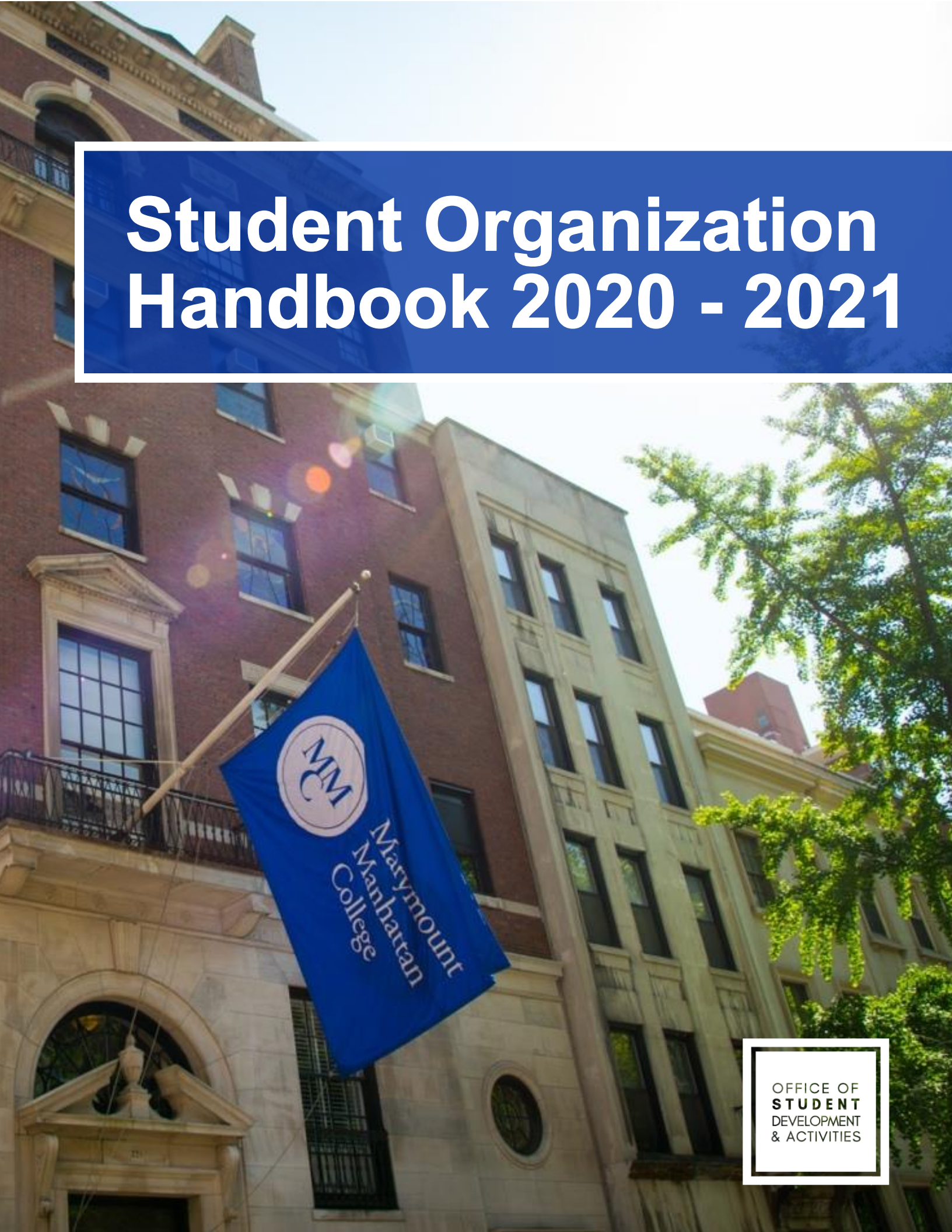
Student Organization Handbook 2020 - 2021



OFFICE OF
STUDENT
DEVELOPMENT
& ACTIVITIES

MARYMOUNT MANHATTAN COLLEGE MISSION STATEMENT

Marymount Manhattan College is an urban, independent liberal arts college. The mission of the College is to educate a socially and economically diverse student body by fostering intellectual achievement and personal growth and by providing opportunities for career development.

Inherent in this mission is the intent to develop an aware-ness of social, political, cultural, and ethical issues in the belief that this awareness will lead to concern for, participation in and improvement of society.

To accomplish this mission, the College offers a strong program in the arts and sciences for students of all ages, as well as substantial pre-professional preparation. Central to these efforts is the particular attention given to the individual student.

Marymount Manhattan College seeks to be a resource and learning center for the metropolitan community.

STUDENT DEVELOPMENT AND ACTIVITIES MISSION STATEMENT

Student Development and Activities is dedicated to supporting the educational mission of Marymount Manhattan College by providing students with a sense of community through meaningful interaction outside the classroom. This allows students to connect with peers, faculty and staff members of the College throughout their experience.

We are committed to helping students explore the opportunities available to them at the College and New York City through social, cultural, leadership and recreational experiences.

Our mission is grounded on the premise that every student is a leader capable of making a difference within Marymount Manhattan College and beyond.

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WHO ARE WE

Student Development and Activities
Located in Carson Hall 807 and 302, Student Development and Activities is dedicated to providing current students at Marymount Manhattan College ample opportunities to get involved with events on campus, interact with faculty and staff members, and meet other students and strengthen existing relationships. The office is open Monday to Friday from 9:00 am - 5:00 pm whenever the College is open.

Carson 302 is the Student Organization Suite, or SOS. Here, student leaders have access to computers and color printers for RSO-related work, supplies and decorations, storage, and a place to gather between classes and to meet with other students. Many of the Core Council organizations (see next page) have their own computer here, too.

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Student Success and Engagement
Student Development and Activities functions within the Division of Student Success and Engagement. In addition, the division houses the following departments as well:

- Academic Access and Disability Services
- Campus Ministry
- Career Services
- Center for Student Services
- Counseling and Wellness Center and the Dow Zhangi Student Health Center
- Office of Admissions
- Residence Life

Student Success and Engagement Staff

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Core Council 2020 - 2021
The Core Council is a monthly gathering of prominent student leaders on campus to discuss issues and events pertaining to all students. Listed below are the member organizations of the Core Council, followed each organization's representative.

Black and Latinx Student Association (BLSA), Viviana Metzgar
blsa@mmm.edu

Campus Activities Board (CAB), Kelly McGuinness
cab@mmm.edu

Griffin Yearbook, Victoria Whalen
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The Monitor newspaper, Gabrielle Fiorella
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Residence Hall Council (RHC), *[TBD]*
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Student Government Association, Nyesha McCormick
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INTRODUCTION

Being involved in student organizations provides MMC students the opportunity to experience stronger campus affiliations and a sense of belonging among their peers as well as the opportunity to shepherd initiatives to successful completion and further cultivation of crucial transferable skills.

Students who take full advantage of this opportunity not only benefit from progressive skill development, but there is also a direct correlation to higher academic success and resiliency for students who maintain a healthy balance of co-curricular involvement in tandem with their academic coursework.

What is an RSO?
A registered student organization, or RSO, is a group of 10+ students that has met the following requirements set forth by Student Development and Activities:

- Maintain a membership status that is open to all current MMC students
- Establish a full-time faculty or staff member to serve as the RSO's advisor
- Establish an executive board of student officer with a minimum GPA of 2.50
- Cultivate a membership roster of at least 10 current MMC students
- Establish an organizational mission that aligns with MMC's mission and seeks to build community
- Establish an organizational constitution that abides by the institutional policies and guidelines and establishes fundamental practices of the organization

Benefits of an RSO
RSOs receive access to the following resources and privileges through involvement with Student Development and Activities:

- Space reservation privileges and use of select college facilities
- A dedicated group, Group Page, and website on MMC Engage
- An MMC email alias specifically for the organization
- Event planning and marketing resources, available through MMC Engage and/or located in the Student Organization Suite (SOS), Carson Hall 302
- Leadership workshops and retreats to enhance leadership skills
- Advisement by members of the Student Development and Activities team
- A $100 stipend plus access to additional programming funds through the Student Government Association
- Access to the student organization computer in the SOS
- Phone, printing and copying services for organization-related business
- Space in the SOS for organization-related business

MARYMOUNT MANHATTAN COLLEGE POLICIES

Alcohol policy
Alcohol is not permitted at any organization-sponsored event, meeting, program, etc. Absolutely no organization funds shall be used for the purchase of alcohol; this includes the SGA allocation account as well as the Club Exchange (Fundraising) account.

Hazing policy
Hazing is strictly prohibited on Marymount Manhattan College campus and in the on- and off-campus events organized by the College's associated organizations. Hazing is defined as:

> *An act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in a group or organization.*

Student organizations will be held accountable for the acts of individual members. Organizations need to take reasonable steps to ensure its members do not commit infractions of the College regulations. Organizations must be able to show what internal steps have been taken when an infraction occurs. Organizations are required to document by filing official meeting minutes and put on record with the Office of Student Development and Activities, located in Carson Hall 807.

Copyright regulations
The Federal Copyright Act makes it unlawful to show a film in public without explicit permission from the film's copyright owner. Renting or purchasing films from a streaming source or elsewhere gives the consumer the right to view the film, but not in public. In this context, the Copyright Act defines "public" as: "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

MMC Engage user guidelines
Engaging online can be a convenient and fun way to connect with your MMC community! We hope you use this platform for its intended purpose of accessing campus news, upcoming events, and networking with other students, MMC staff, and faculty. To help make the experience enjoyable by all, we're sharing a list of helpful netiquettes to keep in mind when using the MMC Engage platform:

> ***The human element***
> It can be easy to forget that behind the screen are real people who view all the comments and photos posted. Before posting anything, ask yourself if it's appropriate, if you would have an issue if someone else had written it, and if you would have made the same comments face-to-face.

Check yourself
The MMC Engage app was built to give our community easier communication methods. From news feeds to inbox messages to the chat function, there's a variety of ways to connect with others. While it can feel informal, it's important to remember this is still a College-run platform. You should remain professional in your communication.

Respect people's time
While you might expect instant messaging to result in instant responses, keep in mind that not everyone has access to their MMC Engage app at all times. Some may be in classes or meetings and will need time to respond to your messages.

Valuable content
Before you post, think about the value of your content. Is it beneficial? Would it be considered spam?

This is a College-sponsored space
Violations of the Student Code of Conduct still apply virtually, whether on or off campus. Please take a moment to review the College's community standards located at the following link before engaging with the platform: https://www.mmm.edu/live/files/2321-code-of-conduct

Off-campus programming policy
Both in-person and virtual events are permitted (and encouraged!) for the Fall 2020 semester. If your student organization would like to host in-person events—either on or off campus—all College and local ordinances pertaining to social distancing measures must be strictly adhered to. In order to maintain the safety of our students, the Marymount Manhattan College community and New York City as a whole, Student Development and Activities has put the following regulations in place for all off-campus student activities:

- Large gatherings are still prohibited by New York State. Therefore, student-run programs and events are not to exceed the capacity as mandated by law. As of September 3, that capacity is 25. Please check this website for any updates: https://coronavirus.health.ny.gov/new-york-state-pause
- All in-person events, whether on or off campus, are required to designate a Social Distance Coordinator to ensure that all health and safety regulations are followed, including but not limited to social distancing and mask-wearing. Prior to the event, Student Development and Activities must be made aware of who will act as Social Distance Coordinator. The Social Distance Coordinator should be a current student officer of the hosting student group. The role of the coordinator may cycle through the current officers for each consecutive event, or it may be the same officer for the entirety of the semester.
- Many off-campus locations in New York City, including outdoor spaces like parks and pavilions, require permits for planned gatherings with more than 20 people. If your event is to have more than 20 people in attendance at any one time,

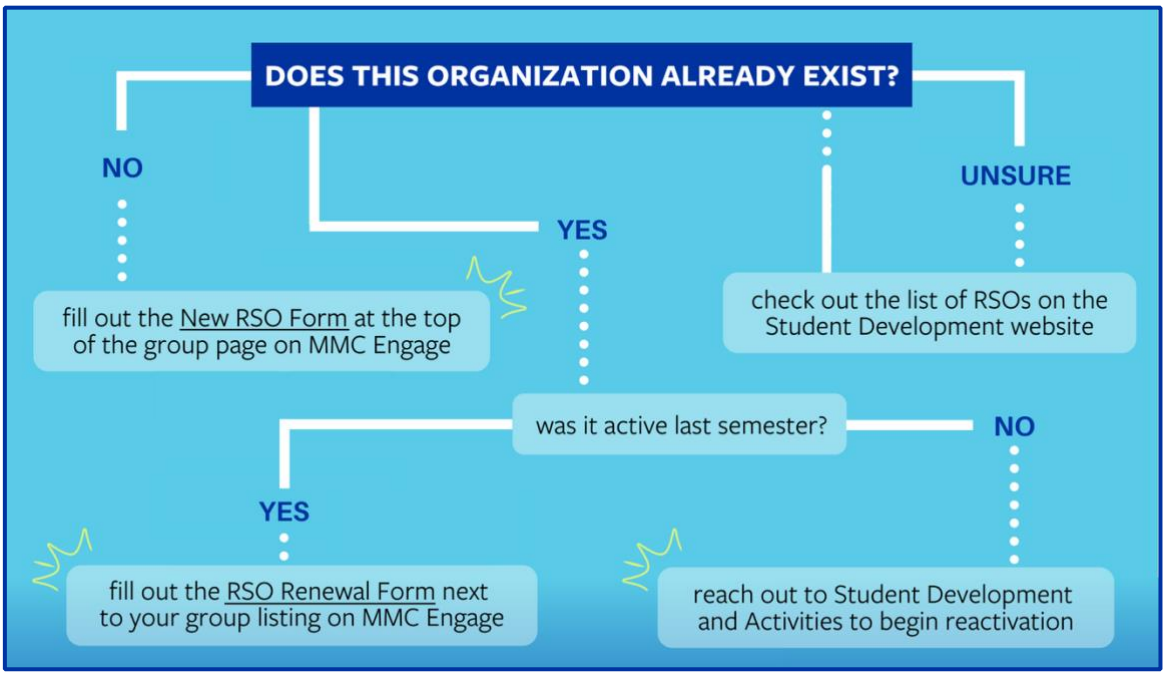
research whether or not that location requires a permit. Permits for all NYC parks can be found here: https://www.nycgovparks.org/permits/

- All off-campus activity is to be governed by the policies put in place by the College as well as the location of the event. Check all policies required by your locale while you are planning your event to make sure you abide by them.

Questions, comments and concerns relating to this off-campus programs policy can be directed to Ben Giuliana, Coordinator of Student Activities, at bgiuliana@mmm.edu.

STARTING AND RENEWING YOUR RSO

Registering Your RSO
There are three ways to register your RSO with Student Development and Activities: founding a new organization, renewing a current organization, or reactivating an inactive organization. Please follow the flowchart below to determine which way is right for you:



New RSO Form
The New RSO Form is for brand new and unique student organizations that you would like to bring to Marymount Manhattan College. If a similar organization already exists, whether active or inactive, the RSO Renewal Form should be used instead.

To found a new organization, follow the steps outlined below. A complete guide can be found on the Student Development and Activities website: http://bit.ly/2Ry1DaW.

1. Establish a unique mission statement for the proposed organization
2. Draft a constitution for your organization. A constitution template can be found on the Student Development and Activities website (above)
3. Secure a full-time faculty or staff advisor and complete a membership roster of at least ten (10) students. Every RSO must have at least four (4) officers and six (6) additional members, be it more officers or chairs, general members, etc.
4. Submit the New RSO Form, found on MMC Engage
5. Once approved by the Student Government Association (SGA), attend RSO training by scheduling a meeting with a member of the Student Development and Activities team

A new organization may be founded at any point during the academic year.

RSO Renewal Form

The RSO Renewal Form is used to renew or reactivate already existing organizations. RSOs that are currently active and intend to remain active for the following year must submit the renewal form by March 31 of each year. This form includes a list of new officers elected during the spring election process as well as a list of the organization's members who will continue their involvement into the fall. Organizations that miss the renewal deadline will be placed on inactive status until all necessary forms are completed and submitted via MMC Engage.

Organizations that have been inactive for at least semesters can reactive and achieve active RSO status once more. To do so, incoming officers must complete the online renewal form on MMC Engage. Additionally, all officers must be in good disciplinary standing with Student Development and Activities, Student Affairs, and the College. Organizations may reactivate at any point during the academic year.

Annual RSO renewal

To remain active for the following academic year, RSOs must submit the renewal form and accompanying paperwork during the spring semester before March 31.

Active status

In order to maintain active status, all RSOs must hold at least one activity per semester, attend all required training sessions, adhere to all established deadlines (e.g., officer renewal and elections, etc.), and abide by the policies listed in the RSO Handbook.

Membership eligibility

Membership in any RSO is open to all currently enrolled, degree-seeking students at Marymount Manhattan College. Any student organization that is fully or partially funded through the Student Government Association and/or affiliated with Student Development and Activities may not be selective in their members and may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability except as specifically exempt by law. Selectivity based on this or any criteria can lead to loss of funding and/or suspension of RSO status.

Additionally, the following rules and regulations must be followed:

- Faculty or staff that are not the RSO's primary advisor are eligible for associate member status
- Associate members can participate in the organization but cannot vote or serve in the capacity of any organization position, elected or otherwise
- Organization funds provided by the SGA or Student Development and Activities cannot be used for associate member or non-MMC student travel
- All affiliations by student organizations with national, state, or off-campus groups or persons must be indicated at the time of the initial request for recognition
- Exclusive organizations (honor societies, professional associations, etc.) may be recognized but may not use Student Activity Fee funds for exclusive programming

REGULATION OF RSOS

Executive board
In order to be an active and recognized RSO, you must have a minimum of four (4) officers serving on the executive board. While any organization may have more than that, the minimum required positions (or equivalent positions) are:

- President
- Vice president
- Secretary
- Treasurer

RSO officer training
All new officers are required to attend RSO training at the beginning of each fall semester; returning officers are strongly encouraged to attend as well. At least one representative (new or returning) must attend a training for the organization to be fully activated and recognized.

RSO officer training sessions will also be held at the beginning of the spring semester.

Additional training sessions may be offered or requested throughout the semester to support the operations of student organizations. Topics can include, but are not limited to: planning an event, running a meeting, budgeting, marketing and advertising, etc.

RSO officers may also request a special meeting with a Student Development and Activities staff member for focused training with their organization.

Responsibilities of RSO officers
Officers will receive information throughout the year via the contact information supplied on the RSO form (new or renewal). Emails will be sent to the RSO email alias and/or individual officer emails, so keep updated with both. Additionally, the following responsibilities and expectations should be followed:

- The president and treasurer of each RSO will maintain good communication with the SGA treasurer and the Student Development and Activities team
- The president and vice president will be responsible for knowing the policies and procedures laid out in the RSO handbook and educating the members of their organizations on such materials
- Ensure all forms, paperwork, procedures, etc. are completed and/or turned in in a timely manner to avoid repercussions placed on your organization

Expectations of RSO officers
In addition to the above responsibilities, RSO officers are expected to adhere to the following expectations:

- Thoroughly read through official organization notifications from the Student Development and Activities team
- Treat the SOS with respect and consideration, including but is not limited to:

    - Cleaning up after yourself, your organization, and its members
    - Returning furniture to its original location after use
    - Maintaining a considerate volume level
    - Using SOS facilities and supplies for official RSO use only
- Regard Student Development and Activities staff space with respect and refrain from using the staff desks and workspaces unless told otherwise
- Act responsibly as a representative of your RSO and as an extension of Student Development and Activities, both in person and on MMC Engage
- Maintain your organization's Group Page and website on MMC Engage
- Remain focused on the mission of your organization and regularly assess your efforts to make certain they accurately represent your mission statement
- Respond in a timely fashion to correspondence from members of the Student Development and Activities team

Faculty/Staff advisor

All RSOs are required to have a full-time faculty or staff member serve as the RSO advisor[1]. Additionally, all members of the Student Development and Activities team serve as de facto advisors. These resources are provided to you as members of an RSO and should be taken advantage of whenever possible.

Being a recognized RSO provides you with the opportunity to seek help with planning and programming within your organization. Ask for their input and combine it with your members' ideas.

While you are encouraged to go to your advisor for support, they are not there to do the work for you. The advisor is not:

- Just a signature for forms
- Responsible for submitting organization paperwork on time
- An event planner for the organization
- In place to make decisions for the students

Additionally, the role of the advisor may be broken down into three main subcategories: advising, budgeting, and involvement. Each of these subcategories are detailed on the following page.

[1] New or existing groups that need, for whatever reason, help securing an advisor should contact the Student Development and Activities team as soon as possible

Advising	Budgeting	Involvement
Assist group members in the development of a mission statement (if applicable), including goals of the organization Provide support and serve as a resource for the organization throughout the entire academic year Advise officers on all policies laid out in the RSO Handbook Assist in the election of officers and serve as a constant for the group through officer transitions Assist in development of a yearly calendar of events	Assist the group in the development of a budget Approve all budget requests prior to submission to the Student Government Association Encourage thoughtful usage of allocated money in accordance with the spending guidelines (see p. 23) and good judgment	Attend organizational events, especially if they don't occur during business hours; attend periodic meetings Act as a liaison to Student Development and Activities; assist in the persistence and development of the RSO members Sign off on all requests, including but not limited to: recognition, renewal, space, budget, and cash requests

WHAT MAKES A SUCCESSFUL RSO?

Planning and goals
A plan for the year should be discussed at the beginning of the academic year with your advisor. Your organizational goals can include: membership goals, service projects, collaborations with other organizations, social activities, etc.

The president alone should not decide the goals of the organizations. All members should work together to establish both short-term and long-term goals. Your programming should revolve around these established goals.

Continuity
There should be continuity in the activities of the organization between meetings, including: follow-up work for the members, posting notices and updates, recruiting members, etc.

Members
The officers must be prepared and organized prior to each meeting—*especially the first one of the year*. You should provide a list of meeting dates in advance and prepare a printed agenda to distribute.

Minutes should be taken at each meeting to record attendance, decisions, action steps, and assignments. These minutes should subsequently be made available within 24 hours of the meeting's adjournment and should be kept for documentation and assessment purposes.

Guiding and advisement
Officers should use all available resources including your advisor and the Student Development and Activities team. Ask for their input and meet early and regularly with your advisor to review your plan for the year.

The outgoing executive board should leave behind recommendations for the incoming executive board based on feedback from the advisor and all members.

Membership participation
Be sure to take attendance at all meetings, whether they are opened to general members or are executive board-only. If/When new members join your organization, be sure to introduce them during their first meeting.

Additionally, all members should have the opportunity to speak and express their ideas. It is up to you as members of the executive board to organize those thoughts into the best ideas and actionable items.

PROGRAMMING STEPS AND POLICIES

As a leader of a recognized RSO, you will undoubtedly plan and execute events and activities throughout your time in that role. These events may range from a simple get-together for your members to a major program for the entire campus community. Whatever the size and scope of your activity, follow the steps and procedures outlined below to ensure that you complete the essential phases of program development—all the way from brainstorming to evaluating.

1. Establish goals

Research what your target audience wants and how your proposed event can provide that want.

To greatly increase your chances of success, base programs on people's interests rather than intuition, perceived wants, or personal preferences

2. Choose a program

Considering input from all organizational members, choose a program that works towards the wants of your target audience while still relating to the goals and purposes of your organization.

If it doesn't relate much, why do it? Right?

3. Notify staff members

Notify your RSO advisor of your event. They may be able to offer assistance throughout the planning process

Reach out to the Student Development and Activities team if/when necessary. They will also be able to help during the planning process.

4. Gather resources and prepare a budget

Make a detailed list of supplies and equipment you need for the event, including pricing and where to buy it. Think about decorations, catering, guests/speakers, etc.

If your current RSO budget can't handle all the proposed expenses, submit a budget allocation request form at least 3 - 4 weeks prior to the proposed date of the event.

5. Finalize logistics and the planning process

Once a date and time have been agreed upon, determine what space you need and reserve it through School Dude. Check the academic calendar to avoid holidays and scheduling conflicts with other College programs.

Establish action items, a point person(s) for each, and a timeline by when each item needs to be completed.

6. Develop a marketing plan and strategy*

Begin early, be creative, and be relentless! Make sure to promote the event on campus and in the Weekly Feed.

Share marketing guidelines and expectations with members. Word of mouth is one of the most powerful marketing tools, so encourage your members to talk it up to their friends, classmates, and in other groups.

7. Conduct a final review of the program

Review members' assignments for the day of the event, assign unfinished work, and walk through the program step-by-step to try and anticipate any potential problems.

If applicable, confirm with services and guests/speakers on their arrival time and other relevant information.

8. Run the event

Arrive at least one hour before the start of the event to help with set-up.

Have all guests (MMC and non-MMC guests) sign in when they arrive to your event with their first and last name.

Completely clean up the event when it concludes. RSOs will be responsible and possibly fined for events that weren't properly cleaned up.

9. Evaluate and follow up on the event

Debrief with your members and advisor as to what went well during the planning and execution of the event and what could've gone better.

Submit your attendance sheet and any necessary budget paperwork to Ben Giuliana, the Coordinator of Student Activities, within five business days of your event ending.

*See page 21 for marketing procedures

In addition to the above steps, please keep the following information in mind if you plan on incorporating special services, alcohol, and/or vendors into your event:

Special services
Arrange set-up, technical, and security services as far in advance as possible. You may need to finalize specifics later, but begin making arrangements no later than two weeks in advance. AV equipment must be requested on your SchoolDude reservation or checked out from the Shanahan Library Media Center.

RSOs may be held financially responsible for all AV equipment, so they must be returned in its original condition.

Student Development and Activities also has a simple sound system consisting of a soundboard, speakers and microphone that may be used by RSOs. Requests must be submitted at least one week in advance.

Alcohol
In adherence with the college alcohol policy, alcohol will not be permitted as any RSO- or student organization-sponsored events on or off campus.

Vendors
Your organization may want an outside vendor for an event. A vendor is anyone who provides a service for money—food and drinks, t-shirts, poster art, or a DJ all qualify as vendors. All RSOs must notify Student Development and Activities when an outside vendor is being used.

When choosing a food vendor, we strongly recommend working with Chartwells, as they offer the convenience of working in-house as well as set-up and breakdown of food tables and spaces.

RSOs may not confirm use of or payment to a vendor. All contracts must be in the name of a Student Development and Activities team member or the College.

Exercise/Activity Waiver
If your event will include participants engaging in exercise or activities that can be considered elevated physical activity, an exercise/activity waiver must be signed by all participants, including members of the host organization.

When creating an event on MMC Engage, you can attach this waiver by scrolling down to the Advanced section, expanding the “Waiver” tab and attaching the Exercise/Activity Waiver to the event. You must also select “Include the waiver on the event registration page” and “Make it mandatory…” before completing the creation of your event.

You may also print a paper copy here and submit it to Student Development and Activities.

IF YOUR ORGANIZATION PLANS ON PRODUCING A PLAY OR A MUSICAL, YOU MUST FOLLOW THE STEPS OUTLINED BELOW:

1. Contact Student Development and Activities to discuss plans for the intended production, dates, locations, etc.

2. Reserve space through SchoolDude. If you need FAPA division space, contact the Operations Director in the Division of Fine and Performing Arts office for space availability.

3. Email activities@mmm.edu with the following information:
    a. Title of the material in question (call publisher for a quote for the rights to the performance)
    b. Dates/Times of the intended performance and auditions*
    c. Location (must be "on hold" with FAPA/SchoolDude before production rights can be requested)
    d. Cost of admission†, if any
    e. Name of stage manager for production

4. If the production requires performance rights, wait for notice of rights approval from Student Development and Activities.
    a. Please note: The process for securing rights can be a lengthy one. Rights information must be submitted to Student Development and Activities no later than the previous semester. Request for exceptions to this policy must be made in writing to Student Development and Activities.
    b. You will be notified if rights approval is granted, at which point you may hold auditions.

5. Submit a tentative cast list as well as a list of all students affiliated with the production and their position or responsibility to Student Development and Activities. **Do not announce the tentative cast list!**
    a. Student Development and Activities will contact your organization with any changes, if necessary.
    b. If the student cast and crew lists are approved as submitted, you may proceed with announcements and rehearsals/performances.

**Auditions must be open and accessible to all MMC students.*

†*Admission to performances must be open to all members of the MMC community.*

Please note: The materials for musicals are rented and must be returned to the publisher. Mishandled, late, and/or unreturned materials are extremely expensive and are billed back to the student organization. Proper handling of said materials is the sole responsibility of the sponsoring student organization.

Storing materials in the SOS
As a recognized RSO, you have the opportunity to request storage space in the SOS for your organization. Decided on a first-come-first-serve basis, RSOs can apply for *up to one* clear, large plastic bin in which to store supplies and materials that are used only by your RSO. Materials must be able to fit in the bin with the lid closed securely on top.

These bins (or any other storage space in the SOS) may not be used to store personal items over break periods, including winter break.

If your RSO would like to apply for storage space, please reach out to the Ben Giuliana, Coordinator of Student Activities, at bgiuliana@mmm.edu.

Campus facilities for student organizations
Listed below are programmable campus spaces for RSOs and student organizations to reserve on a case-by-case basis to host events. Different spaces allow for different experiences, so be sure to request the space you feel would best showcase your event. Requests are subject to the approval process embedded in SchoolDude. No event is confirmed until an activation email is received by the requestor.

Carson Hall event spaces		
Event space	**Floor**	**Space description**
Hewitt Gallery of Art / Black and White (East and West)	1	This space is appropriate for promotional tables, greeting and check-in tables and small receptions. Use of the Black and White areas generally happen in conjunction with an event in the Great Hall or the Regina Peruggi Room.
Great Hall (East and West)	1	This space is primarily classroom and rehearsal space. When not in classroom use, it may be used for performances, large conferences and meetings and large dinner events. It can accommodate a maximum of 450 people or a 250-person seated reception.
Regina Peruggi Room	2	This is primary on-campus space for meetings, receptions, town halls and small dinner events. It can accommodate a maximum of 72 people in a lecture-style format.
Commons (East and West)	3	This space is used as a lounge area Mondays - Fridays, 9:00 am - 5:00 pm. Commons West is available for programming after 3:30 pm, Commons West. After 8:00 pm, the entire Commons is available for programming. Meetings, small performances and receptions are most appropriate for this space. A dance floor is available for performances and an eight-foot table is available for promotional use. Reserving Commons East and/or West between the hours of 9:00 am - 5:00 pm or weekends requires approval of the Coordinator of Promotional Sales and Event Operations *and* the Associate to the Executive Vice President.

President's Conference Room	3	Failure to cancel scheduled events in this space on more than two (2) occasions will result in loss of reservation privileges for this space for the remainder of the semester.
Lowerre Family Terrace	3	This is an outdoor space that connects Carson and Nugent Halls on the third floor and is adjacent to the Commons. The space is appropriate for receptions and gatherings. There are tables and chairs located on the terrace. Additional tables and chairs relocated onto the terrace are permitted for catering purposes only. Glass and smoke are prohibited in this space. Reserving the Terrace requires the approval of the Coordinator of Promotional Sales and Event Operations *and* the Associate to the President for Operations.
Multi-Faith Center	4	Events in this space should be mindful of the purpose of the space; small gatherings, worship and quiet activities are appropriate in this space. **No food or drink is permitted in this space.**

Nugent Hall event spaces		
Event space	**Floor**	**Space description**
Ann Miller Conference Room	LL	This space is located within and is primarily used by the Center for Student Services.
Theresa Lang Theatre	1	This space is the College's primary performance space. The theatre also functions as a classroom and rehearsal space. When not in use, the theatre is available for large lectures, meetings and performances.
Nugent Lounge	1	This space is primarily a lounge space. Student activities and promotional tables for student groups are most appropriate for this space.

Faculty Center event spaces		
Event space	**Floor**	**Space description**
Faculty Center Conference Room	2	This space is used primarily for meetings.
Multi-Purpose Room	2	This space is often used for classes but may also be used for meetings and programs.

Other spaces such as classrooms, FAPA space and residence halls are also available for event space at very limited times. If you are interested in reserving any of these spaces, please contact Student Development and Activities, the Operations Director of FAPA or the Residence Director of the hall in which you wish to program, respectively.

MARKETING AND ADVERTISING POLICIES

All flyers and posters displayed around campus must adhere to the following rules and procedures. Any marketing material that does not follow these procedures will be removed. The offending student organization may be subject to further consequences.

Posting flyers around Main Campus (71st Street buildings)
In order to post flyers up around Carson Hall and Nugent Hall, the below regulations must be followed. For additional policies, please refer to p. 138 in the *Griffin Guide*.

- You must provide the front desk staff in CH807 with the original copy of the flyer
- The copy will be reviewed by a member of the Student Affairs staff. Necessary changes must be made before final approval is granted
- Students may use the copier located in the SOS (Carson 302) or the large copier located in Carson 807 to make copies of the flyer
- All flyers must be in good taste according to college policies. Flyers should avoid offensive language and abide by community standards of inclusion
- All flyers **must** have the following items prominently displayed:
    - The organization's name
    - Contact information
    - An Institutional Advancement-approved MMC logo
- Approved flyers can be posted only on approved bulletin boards around campus
- All flyers/posters **must** be removed from the boards by the next business day following the event or program

Posting flyers in residence halls
Residents may post flyers for student organization activities on bulletin boards and areas designated as resident posting areas. Residence Life staff will remove all postings placed in other areas, unless approval for additional postings has been granted by a Residence Director.

The residence posting area is located in the second-floor lounge. Organizations do not need special permission or approval to post in this area. Organizations should give the flyer to a member who lives in the building so they may post it or may request that a member of the Residence Life staff posts it for them.

Organizations may not post on floor bulletin boards unless granted special permission; these areas are designated for in-hall residence life flyers and passive programming. Unauthorized flyers posted on the floors will be removed.

Digital advertising
RSOs and other student organizations may also publicize events through the Weekly Feed newsletter and the digital screens in the third floor Commons and the Nugent Lounge. In order to do so, all policies laid out in the online submission form must be adhered to. For more information, visit the Student Development and Activities website or the Weekly Feed Submission form on MMC Engage.

Visual identity guidelines
In order to include the Marymount Manhattan College logo in organization advertising, the following policies must be adhered to, per the Office of Institutional Advancement:

- Use of the official College logos (nameplate and circle logos) *only* if you follow the College's style guidelines when using them. Please refer to the College's Branding Resources & Guidelines webpage for terms of use.
- Consult with Student Development and Activities if you wish to use alternate colors or fonts when using the College's name on a t-shirt, flyer or other merchandise
- All merchandise and collateral must be approved by a member of the Student Development and Activities staff.

Likewise, the following practices are prohibited, per the Office of Institutional Advancement:

- Use of the word Marymount independently of Manhattan and vice versa when referring to the College.
- Creating a logo or seal for your student organization that incorporates the College's name in the design. You can, however, place the College's name near your logo or seal.
- Use of a low-res version of the official logos. Do not cut and paste the logo from the web or anywhere else. You must use a high-resolution version of the logo, which can be provided by Student Development and Activities.

RSO and student organization webpages
As a recognized RSO, you will have an organization webpage on the Student Development and Activities site. Our staff reserves the right to monitor the content of student organizations' webpages and the right to request the removal of material that does not conform to College policy.

Additionally, the following guidelines must be followed:

- Organization webpages will be linked from the Student Development and Activities webpage on the official Marymount Manhattan College website
- Organizations must maintain current and accurate information on their webpages or the page will be removed
- Active organizations must adhere to the Marymount Manhattan College's technology policy

MMC Engage
Since MMC Engage is the central communication platform for student engagement at Marymount Manhattan, it is the responsibility of the current officers to maintain all aspects of the RSO's information, brand, and image on MMC Engage in accordance with policies set forth by Student Development and Activities, Student Affairs, the Office of Institutional Advancement, and the College itself. This includes but is not limited to updating the officers and members lists, submitting RSO renewal paperwork on time, and encouraging positive behavior among members.

As a recognized RSO, you will have also be provided the following on MMC Engage: a group, Group Page, and website.

Group
Once registered with Student Development and Activities, all RSOs will appear on the groups list on MMC Engage. This is where members and non-members are able to access quick group information like your Group Page, website, mission statement and possible membership benefits. This is also where officers can access the renewal form when it comes time to renew your RSO for the upcoming academic year.

Group Page
The Group Page should be used for internal communication between the officers, members, and advisor(s). Additionally, all groups must make the Officers link publicly available to all MMC Engage users as a way for non-members to contact the group.

Here, officers and members should utilize the feed as a means of communication, advertising for internal and/or external events, and coordination of actions. Back-of-house settings are also available to officers of the group, including access to the budget process, emails and email newsletters, the creation of events, etc. The links along the righthand side of the page should also be utilized and customized however the current officers and advisor(s) see fit:

Website
The MMC Engage website should be used for external communication between the group and the rest of the MMC community. Here, officers should include all relevant information to attract new members to the group including the mission and membership benefits, upcoming events, photos and/or videos from past events, and a way to contact the current administration. Incoming and outgoing officers should coordinate efforts to make sure the website and its information stay up to date.

BUDGETS AND FUNDRAISING

The Student Activity Fee (SAF) is paid into by all full- and part-time matriculated students at MMC. Funds are then allotted for use by RSOs as allocated by the Student Government Association (SGA) treasurer. All SAF funds are subject to SAF policies, outlined below.

- SAF funds must be used for programming that is open to all members of the Marymount Manhattan College student body
    - If a program is exclusively for members or select populations, SAF funds may not be used
- SAF funds may not be used to purchase fundraising materials outright
- SAF funds may not be used to purchase alcohol or other prohibited items
- SAF funds may only be used to purchase apparel for specific programs, not simply apparel for members
- Additional restrictions or provisions may be applied at the discretion of the director of Student Development and Activities

How to request money

After attending RSO officer training at the beginning of the academic year, active RSOs will receive $100 from the SGA that can be used for anything that follows the policies laid out herein. To be allocated more money for RSO-related expenses, the president or treasurer must submit an online budget allocation request form through MMC Engage. If/When the SGA treasurer approves the request, the RSO president or treasurer may then choose one of the three ways to use the money, listed below. All handling of RSO funds is done so through Ben Giuliana, the Coordinator of Student Activities.

	1. Cash advance A formal request for petty cash of no more than $100 from Student Development and Activities	**2. Reimbursement** A formal request to be reimbursed for out-of-pocket expenses put towards an organization's event	**3. MMC credit card** A transaction using a Student Development and Activities credit card to purchase catering, a large order, etc.
Before event	Submit a cash advance form 2 - 3 weeks before the event, up to $100 When notified, pick up cash from Ben Giuliana Retain <u>all</u> original receipts from purchases	n/a	Assemble a list of materials and prices for your event, along with where to buy them Set up a meeting with Ben Giuliana at least one week in advance of your event to discuss and purchase items
After event	Return all receipts and leftover cash within five (5) business days of event ending Submit attendance sheet along with receipts.	Submit Reimbursement Form, attendance sheet, and all relevant receipts to Ben Giuliana within five (5) business days of event ending	Submit attendance sheet within five (5) business days of event ending

A sample budget template is available in the Resources folder.

Spending guidelines

All RSOs are funded through the student activities fee (SAF) built in to all full- and part-time students' tuition. As such, every RSO should have equal claim to a portion of the SAF. When making budget allocation requests and/or purchases for your RSO's event(s), please keep the following guidelines in mind:

- All purchases utilizing the SAF should work towards the goal or mission statement of your organization and your event
- All purchases are subject to review from your organization's advisor, the SGA treasurer and/or president, and the Student Development and Activities team. As such, be prepared to defend your proposed purchases as to how it relates to the stated goal or mission of your organization and your event
- The SAF may not be used for materials and supplies bought solely for the enjoyment of an organization's members; these purchases must be paid for via an organization's fundraising account
- Materials for organizational meetings may be purchased using the SAF, provided that the meeting is open to all Marymount community members
- Costuming and promotional clothing (t-shirts, sweatshirts, etc.) are allowed, but are subject to case-by-case stipulations. The following guidelines should be adhered to when purchasing costumes/promotional clothing:
    - The price per person may not exceed $20.00
    - Organizations may buy clothing up to one time per member per semester
    - Higher quality products often come with a higher price tag. As such, stretch your budget as far as you can by comparing the cost of the item(s) against multiple vendors
- The SAF may not be used to purchase alcohol or other prohibited items
- Personal gifts or items specifically for organizational members may not be purchased using the SAF. Exceptions are possible (i.e., end-of-the-year awards, superlatives, etc.) and will be dealt with on a case-by-case basis

Infractions of the above rules and guidelines may result in the repossession of your organization's allocated funds and/or increased restrictions for access to resources, including but not limited to: inability to request funds for the rest of the academic semester or loss of access to SOS resources (storage, computers, etc.). Examples of infractions include but are not limited to:

- Irresponsible or unreasonable request for decorations
- Irresponsible or unreasonable request for food/catering based on number of expected attendance
- Purchases of (or requests for purchase of) prohibited materials

Student Development and Activities reserves the right to evaluate all organizations' use of funds to determine if rules and guidelines are followed. Appropriate action will be taken if/when an infraction occurs.

Fundraising policies
The following policies exist to allow RSOs to fundraise during programs and events, which are open to the College community and conducted on property which is owned and/or controlled by Marymount Manhattan College. Failure to abide by the policy may result in the loss of fundraising privileges and/or recognition by the College.

Appropriate fundraising objectives include:

- Fundraising for future programs
- Charitable or not-for-profit donations (a receipt of contribution must be obtained and subsequently submitted to Student Development and Activities)
- Dues for affiliated organizations

In order to properly conduct fundraising, the following procedures must be followed:

- All fundraising events must be held on-campus or approved ahead of time by Student Development and Activities
- If fundraising for a charity, the tax ID number must be received from the organization receiving the funds and must be submitted to Student Development and Activities prior to the promotion of the fundraising event
- All funds must be deposited with Student Development and Activities
- If you are fundraising through a third-party vendor, it must be approved by Student Development and Activities

Additionally, no organization may open an outside bank account in the name of the student organization. No individual member or a recognized organization shall hold onto organization money, including petty cash.

When fundraising, the following items and activities are permitted:	**Likewise, the following items and activities are prohibited[2]:**
• Non-alcoholic beverages • Properly prepared food items and commercially prepared food items • Promotional items with the name and logo of the organization or event • Flowers, greeting cards, arts and crafts, and other items of that nature which are consistent with the nature of the event and deemed appropriate by Student Development and Activities	• Sale of goods and services by an organization for individual profit • Sale of food and/over beverages other than what has previously been stipulated • Re-sale of use clothing, furnishings, appliances, etc. • Alcoholic beverages

[2] *Please note: This list is not all-inclusive. Student Development and Activities reserves the right to prohibit other items and activities they may find problematic and/or disruptive.*

Paid admissions to events and activities

Admissions fees are permissible only to the extent that they are needed to support the legitimate activities of the organization concerned. No one should be turned away because of an inability to pay. *This must be explicitly stated in any advertising or promotional materials for the event/activity in question*. It is advisable to list admission prices as suggested or preferred. If an individual is unable to pay, ask that they wait for paying guests to enter and then use your discretion with allowing their admission.

All revenue received by the student organization must be submitted to Student Development and Activities within five (5) business days of the event taking place. Revenue will be deposited into the organization's fundraising account.

A cash receipt log sheet is a helpful instrument for the organization. The log sheet records revenue collected from a specific event such as tickets sold for a dance, fundraising, etc. It enables the individuals responsible for selling tickets to maintain clear records of the total funds raised and ultimately permits the treasurer to track all income for an event.

Any individual responsible for the selling of items must do the following:

- Immediately record all cash and checks received from the event or the ticket selling on a log sheet. Cash and checks must be entered as separate entities.
- Make all checks payable to Marymount Manhattan College.
- Never leave cash or checks unsecured. You must submit all revenues to Student Development and Activities. All coins must be converted to bills.
- Maintain a copy of the log sheet and give the original—with all cash and checks —to Student Development and Activities for it to be deposited.

Student Development and Activities will then deposit the receipts and record the transaction in the organization's file.

MONTH-TO-MONTH GUIDE FOR RSOS

August • Welcome Week Resource Fair	**September** • LatinX Heritage Month (begins Sept. 15th) • Apple Fest • RSO training • Leadership Immersion Weekend	**October** • LatinX Heritage Month (ends Oct. 15th) • Homecoming weekend
November • Native American Heritage Month	**December** • Update RSO member roster • Complete outstanding budget forms • Student Leader Winter Thank You • Student programming deadline: December 10	**January** • Dream Big vision-boarding event
February • Black History Month • RSO officer, treasurer and advisor training • Mid-year Activities Fair	**March** • Womxn Herstory Month • Leadership Summit • MMC Ping Pong Tournament • New RSO officer elections and transitions	**April** • APIDA Heritage Month • Officer transitions, con't. • CAB and SGA elections • MMC Volleyball Game • Alternative Spring Break • Student Leadership Awards ceremony
May/June/July • Day of Action • Student programming deadline: May 10 • MMC Week and Strawberry Fest • Commencement • RSO re-registration • LGBTQ+ Pride Month		

Student Organization Policy
Recognition of a club or organization implies neither approval nor disapproval by the College of the stated aims, objectives, policies, and practices of the organization. No organization shall use the College name without the express authorization of the College except to identify the College affiliation.

Recognized student organizations are required to register annually with the College through the Office of Student Development and Activities to maintain their privileges of utilizing space and other resources offered by the College. The Student Government Association in conjunction with Student Development and Activities staff oversees the process of new club and organization recognition. Students interested in applying for recognition of a new student group are shepherded through the process by Student Development and Activities staff. The privilege of forming a club is reserved for full-time, degree-seeking (matriculated) students. Part-time students may participate as associate members and attend all organization-sponsored events and activities but may not initiate, vote, or hold office.

To obtain and maintain recognition, an organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status.

A student initiating an organization or holding an officer position with a registered student organization must have a grade point average of at least 2.50 to be considered for recognition or to keep the club on the active organization list.

Organization Code of Conduct
Registered student organizations must submit their RSO registration form with the Office of Student Development and Activities to be considered active. The RSO can be turned in as early as February 1; the deadline for submission is March 30. Every form must be filled out in its entirety in order to be considered and must be accompanied by a completed membership roster. Incomplete applications will not be accepted. Failure to submit this paperwork on time will result in your organization becoming inactive until such a time as the forms are completed.

Please sign below, acknowledging that you have read and understand the RSO Handbook, the Student Organization Policy, and the Organization Code of Conduct.

Name: _____ Position in organization: _____

Name of RSO: _____ Date: _____