budget to support the activities and events that advance their mission and goals.

Budget Modification Form: This form is used to request monies be reallocated from one budget line to another. This is usually done when there are sufficient monies in one or more approved budget lines that are needed to cover the cost of a proposed expenditure for a line that is not adequately funded.

Charter: The approval from Student Government Association, Inter-Organizational Council, and Student Activities (Life) Committee for students to establish clubs and college-wide organizations at Bronx Community College.

Club: A group of 10 or more students and an Instructional Staff Advisor, organized for a common purpose, that have successfully joined the Inter-Organizational Council after submitting both the Application for Charter and Budget Request Forms. A club requires 5 executive officers: President, Vice President, Treasurer, Secretary, and I.O.C. representative. Officers of the club must have earned a minimum of 6 credits, including remedial courses, and have a 2.00 index.

College-Wide Organization: A group of 20 or more students and an Instructional Staff Advisor, organized for a common purpose, that have successfully joined the Inter-Organizational Council after submitting both the Application for Charter and Budget Request Forms. The organization must have been a chartered organization under the Inter-Organizational Council for at least two (2) years in order to file for college-wide status. A college-wide organization requires 5 executive officers: President, Vice President, Treasurer, Secretary, and I.O.C. Representative. Officers of the organization must have earned a minimum of 12 credits, including remedial courses, and have a 2.00 index.

Disbursement Order Form: The form is used to access the approved budgets of chartered student organizations needing to purchase services or products from outside vendors or the BCC college cafeteria.

Executive Officer: A person responsible for the performance of duties involved in running an organization. Each club and college-wide organization has 5 executive officers. There is an academic eligibility requirement to serve as an executive officer of a student organization. The executive officers for college-wide organizations must have earned a minimum of 12 credits, including remedial courses, and have a 2.00 index. The executive officers for clubs must have earned a minimum of 6 credits, including remedial courses, and have a 2.00 index.

Facilities Meeting: A meeting usually scheduled prior to large events on the college campus where representatives of Physical Plant Services, Audio Visual Services, Public Safety, and the club that is promoting the event should be present to confirm details of the activity.

In-Good-Standing: Means that a club or college-wide organization has followed all procedures as stipulated by the Inter-Organizational Council. The organization has fulfilled all charter requirements; has an active membership; has a representative in the I.O.C. who attends meetings regularly and has an Instructional Staff Advisor.

Inter-Organizational Council (I.O.C.): The Inter-Organizational Council is a body of students representing every chartered club and college-wide organization at Bronx Community College. The I.O.C. will be concerned with the welfare and governance of all student clubs and college-wide organizations except the Student Government Association, which functions at Bronx Community College.

Organization: A group of people organized for a particular purpose. Often times, in this handbook, the word organization will be used in place of club or college-wide organization.

Personal Services Agreement: A standard contract required of outside groups performing services for an event at Bronx Community College.

Student Government Association (SGA): A Student Government Association is a body of students who are elected by their peers and serve on a type of council that advises the education administration on matters affecting students and desires which the student body wishes to see come about.