
COLLEGE OF STATEN ISLAND

WHY CHARTER?

The CSI Student Government and the Office of Student Life encourage students to design and implement programs, events, and activities that support, enrich, extend, and amplify the goals of CSI's educational mission. Involvement in these types of groups presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student participation in such organizations attracts new students to our campus and helps them to be an active part of it. Student Clubs, Organizations and Publications should strengthen campus-community relations, improve inter-institutional communications, and facilitate students' acquisition of skills that will be transferable to other areas of their lives.

All student publications at the College of Staten Island must be chartered by the CSI Student Government and officially recognized by the Office of Student Life on a yearly basis. The Student Publication Board is responsible for funding of chartered publications.

The benefits and privileges afforded to recognized publications include:

- The use of CSI facilities and services
- Eligibility for insurance through the CSI Association
- The right to use the College of Staten Island name in conjunction with the name of your organization
- The right to solicit contributions, underwriting and advertising outside the College (provided proper College guidelines and procedures are followed, with the authorization of the Director of Student Life)
- To arrange news coverage for events of public interest through the Office of Student Life
- The opportunity to apply for desk, office, or workspace in the Campus Center, or weekly meetings space in one of the academic buildings
- The opportunity to apply for special funding through the Student Publication Board
- The exclusive use of a centralized mailbox located in Campus Center (1C), room 207.

Steps for completing the chartering and recognition process are located on the next page. If you have questions, stop in to the Offices of the CSI Student Government (1C), room 207, or in to the Office of Student Life (1C), room 201.

GUIDELINES FOR PUBLICATIONS

The following guidelines apply to organizations and activities conducted and controlled by students and are not required of any organization or activity administered or supervised by CSI offices or departments as part of their educational or administrative function.

The following student coordinating and governance bodies receive de facto College recognition through their ongoing relationship with the College offices with which they are associated and are not required to charter each year:

- ◆ CSI Student Government
- ◆ WSIA-FM
- ◆ Program Development Committee
- ◆ NYPIRG

General Recognition Guidelines:

- I. To be officially recognized by the Office of Student Life, the purpose and goals of the student publication must exhibit a clear relationship with the educational mission of the College of Staten Island by demonstrating a commitment to one or more of the following:
 - A. A celebration of the life of the mind;
 - B. Recognition and/or promotion of academic achievement or enrichment of an academic discipline;
 - C. Recognition and/or development of professionalism in a particular field;
 - D. Promotion of education and awareness regarding current events and issues of justice, peace, and the quality of human life;
 - E. Participation in or development of appreciation for performing or visual arts;
 - F. Development of community in the context of an educational institution;
 - G. Promotion of service;
 - H. Promotion of athletic development and/or participation in intramural sports;
 - I. Spiritual growth and development;
 - J. Promotion and development of cultural diversity and awareness and the eliminating of cultural and racial conflict.
 - II. The publication must have a minimum of **TEN (10)** currently enrolled undergraduate or graduate CSI students. Only members of the CSI community are eligible for participation in a student publication.
 - III. The advisor must be a CSI faculty or full time staff member chosen by the publication's membership. Upon appointment, the advisor will receive a letter and manual under separate cover from the Office of Student Life, and they will become actively involved in the publication's programs and activities.
-

COLLEGE OF STATEN ISLAND

- IV. Specifically stated objectives for the year must be consistent with the goals and purpose of the organization.
- V. To ensure the integrity of the organization, the group must demonstrate that it has developed a sound constitution as shown by the inclusion of the following:
 - A. Purpose clearly articulated;
 - B. Accurate description of the group's functions and activities;
 - C. Open membership (membership is open to all CSI students and conforms to the College nondiscrimination policy);
 - D. Clearly articulated election process providing for the election and removal of officers;
 - E. Definition of voting members;
 - F. Description of responsibilities of elected officers;
 - G. Clearly articulated procedure for the discipline or removal of officers;
 - H. Bylaws or other relevant documents that will govern the group's activities and functioning;
 - I. A statement agreeing to abide by all College of Staten Island and CUNY policies and regulations.
- VI. The purpose, goals, and activities of the organization must adhere to the College's policies regarding nondiscrimination and equal opportunity.

GUIDELINES FOR WRITING A CONSTITUTION

Use this outline as a guide in writing a constitution for your organization. Do not submit your constitution on this form. Your finished constitution should be fully typed and submitted with the Student Publication Chartering Packet. If you have any questions about writing your constitution, make an appointment with the designee assigned to publications in the Office of Student Life, Campus Center (1C), room 201.

Language printed in Italics below is explanatory. Everything else, in plain print, should be included in the actual text of the constitution.

**CONSTITUTION OF THE _____ PUBLICATION AT
THE COLLEGE OF STATEN ISLAND
OF THE CITY UNIVERSITY OF NEW YORK**

- Article I Name:
The name of the organization shall be _____.
The name under which you charter is specific or local to the College of Staten Island. You should not charter an organization under any name, which is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Life prior to beginning the chartering process. (If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).
- Article II Purpose: *(It is advisable to state the purpose in general terms.)*
Section 1 *State the purposes of the organization (remember all publication activities must relate to the purposes of your organization).*
Section 2 *State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).*
- Article III Membership:
Section 1 Membership is open to all CSI students. All members must be currently registered students at the College of Staten Island.
(Alumni, faculty, staff and members of the general community cannot be members of chartered organizations, although their participation in publication activities is welcome.)
Prospective members must subscribe to or be interested in the purpose of this organization.
Section 2 No person may be denied membership because of age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race religion, sexual orientation, veteran or marital status.
Section 3 *Any membership requirement should be compatible with Section 1 of this Article.*
A person may become a voting member by...*(please state criteria for becoming a voting member, such as attending meetings, attending events, etc.)*
- Article IV Editors/Election and Committee Structure
Section 1. Editors
a. There shall be an Editor-in-Chief who shall...*(preside at meetings, coordinate all activities of the organization, etc.)*
b. There shall be editors *(news, sports, arts, etc.)* who shall...*(assume the duties of the Editor-in-chief, etc.)*
c. There shall be a Business manager who shall be responsible for budgeting, advertising, depositing all funds collected by the organization with the CSI Association, sign off on all publication vouchers, and keep records of all publication expenditures.
-

COLLEGE OF STATEN ISLAND

- d. There shall be a Secretary who shall...*(take minutes and attendance at all meetings, maintain an up-to-date membership roster, handle all correspondence, etc.)*
 - e. There shall be a Student Publication Board Representative who shall serve as liaison to Student Publication Board.
- Section 2. *State the time of the election, method of election, term of office (may be for a full academic year), method of replacement, and time of assumption of office for all officers. Officers must be elected at the time of chartering by the present membership. The Publication Faculty Advisor should be present at the time of election of officers.*
- Section 3. *List all standing committees, their functions, and how they will be organized.*
- Section 4. *State how committees are established, such as, elected by the general membership, appointed by the officers, etc.*
- Article V Meetings
- Section 1. This publication shall hold regular meetings. *(state minimum frequency per month, semester, etc.) There must be at least one business meeting per month (a business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded). Meetings must be held on campus, advertised, and open to anyone who wants to attend.*
- Section 2. Define a quorum *(usually a simple majority of the membership)*
- Section 3. Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations. *(When using rules other than Robert's Rules of Order to govern meetings these rules must be provided to the Student Publication Board Chair and the publication's membership.)*
- Article VI Amendment Procedure
- Section 1. *Describe the procedure by which your constitution may be amended. (e.g., amendment to this constitution shall be introduced by any voting member and submitted to the Secretary in writing at a regular business meeting).*
- Section 2. *State how the membership is to be notified of the specific changes being recommended (at least two weeks prior to vote on the proposed amendment). State the necessary vote for the adoption of the amendment by the organization (usually 2/3 of the voting membership). The Office of Student Life and the Student Publication Board must approve all amendments.*
- Article VII Ratification
- Section 1. Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

Additional Notes

1. All recognized groups must comply with the general College regulations concerning student organizations.
 2. Enough copies of this constitution should be printed for distribution to all members, your Faculty/Staff Advisor, the Student Government, the Office of Student Life, and the Student Publication Board.
 3. **It is the responsibility of the student publication to keep both the Student Government Office and the Office of Student Life informed of all changes in the constitution, as well as any changes in the student publication's editors and membership list.**
-

COLLEGE OF STATEN ISLAND

Nondiscrimination in Activities

The College of Staten Island is committed to the principle that all students may use and enjoy its educational and social activities and facilities free from harassment or intimidation on the basis of their age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race religion, sexual orientation, veteran or marital status. A student or group of students may be directed to desist from behavior, which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. If the student, or the group of students, persists in this behavior after being so directed, that party may be directed to the Office of the Vice President for Student Affairs for possible disciplinary action.

Responsibilities of Officially Recognized Student Organizations

The officers and members of officially recognized organizations are responsible for adherence to all rules and regulations governing student behavior at the College of Staten Island. Rules and regulations governing student organizations established by the CSI Student Government and the Office of Student, Life, rules and regulations governing fiscal expenditures established by the CSI Association, Inc., and to the mission, goals and objectives of their respective charters, constitutions and founding documents. The officers and members of recognized organizations also have the responsibility for observing all federal, state and local laws and statutes. Violations of such laws and statutes either on or off campus will be subject to College disciplinary action in addition to any criminal or civil proceedings. Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Life reserves the right to withdraw official College recognition or take disciplinary measures based on the findings of specific violations.

For more information regarding the policies and guidelines of clubs, organizations, and publications refer to the College of Staten Island Student Clubs, Organizations, and Publications Handbook. Handbooks are available in the Office of Student Life. Campus Center (1C), room 203.

Recruitment and Initiations Practices and Hazing

The College of Staten Island is a public college supported by funds appropriated by the Legislature of the State of New York. As a publicly supported institution, it espouses the principles of access to all student organizations by all members of the student body.

In order for an organization to be officially recognized at the College of Staten Island, membership and participation in it must be available to all eligible students of the College. In addition, in order to be recognized, each organization must agree not to discriminate on the basis of age, alienage or citizenship, color, gender, handicap, national or ethnic origin, race religion, sexual orientation, veteran or marital status.

Furthermore, the practices commonly referred to as pledging and rushing are not permitted. New York State law and University policy prohibit hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liqueur or drugs for the purpose of initiation into or affiliation with any organization.

The same law provides that the governing documents of every campus organization is deemed to prohibit the organization from engaging in hazing. This means that your organization's constitution is considered to contain a provision, which prohibits hazing, even if the organization has not officially adopted such a provision.

It is a violation of acceptable standards of conduct at the College of Staten Island for any individual or organization to engage in the practice of hazing as defined above. Any such violation may result in disciplinary proceedings against the involved students and organization and subject the students to the penalty of expulsion, suspension, restitution, probation, censure, warning, or admonition, and subject the organization to the penalty of rescission of its permission to operate on College facilities.
