



FIT STUDENT ASSOCIATION GOVERNMENT

POLICY MANUAL

Boards, Clubs/Organizations, Committees & Publications

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FASHION INSTITUTE OF TECHNOLOGY STUDENT ASSOCIATION **GOVERNMENT CONSTITUTION**

Preamble

We, the students of the Fashion Institute of Technology, recognize that it is our inherent right to regulate, modify and propose, that which concerns the students of the Fashion Institute of Technology. In order to uphold these; to foster the College's responsibilities to the student; to have student representation; and to provide for that which benefits the students' cultural, social and physical wellbeing; we hereby establish this Constitution of the FIT Student Association.

Article I – Name

SECTION I:

This organization, consisting of all full-time matriculated students and part-time students who pay a student activity fee, shall be known as the FIT Student Association.

SECTION II:

The governing body of FIT Student Association shall be known as the FIT Student Association Government.

SECTION III:

The governing bodies of the FIT Student Association Government are Student Council and the Executive and Programming Boards.

Article II – Mission and Responsibilities

The mission of the FIT Student Association Government is to serve, empower, and unify the FIT student body. This mission will be met through student advocacy and innovative programming that supports and shapes the FIT experience.

The FIT Student Association and the FIT Student Association Government will be responsible for:

- a. Nominating and electing the Executive Board
- b. Nominating and electing the Programming Board
- c. Nominating and electing the FIT Student Association Government President to serve as the Student Trustee to the FIT Board of Trustees
- d. Requesting/ Recommending increases in the student activity fee, health service fee and athletics fee.

Article III – Organization

SECTION I: STUDENT COUNCIL

A. MEMBERSHIP

1. Any member of FIT Student Association
 - a. After attending two (2) consecutive meetings becomes a voting member
2. The Executive Board
 - a. The President of the FIT Student Association Government will serve as chairperson
3. The Programming Board
4. Either president or vice president to represent each approved club/organization, board, and publications
5. Students elected to standing committees and to faculty-led committees

B. POWER AND PRIVILEGES

The Student Council, on behalf of FIT Student Association, will be responsible for:

1. Act as the representative and the legislative body of FIT Student Association
 - a. Each Student Council member will have one vote
 - b. The FIT Student Association Government President will vote only in case of a tie
2. Oversee the activities of FIT Student Association
3. Foster student publications without restriction of content
4. Maintaining interrelations and collaborative concerns between faculty, administration, and students.
5. Establish and/or approve boards, clubs/organizations, committees, and publications
6. Approve an annual FIT Student Association Government Budget
7. Nominate, elect, and/or appoint members to Student Council and/or committees
8. Preside over the removal from office of an individual elected or appointed by the Student Council.
9. Nominate and select candidates for FIT Student Association club/organization and individual awards.
10. Any action pertaining to FIT Student Association can be overturned by:
 - a. A majority vote of Student Council voting members
 - b. A petition signed by ten percent (10%) of FIT Student Association

C. MEETINGS

1. Meetings will be held at least once a month while full-time classes are in session.
 - a. Special meetings may be called by the FIT Student Association Government President.
2. For voting purposes only, quorum of Student Council will consist of majority (one more than half) of Student Council voting members
3. Decisions shall be made by majority vote of present Student Council voting members

D. ATTENDANCE

1. Mandatory for all voting members.
2. All Student Council members must sign the voting ballot at begin of the meeting and resubmit once the meeting has been adjourned for attendance to be counted.

3. If a club/organization, board, or publication fails to attend two (2) meetings per academic year
 - a. Allocated funds will be cut by 50%
 - b. Request for additional funds will be considered up to 50%
 - c. Request for all trips will not be funded
4. Any board, club/organization, publication, or voting member that misses three (3) meetings during the academic year will have Council membership revoked.
 - a. Upon Student Council membership revocation, said club/organization, board, or publication will lose funding and voting privileges
 - b. Revoked membership can be reinstated upon re-approval by Student Council
5. Absences may be excused only when a written notice is submitted via fitsa@fitnyc.edu is given 24 hours in advance and approved by the FIT Student Association Government President
6. Student Council voting members may only represent/sign in/vote on behalf of one board, club/organization, or publication.
 - a. Members may only sign in as themselves

E. FACULTY ADVISOR

1. The Director of the Department of Student Life will serve as Faculty Advisor.
2. The Faculty Advisor will:
 - a. Attend all Student Council Meetings
 - b. Assist Student Council to carry out the mission and responsibilities of FIT Student Association Government as set forth in Article II and III, B
 - c. Countersign all transactions from FIT Student Association Government treasury. Sit as a non-voting member of the Executive Board
 - d. Act as liaison of FIT Student Association Government to the administration, faculty, and staff.

SECTION II: EXECUTIVE BOARD

A. MEMBERSHIP

1. Members of the Executive Board will be elected to office by FIT Student Association
2. The Executive Board:
 - a. President
 - b. Executive Secretary
 - c. Executive Treasurer (2)
 - d. Vice-President of Alumni Affairs
 - e. Vice-President of Athletics & Wellness
 - f. Vice-President of Clubs & Organizations
 - g. Vice-President of Communications
 - h. Vice-President of Commuter Affairs
 - i. Vice-President of Information Technologies
 - j. Vice-President of Programming
 - k. Vice-President of Residential Life (elected through Residential Life procedures)
 - l. Vice-President of Student Affairs
 - m. Vice-President of Sustainability

B. RESPONSIBILITIES OF EXECUTIVE BOARD

1. Identify needs of the FIT Student Association
2. Attend all Executive Board meetings, Student Council meetings, trainings, and retreats
 - a. Voting privileges will be withheld on the 2nd unexcused Student Council meeting absence, 3rd unexcused Executive Board meeting absence per academic year and/or 3 late attendances per semester at either.
 - b. Absences will be excused upon the discretion of the FIT Student Association President
 - c. Missing 50% of a meeting or event constitutes to an absence
3. Act on behalf of the Student Council whenever it is not possible to convene and consult Student Council. Such actions will be subject to the approval or veto by Student Council at its first subsequent meeting
4. Report to Student Council
5. Prepare FIT Student Association annual budget and submitted to Student Council for approval
 - a. Review the allocation of additional funds upon request
 - b. Oversee the proper use of allocated funds
6. Serve as student representatives to administration, faculty, and staff
7. Meet weekly with quorum consisting of one more than half of the members for voting purposes only. A majority vote of those present must be achieved for a motion to pass or be denied
 - a. Mandatory end of semester reports are due to the faculty advisor before stipend interviews in the fall and spring semester.
 - b. All official records and correspondence of each officer will be kept on file
8. Train and mentor new board members
9. Establish intercollegiate affiliations

C. DUTIES OF THE EXECUTIVE BOARD

1. The President will:

- a. Serve as voting student representative to the FIT Board of Trustees.
- b. Call, prepare agendas, and chair Student Council and Executive Board meetings
- c. Advocate on behalf of and inform the FIT Student Association (student body)
- d. Work to resolve concerns of the members of the FIT Student Association (student body)
- e. Serve as ex-officio member of all committees.
- f. Appoint committees and committee chairpersons unless otherwise provided.
- g. Have periodical meetings with the President of the college, Vice-President of Academic Affairs, Dean of Students & Director of Student Life
- h. Plan board retreats and trainings.
- i. Support the efforts of fellow board members
- j. Work collaboratively with the Vice-President of Student Affairs to host regular Town Hall Meetings
- k. Vote only to break a tie.

2. The Executive Secretary will:

- a. Record and preserve the minutes of all meetings of the Student Council and Executive Board
- b. Record and preserve all necessary correspondence of FIT Student Association Government

- c. Record & report attendance for all FIT Student Association Government mandatory meetings.
- d. Assume the duties of the President in his/her absence or at the request of the President.
- e. Communicate and disseminate information among members of the Executive Board.
- f. Manage and maintain the FIT Student Association Government email
- g. Work with the Executive Treasurers and Vice-President of Clubs & Organizations to track attendance and maintain FIT Student Association accounts.
- h. Be responsible for the availability of the FIT Student Association Policy Manual.
- i. Keep a record of all new legislation and any amendments thereof.
- j. Assume the duties of the President in his/her absence or at the request of the President.
- k. Support and promote the efforts of fellow board members

3. The Executive Treasurers (2) will:

- a. Process and sign all requisitioned transactions, withdrawals and deposits from FIT Student Association treasury
- b. Keep account of all receipts and expenditures
- c. Keep an active electronic record of the Student Activity Fund
- d. Prepare regular budget reports for each Executive Board and Student Council meeting.
- e. Process stipends for the Executive Board and Programming Board members.
- f. Chair annual FIT Student Association budget committee
- g. Preside over mandatory Financial Meetings for all FIT Student Association clubs and organizations
- h. Communicate to FIT Student Association clubs and organizations budgetary procedures
- i. Work collaboratively to equally share responsibilities between co-treasurer
- j. Review, adjust and recommend weekly budget requests to Executive board.
- k. Work with the Executive Secretary to schedule weekly budget request for Executive board meeting agenda.
- l. Work with the Executive Secretary and Vice-President of Clubs and Organizations to track attendance and maintain all FIT Student Association accounts.
- m. Support and promote the efforts of fellow board members

4. The Vice-President of Alumni Affairs shall:

- a. Serve as liaison between the Alumni Association Office of Alumni Faculty Relations, FIT Student Association, and the Executive Board.
- b. Promote existing and additional programs according to student needs.
- c. Support and promote the efforts of fellow board members

5. The Vice- President of Athletics & Wellness will:

- a. Serve as liaison between Health Services, Department of Athletics, and the Executive Board.
- b. Promote existing and additional athletic programs and FIT Athletic teams.
- c. Promote existing and additional health service programs and services.
- d. Serve as Bloodmobile liaison to the FIT Student Association
- e. Periodically report athletic, recreational & wellness updates to Student Council.
- f. Support and promote the efforts of fellow board members.

6. The Vice-President of Clubs & Organizations will:

- a. Serve as liaison between all FIT Student Association clubs, organizations and the Executive Board.
- b. Keep an active file of attendance, community service, fundraising, and programming for all FIT Student Association clubs and organizations.
- c. Work with the Department of Student Life to:
 - i. Maintain club/organization records,
 - ii. Organize Club Fairs (2),
 - iii. Create new club & organization training sessions
 - iv. Organize club/organization Presidents/Advisors meetings
- d. Work with the Executive Secretary and the Executive Treasurers to track attendance and maintain FIT Student Association accounts.
- e. Guide perspective clubs and organizations to official recognition by the FIT Student Association Government through workshops, orientation, presentations, and recommendation to Student Council
- f. Understand and utilize FITLink
- g. Collaborate with the Vice-President of Information Technologies to manage FITLink
- h. Survey the FIT Student Association
- i. Support and promote the efforts of fellow board members

10. The Vice-President of Communications will:

- a. Serve as the chair of the Communication Council, which is made up of Handbook, Icon, WFIT, W27, & Yearbook.
 - i. Maintain the Communication Council Constitution
- b. Serve as a liaison between all student publications and FIT Student Association
- c. Promote all FIT Student Association clubs, organizations, and programming through various media platforms
- d. Promote all FIT Student Association publications and communication networks
- e. Maintain and manage all FIT Student Association Government affiliated websites, and public relations.
- f. Maintain flyers in table tent displays, metal 3-frame display, and Communication Council displays
- g. Survey the FIT Student Association
- h. Support and promote the efforts of fellow board members

8. The Vice-President of Commuter Affairs will:

- a. Serve as a liaison between all commuter members of the FIT Student Association Government
- b. Work to strengthen the commuter experience for members of the FIT Student Association (student body)
- c. Promote programming that serves FIT Student Association commuters
- d. Survey the FIT Student Association commuters to identify concerns
- e. Support and promote the efforts of fellow board members

9. The Vice-President of Information Technologies will:

- a. Serve as the student representative on the college IT committee
- b. Help plan and coordinate Edu-Tech Day on campus.
- c. Serve as the liaison between the IT committee, RHCC, Communication Council, FITSA and the Executive board.
- d. Survey FITSA to identify needs, wants, and issues related to IT

- f. Support and promote the efforts of fellow board members

10. The Vice-President of Programming will:

- a. Serve as Chairperson of the Programming Board
- b. Serve as liaison between the Programming Board and the Executive Board.
- c. Meet weekly with Secretary/Treasurer and Faculty Advisor
- d. Call, prepare agenda and preside over the Programming Board
- e. Vote only to break a tie
- f. Appoint committees and committee chairpersons unless otherwise provided
- g. Serve as a resource and support system for the Programming Board Managers and programming efforts
- h. Support and promote the efforts of fellow board members

11. The Vice-President of Residential Life shall:

- i. Preside over all RHCC (Residence Hall Community Council) meetings.
- j. Serve as ex-officio member of all RHCC committees.
- k. Countersign all withdrawals from RHCC accounts.
- l. Serve as liaison between the residential student, administration, FIT Student Association, and the Executive Board
- m. This position is elected annually through RHCC elections.
- n. Support and promote the efforts of fellow board members

12. The Vice-President of Student Affairs shall:

- a. Serve as Chairperson of the Faculty Senate Student Affairs Committee and Judicial Council.
- b. Serve as liaison between the Student Affairs Committee and FIT Student Association
- c. Work with FIT Student Association President to host regular Town Hall Meetings
- c. Support and promote the effort of fellow board members

13. The Vice-President of Sustainability shall:

- a. Serve as the student representative on the Sustainability Council
- b. Serve as the liaison between FIT Student Association and the Sustainability Council
- c. Coordinate the Think BIG Challenge with the FIT Student Association President
- d. Increase student awareness of and involvement in sustainability initiatives both on and off campus
- e. Maintains FreeCycle marketing campaign to ensure that student and faculty are taking used art supplies to the Center rather than dooming them to the landfill
- f. Collaborate with Executive and Programming board members to initiate and maintain sustainable practice.
- g. Support and promote the effort of fellow board members
- h. Initiate and coordinate campus wide programs.

D. FACULTY ADVISOR

- 1. The Director of the Department of Student Life will serve as Faculty Advisor.

The Faculty Advisor will:

- a. Attend all Executive Board Meetings
- b. Assist Executive Board to carry out responsibilities and duties
- c. Countersign all transactions from FIT Student Association Government treasury.
Sit as a non-voting member of the Executive Board

- d. Act as liaison of FIT Student Association Government to the administration, faculty, and staff.

SECTION III: PROGRAMMING BOARD

A. MEMBERSHIP

1. Members of the Executive Board will be elected to office by FIT Student Association
2. The Programming Board shall consist of:
 - a. Vice-President of Programming
 - b. Secretary/Treasurer
 - c. Hall of Art Curator
 - d. Manager of Campus Day Events
 - e. Manager of Campus Evening Events
 - f. Manager of the Center
 - g. Manager of Cultural Events
 - h. Manager of Films
 - i. Manager of the Game Room
 - j. Manager of Networking and Alumni Relations
 - k. Ticket Coordinator

B. RESPONSIBILITIES

1. Attend all Programming Board meetings, Student Council meetings, trainings, and retreats
 - a. Voting privileges will be withheld on the 2nd unexcused Student Council meeting absence, 3rd unexcused Executive Board meeting absence per academic year and/or 3 late attendances per semester at either.
 - b. Absences will be excused upon the discretion of the Vice President of Programming
 - c. Missing 50% of a meeting or event constitutes to an absence
2. To create programming that serves the FIT Student Association
3. To create an open forum of communication and ideas between the Programming Board and students.
4. Meet weekly with quorum consisting of one more than half of the members for voting purposes only. A majority vote of those present must be achieved for a motion to pass or be denied
 - a. Mandatory end of semester reports are due to the faculty advisor before stipend interviews in the fall and spring semester.
5. Train and mentor new board members

C. DUTIES OF THE PROGRAMMING BOARD

1. **The Vice-President of Programming Will:**
 - a. Serve as Chairperson of the Programming Board
 - b. Serve as liaison between the Programming Board and the Executive Board
 - c. Meet weekly with Secretary/Treasurer and Faculty Advisor
 - d. Call, prepare agenda and preside over the Programming Board.
 - e. Vote only to break a tie.
 - f. Appoint committees and committee chairpersons unless otherwise provided.

- g. Serve as a resource and support system for the Programming Board Managers and programming efforts
- h. Support and promote the efforts of fellow board members

2. The Secretary/Treasurer Shall:

- a. Record and preserve the minutes of all meetings of the Programming Board.
- b. Conduct and record all necessary correspondence of the Programming Board and keep a record of all correspondence.
- c. File and preserve all records pertaining to the activities of the programming Board.
- d. Record attendance at the meetings of the Programming Board.
- e. Keep account of all receipts and expenditures.
- f. Sign all withdrawals and deposits from the Student Activity Fee
- g. Assume the duties of the Vice President of the Programming Board in his/her absence or at their request.
- h. Support and promote the efforts of fellow board members

3. The Managers Shall:

- a. Serve as a liaison between the student body and the Programming Board.
- b. Administer their individual allocations.
- c. Choose programs in the interest of the student body which would include a variety of programs to serve student needs.
- d. Promote their events by means of flyers, posters, etc.
- e. Attend and run their scheduled event.
- f. Support and promote the efforts of fellow board members

D. FACULTY ADVISOR

- 1. Will be appointed by the Director of the Department of Student
 - a. The Faculty Advisor will:
 - b. Attend all Programming Board Meetings
 - c. Assist Programming Board to carry out responsibilities and duties

SECTION IV: EXECUTIVE & PROGRAMMING BOARD ELECTIONS

A. ELIGIBILITY FOR EXECUTIVE & PROGRAMMING BOARD

Any member of the FIT Student Association who meets the following criteria below:

- 1. Students must be registered for two (2) semesters following the election semester to serve in office
 - a. Students must be enrolled in a degree-seeking program
- 2. Candidates must have a 3.0 cumulative grade point average
- 3. No Executive or Programming Board member can also serve as editor, manager, or club/organization president or treasurer.
- 4. Must be available to attend all scheduled meetings of the FIT Student Association Government
- 5. Must attend Leadership Workshop prior to, or during the first semester in office
- 6. For Presidential and Executive Secretary eligibility, the student must have completed three (3) semesters at FIT and have had served in an elected position of a board, club/organization, or publication.

7. Before an impeached officer can declare candidacy for a Board position, a one term period must pass

B. NOMINATION FOR EXECUTIVE & PROGRAMMING BOARD

1. Any member of the FIT Student Association who wishes to become a candidate must submit a petition signed by at least 50 members of FIT Student Association to the Director of the Department of Student Life by specified due date. All potential candidates will be checked for eligibility

C. ELECTION OF EXECUTIVE & PROGRAMMING BOARDS

1. Elections will be held no sooner than one week after petitions are closed.
2. A voting web site will be prepared, prior to election date, with the names of all eligible candidates. Ballots will be counted by the faculty advisors, and witnessed by incumbent board members who are not running
3. All members of FIT Student Association will be entitled to one vote per board position
4. The candidate for each position who receives the most votes shall be elected to that office.
5. Unopposed candidates must receive a majority of votes cast for that board position.
6. There is no limit to the number of terms for each board position

D. TERMS OF OFFICE

1. Each board member will hold office for one academic year unless he/she resigns or is removed from office.
2. A term of office will begin with official inauguration
 - a. The Board-elect will take the oath of office
 - b. Incumbent board members will relinquish voting privileges and office keys but will be allowed to fulfill commitments, created during their time in office, until the end of the academic year.

E. REMOVAL FROM OFFICE

1. Violations of FIT's Code of Conduct can be ground for removal from office.
2. Not fulfilling the duties prescribed under the constitution and/or maintain the eligibility requirements throughout the term can be grounds for removal from office.
3. Proceedings for the removal of an elected board member of FIT Student Association Government may be initiated by:
 - a. Unanimous Board approval
 - b. Petition of no less than ten percent (10%) of FIT Student Association
 - c. Two-thirds (2/3) vote of the Council, members present.
4. A member of Student Council at a regular meeting of Student Council must present such a call for impeachment.
5. Student Council will notify the board member involved and FIT Student Association that such petition has been received no later than one (1) school day after presentation of said petition.
6. At the following Student Council meeting, the floor will be open for members to speak on the matter of proposed removal.
7. Decision to remove the board member will be made by three-fourths (3/4) vote of Student Council members present.

F. VACANCIES

1. A vacancy in the office of President shall be filled by the Executive Secretary, followed by the Vice President of Programming, and the Vice Programming of Clubs and Organizations.
2. A vacancy in any other office shall be filled by an eligible member of the FIT Student Association recommended by the respective board, and elected by a two-thirds (2/3) vote through the Council.

G. STIPENDS

Elected FIT Student Association Government board members can receive a base stipend up to \$650 per semester and an additional bonus up to \$100 with the following conditions:

1. By completing the required duties listed in Section II & III, board members can receive the base stipend amount of \$650.
 - a. The president can receive a base stipend of \$850
2. By the overall performance of a bonus amount of \$0-100 can be earned by:
 - a) Participating in board-created committees or Standing Committees
 - b) Participation in FIT clubs/organizations, publications
 - c) Attending FIT Student Association programming
 - d) Bringing innovative ideas to the FIT Student Association Government and position.
3. Each board member must meet with assigned Faculty Advisor for a performance evaluation to qualify for a stipend.
 - a) A portion of the performance evaluation will be conducted by the President for the Executive Board and Vice President of Programming Board for the Programming Board

ARTICLE IV – CLUBS & ORGANIZATIONS

A. RECOGNITION

1. Must have at least ten (10) members who are members of the FIT Student Association.
2. Must be approved by the Student Council.
3. Must list all officers on FITLink by designated registration deadline.
4. Must have a Mission Statement, which corresponds to their FITLink Organization Description.
5. Must have a Faculty or Staff Advisor, chosen by the club members and approved by the Director of the Department of Student Life.
6. No officer may be President or Treasurer of more than one club or organization.
7. Must be extra-curricular and may not use FIT Student Association Government allocated funding for departmental projects, events or scholarships.

B. PRIVILEGES

Upon recognition by Student Council, each club is entitled to:

1. Request a budget allocation.
2. Have an assigned meeting room.
3. Publicize.
4. Use services of the Department of Student Life.
5. Have a mailbox for all college correspondence in the David Dubinsky Student Center-Room A713.

C. RESPONSIBILITIES & EXPECTATIONS

1. The club or organization president or vice president must serve as representation at Student Council.
2. Membership must be open to all FIT Student Association members.
3. Must abide by the policies of the FIT Student Association Government.
4. No later than the first week of May all clubs are required to:
 - a. Meet with club or organization advisor to discuss advisor/club relationship in preparation to submit the Advisor Confirmation Form.
 - b. Hold elections that confirm officers by May 1st for officers for the following academic year.
5. Must have two (2) community service activities per year that are approved in advance by the Student Volunteer Community Services Coordinator in order to receive credit.
6. The Department of Student Life must approve all partnerships with external organizations.
7. ADA requirements – Americans with Disabilities Act – All advisors and clubs & organizations should be sure that they are providing reasonable accommodations for this group of students. Reference FIT-ABLE office for additional details.

D. REMOVAL OF ELECTED CLUB OFFICERS

Elected officers can be removed from office by a club membership majority vote on the grounds of:

1. Inability to fulfill responsibilities as defined by the club or organization constitution
2. Failure to adhere to FIT's Code of Conduct as outlined in the Rights & Responsibilities Policy Manual.
3. Failure to adhere to FIT Student Association Government Policy Manual

ARTICLE V – STANDING COMMITTEES

- A. The FIT Student Association has the right to establish standing committees according to student needs.
- B. Each committee will submit an annual report summarizing their committee's actions to the Executive Board.

SECTION I: FACULTY ASSOCIATION COMMITTEES WITH STUDENT REPRESENTATION

ADMISSIONS AND REGISTRATION

A. MEMBERSHIP

1. Ten members elected by the Faculty at large to include one each from the School of Liberal Arts, Admissions Department, Career Counseling and Placement Department, and Registrar and three each from the School of Art and Design and the School of Business and Technology.
2. Two (2) student representatives elected by Student Council.

3. Administrative Head of Division of Enrollment Management and Student Success or his/her delegate (non-voting).

B. RESPONSIBILITIES

1. To recommend admissions and registration policies for all students, and to review and evaluate their implementation.
2. To recommend admissions testing programs and to review and evaluate their implementation.
3. To review current conditional matriculations programs and make recommendations.

COUNSELING COMMITTEE

A. MEMBERSHIP

1. Four (4) students elected through Student Council
2. Six (6) members of the faculty elected by the faculty.
3. Director of the Counseling Center or an appointee of the Director.
4. One Representative of the medical services appointed by the Vice President for Enrollment Management and Student Success.

B. RESPONSIBILITIES

1. To assist the Counseling Center in implementing needed programs and in improving or expanding its services.
2. To develop and sponsor workshop discussions for interested faculty and students.

CURRICULUM COMMITTEE

A. MEMBERSHIP

1. Three (3) students elected through Student Council.
 - a. Must represent separate majors.
 - b. Each must have attended FIT for two (2) semesters prior to election to committee.
2. Nine (9) faculty elected by the faculty with three (3) members from each school and with no more than one (1) member from the same department to serve at the same time.
3. The President of the college or his/her administrative delegate (non-voting).
4. Four (4) members to be selected by the committee as resource consultants (non-voting).

B. RESPONSIBILITIES

1. To review the rationale of current offerings.
2. To recommend modifications or innovations.
3. To work closely with the President in long-range planning.
4. To work closely with the alumni in the assessment and development of current curricula.
5. To work closely with the Registrar and with the Admissions and Placement Departments in the assessment of new curricula.

LIBRARY COMMITTEE

A. MEMBERSHIP

1. Six (6) members of the faculty elected by the faculty, two (2) from each school.
2. Two (2) students elected through Student Council.
3. Audio-visualists.
4. Librarian or appointee of the Librarian.
5. The President of the college or his /her delegate (non-voting).

B. RESPONSIBILITIES

1. To assure that a liaison exists between the Library and the faculty/student body.
2. To inform student/faculty about library objectives and development.
3. To formulate programs that encourages the use of library facilities by students, faculty and industry.
4. Late Night on Six Programs.

STUDENT AFFAIRS COMMITTEE

A. MEMBERSHIP

1. Six (6) students and one (1) alternate student member
2. Six (6) faculty and one (1) alternate faculty member elected by the Faculty Senate.
3. Vice President of Student Affairs will serve as the committee chairperson.
4. Director of the Department of Student Life or his/her designee shall serve as Faculty advisor.

B. RESPONSIBILITIES

1. To explore and make recommendations in all areas of student concern.
2. To recommend and, where possible, to implement policies concerning non-academic but educational activities.
3. The Student Affairs Committee or sub-committee thereof will serve as the Judicial Council for cases of social misbehavior

STUDENT/FACULTY CORPORATION

A. MEMBERSHIP

1. Two (2) students elected through Student Council and one position must be filled by a member of FIT Student Association Executive Board.
2. Three (3) faculty members and one (1) alternate elected through the Faculty Senate.
3. Three (3) administrators and one alternate appointed by the President of the college.
4. The President of FIT Student Association will be the voting alternate student member.

B. RESPONSIBILITIES

1. To oversee income from Food Service, Book Store, and rental of college space to outside organizations.
2. To budget appropriate activities and programs that will benefit students and faculty at FIT.

ARTICLE VI – AMENDMENTS & BY-LAWS

- A.** Any members of the FIT Student Association may propose an Amendment or By-Law to the constitution of the FIT Student Association Government.
- B.** The Student Council will be given notice of a proposed Amendment or By-Law no later than one week prior to voting on said Amendment.
- C.** Amendments will become a part of the constitution after they have received a two-thirds (2/3) vote of the Student Council members present.
- D.** By-laws will become instituted after they have received a majority vote of the Council members present.

ARTICLE VII – RATIFICATION OF THE CONSTITUTION

The Constitution can be ratified, every other year, when a quorum of the Student Council shall have voted and two-thirds (2/3) of those members present shall have approved in favor thereof.

ARTICLE VIII – AVAILABILITY OF THE CONSTITUTION

A copy of the FIT Student Association Government Constitution will be available via FITLink to FIT Student Association members at the start of the fall semester.

—END OF CONSTITUTION—

THE STUDENT ACTIVITY FEE

Each semester every student taking 12 or more credits pays a student activities fee of \$60.00. Part time degree students pay a prorated \$5 per credit fee. The Health Services fee is \$75.00 per semester and the Athletics fee is \$25.00 per semester (\$2.50 per credit for part-time students). The Student Activity fee is distributed by the Student Council to authorized clubs and organizations, for support of the following programs.

- a. Extra Curricular programs of cultural and educational enrichment
- b. Recreational and social activities open to entire school
- c. Student publications and other media
- d. Assistance to recognized student organizations
- e. Administration of these programs
- f. Transportation and other student services in support of these programs
- g. Stipend to FIT Student Association officers for service to the student government

Funds are allocated by the Student Council, as recommended by the Executive Board, to authorized clubs, organizations, publications, and other approved needs on the submission of annual budgets. Annual budgets are in effect for the academic year. All remaining funds revert to FIT Student Association account (except for profit made above the amount of the total allocations). Allocations will be based on FIT Student Association Government guidelines, past activity of the club/organization and detailed descriptions of future activities. If a club is not active, and after one semester has not used its allocation, the Executive Board reserves the right to reallocate the club's allocation to another club or organization. The Executive Board reserves the right to withdraw funds from or deny funds to an organization or club which has not used its funds for the purposes they were allocated. The Director of the Department of Student Life and/or Vice-President of Clubs & Organizations should be contacted by club/organization treasurers and advisors, as additional funding becomes needed.

BUDGET GUIDELINES

BUDGET ALLOCATION GUIDELINES

1. Club and organization participants must be members of the FIT Student Association.
2. All additional allocations must be approved by the Executive Board on behalf of FIT Student Association **before** an event takes place. No physical and/or virtual advertisements can be in circulation anywhere before a budget request is submitted and approved. Event Co-sponsors **CANNOT** have any advertisements in circulation prior to their business counterpart's submission of a budget request to the FIT Student Association for additional funds.
 - a) *There is no reimbursement for expenses that have not been approved by FIT Student Association Government prior.*
3. All allocated funds are contingent upon use of approved purpose.
4. All events financially sponsored by FIT Student Association **MUST** acknowledge the FIT Student Association in some shape and/or form on all advertising, marketing, and promotional items/tools. (*Ex: The phrase "Sponsored by FIT Student Association" or the FIT Student Association Logo placed somewhere on all promotional items/tools.*)
5. All event budget requests are required to have the intended event flyer attached.

6. All events funded by the FIT Student Association must be complimentary to all FIT Students. An admission fee **CANNOT** be charged. However, FIT Student Association clubs and organizations are permitted to charge Non-FIT students an entrance fee to an event if they wish.
7. Event space must be reserved before a budget request can be submitted. A **Campus Event Space Confirmation Sheet** is adequate proof of event space reservation.
8. Any request for funds without adequate and/or proper documentation will not be approved.
 - a) *Expenses listed as miscellaneous will not receive funding from the FIT Student Association.*
9. Clubs and organizations may appeal the Executive Board's budget allocation decision within two (2) weeks of the initial decision date.
 - a) *If the club fails to appear after two (2) consecutive Executive Board meetings, the decision will be final.*
10. No funds will be spent or allocated for activities and/or events that are intended for an academic department. (Ex. FMM, EOP, AMC, ITM, etc.)
11. Funds raised in excess of the annual allocated amount can be rolled over and used by an individual club or organization for purposes that meet the FIT Student Association and College policies.
 - a) *If a club is allocated \$5,000 over the course of the academic year, any funds raised beyond \$5,000 will roll over into the next academic year.*
12. All Budget Allocation Rules and processes are applicable to all FIT Student Association Student Government members.
13. All requests for additional funding must be included in one overall budget request. A request for an event/activity's total expenses must be on one overall request, not broken up into several requests.
14. Club/Organization membership fees and dues will not be funded by the Student Activities Fund.

During an event, surveys MUST be conducted, including statistics of event attendance, food consumed, and evaluation of overall event from participant feedback. Once evaluations are done, reports must be submitted to VP of Clubs & Organizations.

Budget Consideration Process:

1. Student Council attendance.
2. Community service participations.
3. Refer to General Budget Request Checklist.
4. Club or organization activity on campus.
 - a) Participation/Attendance at FIT Student Association Government initiatives. (i.e. Club Fair, Week of Welcome, Town Hall)
5. Club or organization account activity.
6. Previous events and/or trips during current academic year.

REQUESTING YOUR OPERATIONAL BUDGET:

- Operational allocations are allowances for clubs and organizations during the academic year.
- Operational budget allocations are only requested once at the beginning of the academic school year, and are meant to be use the entire year.
- The Executive Board will review Initial Budget Requests up until the last meeting in September of the fall semester. Only newly created clubs/organizations during the academic year hold an exception to this policy.

WHAT YOUR INITIAL BUDGET IS TO BE USED FOR:

Operational budgets allocated to FIT Student Association clubs and organizations are intended for:

- End of the Year Dinners
- Food for club and organization meetings
- Fundraisers
 - Sales of baked goods, fabrics, stationary, or other materials and hard goods
- Promotional Items
 - Items that are used to market, advertise and help create identity of a club/organization (ex. pens, bags, shirts with club/organization logo on it)
- Giveaways
 - Incentives, gifts or prizes (ex. Gift bags, gift cards, FIT sweaters, mugs, etc.)
- Club Fair & Flea Market Supplies
- Any other item a club/organization may list on the operational request.

Spreadsheet Example for Operational Budget Request:

Item	Funds Requested
2013-14 Activities	
Supplies for Bake Sales	\$150
T-Shirt for club members	\$500
Bags, Pocket Mirrors, Pens, Condoms, & Notebooks with club logo for Club Fair and promotional uses	\$200
End of the year dinner for all members and advisor	\$150
Total Amount Requested	\$1000

FUNDRAISING GUIDELINES:

- FIT Student Association defines fundraisers as the following: bake sales, fabric sales, stationary sales, and the sale of other hard goods and materials.
- Fundraising supplies and materials should be purchased with initial budget allocations.
- Clubs and organizations cannot request additional funds for fundraising.
- Forms of gambling or paid raffles are not acceptable forms of fundraising and are deemed as misuse of appropriated funds.
- If an event is financially sponsored by the FIT Student Association, the profits made are not eligible for the matching of funds
- Fundraising must be done prior to submitting first budget request of the academic year.
- The Student Activities Fund cannot be allocated to charities.
- ONLY FIT Student Association defined fundraisers are eligible for matching of funds.

REQUIRED STEPS TO REQUEST ADDITIONAL ALLOCATIONS:

1. Fill out the “Request for Appropriation from Student Association” form (available in the Department of Student Life). This will be the cover sheet to the budget request.
2. Attach a brief description identifying:
 - a) What the club Mission Statement is?
 - b) What does the club plan to do with the additional funds?
 - c) How is this activity or event relevant to the mission of the club?
 - d) How you are planning on advertising the event?
 - e) Is this is a reoccurring event, what is being done to make the event bigger & better? If so state outcome of event.
 - f) Attach a Spreadsheet outlining each cost
 - g) Attach **adequate and proper documentation** (see below) supporting **each** and **every** cost outlined on the spreadsheet.
3. **STAPLE** contents of item two (2) to the back of the “Request for Appropriation from Student Association” form.
4. The **STAPLED** packet must be reviewed and approved with the signature of the club President/Treasurer and Advisor.
5. The completed budget request must be time stamped in the Department of Student Life, into the Budget Request mailbox by **Friday 5:00 pm**, to be reviewed at the next Executive Board meeting.

ADEQUATE DOCUMENTATION:

Documentation is **REQUIRED** for each expense on the budget request spreadsheet including:

- Transportation
- Hotel room quotes
- Registration fees
- Food
- Supplies/Services
- Any additional funds being requested

Price quotes will only be considered if obtained from:

- Company Website
- Travel Agent Email (*agent must be the sender, print in email print format!!!*)
- Vendor/Performer Email (*vendor must be the sender, print in email print format!!!*)
- Program Coordinator’s “Campus Event Space Confirmation Sheet”

Documentation must be:

- Up-to-date Documents
- Reflect the time frame of the trip (*cannot use same invoice from a previous year*)
- Show legitimate contact information in both documents and printed emails
- Time stamped within any confirmation email



General Budget Request Checklist

- CLUB MISSION STATEMENT
- EVENT SUMMARY, EXPLAIN BENEFIT FOR ADDITIONAL FUNDS
- WHO IS THIS EVENT OPEN TO?
- WHAT IS THE EXPECTED ATTENDANCE?
- WHAT IS THE RELEVANCE TO CLUB MISSION?
- WILL THERE BE ADVERTISING? IF SO, HOW?
- PRINTED QUOTES/INVOICES FOR **EACH** EXPENSE/ITEM!
(Ex: Printed online checkouts, official invoice, copy of price listing, vendor email, etc.)
- PRINTED FOOD QUOTES & PRICE MENUS (Contact Aramark **FIRST** for their rates!)
- CONFIRM PRICE QUOTE FROM VENDOR/PERFORMER (if applicable)
- TYPED BREAKDOWN OF ALL EXPENSES, IN **SPREADSHEET FORMAT!**
- PROOF OF EVENT SPACE RESERVATION (Contact Programming Coordinator for details)
- DID NOT** ADVERTISE *PRIOR* TO REVIEWAL OF BUDGET REQUEST
- SIGNATURE OF BOTH ADVISOR AND STUDENT PREPARER
(***ALONG WITH THEIR **FIT EMAIL ADDRESSES** AT BOTTOM OF BUDGET REQUEST***)

TRIP ALLOCATION RULES

1. All rules listed in the **Budget Allocation Rules** (see above) are still applicable to budget requests for trips.
2. One (1) overnight trip, one (1) general day trip and two (2) local day trips per academic year will be eligible to receive funding.
3. Hotel costs will be funded based on quad occupancy (4 people to 1 room) and up to \$50 per person per night.
 - a) *Exceptions for advisor's room and special circumstances will be made.*
4. FIT Student Association Government may fund up to 50% (not guaranteed) of the adjusted student cost of all FIT Student Association overnight and general day trips.
5. FIT Student Association Government can match fundraising efforts up to the total adjusted cost of an overnight trip. **The maximum amount funds are matched is \$2,500.00**
 - a) *Donations, personal checks and club/membership dues ARE NOT matched.*
6. FIT Student Association Government will fully fund only ONE club/organization advisor for a trip per academic year.
7. Travels outside the continental United States are not eligible for funding.
8. Five percent (5%) of a club/organization's total trip budget request must be fundraised and/or donated prior to budget request submission.
9. Clubs and organizations may take FIT Student Association funded trips starting the day after club registration closes, and up until the last day of programming in the spring.

OVERNIGHT TRIP BUDGET REQUEST GUIDELINES:

- One (1) advisor and sixteen (16) student maximum.
- Transportation: Will be determined on a case-by-case basis. (Club or Organization is responsible for obtaining the most reasonable quote and providing documentation attached to the budget request.)
- Registration/Admission/Ticketing fees: Up to \$150 per person with documentation of fees.
- Hotel: up to \$50 per person per night based on quad occupancy. Four (4) nights maximum.
- Food: \$25 per person per day. Five (5) day maximum.

GENERAL DAY TRIP/ CONFERENCE BUDGET REQUEST GUIDELINES:

- One (1) advisor and twenty (20) student maximum.
- Transportation: Will be determined on a case-by-case basis. (Club or Organization is responsible for obtaining the most reasonable quote.)
- Registration/Admission/Ticketing fees: Up to \$150 per person with documentation of fees.
- Hotel will not be funded.
- Food: \$25 per person per day.

LOCAL DAY TRIP/ CONFERENCE BUDGET REQUEST GUIDELINES: METROPOLITAN AREA

- One (1) advisor and twenty-five (25) student maximum.
- Registration/Admission/Ticketing fees: Up to \$50 per person with documentation of fees.
- Hotel will not be funded.
- Transportation will not be funded.
- Food: \$15 per person per day.



Trip Budget Request Checklist

- CLUB MISSION STATEMENT
- TRIP SUMMARY, EXPLAIN BENEFIT FOR ADDITIONAL FUNDS
- WHO IS THIS EVENT OPEN TO?
- WHAT IS THE EXPECTED ATTENDANCE?
- WHAT IS THE RELEVANCE TO CLUB MISSION?
- FOLLOWED BUDGET GUIDELINES FOR "OVERNIGHT TRIPS" OR "DAY TRIPS"
- PRINTED QUOTES FOR ***EACH*** EXPENSE!!!
(*Printed online checkouts, official invoice, copy of price listing, vendor email, etc.*)
- TYPED** BREAKDOWN OF ALL EXPENSES, IN SPREADSHEET FORMAT
- PROVIDED BREAK DOWN FOR **STUDENTS, ADVISOR, AND GRAND TOTAL**
(*meaning a separate cost breakdown should be made for the A- advisor, B-all students, and then a grand total for all parties attending trip= students & advisor*)
- PRINTED TRAVEL QUOTES (BUS, AIR, TRAIN, METRO, TAXI) (*if applicable*)
- BREAKDOWN OF FOOD COST PER PERSON (*****see budget guidelines*****)
- PRINTED ADMISSION/REGISTRATION QUOTES (*if applicable*)
- PRINTED LODGING QUOTES (*if applicable*)
(*@ four night maximum, quad occupancy, \$50 per person= \$200 a night*)
- SIGNATURE OF BOTH STUDENT AND ADVISOR PREPARER,
(******ALONG WITH THEIR FIT EMAIL ADDRESSES AT BOTTOM OF BUDGET REQUEST******)

After completion of a trip, a club/organization must give a presentation to the Student Council members, sharing their overall experience and benefits gained.

ALUMNI AND NETWORKING EVENT GUIDELINES:

- If any club/organization wishes to host an alumni networking event, the club/organization must speak with the VP of Alumni Affairs before planning and execution.
- A guest list of all alumni (including contact information) must be provided with the request.
- There must be a ratio of one (1) alumnus/guest to at least five (5) students.
- Open to all members of the FIT Student Association, at no additional charges
- Food will be funded at a maximum of \$15 per person.

REOCCURRING EVENTS BUDGET REQUESTS

- Club/Organization **MUST** express that event is reoccurring at the time of first budget request.
- Event will be capped at the discretion of the FIT Student Association Executive Board.

BOOKKEEPING PROCEDURES

Faculty advisors are responsible for checking on the handling of finances for all events, assisting in setting up procedures for tickets sales, and in formulating reports of expenditures and income. Funds of the organization shall be deposited and dispensed through the Department of Student Life. **Personal checks are not accepted.** The signatures of the Faculty Advisor and the president/treasurer of the club are required on all requests for payments and deposits made to the Student Association through the Department of Student Life. Signature cards are required and must be completed in September before any funds can be withdrawn. When requesting payment, at least three weeks notice should be given so that checks may be ready on the day desired.

The following procedures should be followed when any purchase or funds are required by your organization.

1. Generally, no advance cash is given to organizations. Payment is only made upon receipt of an original bill or original personal receipt. You have four alternatives.
 - a. Pay out of pocket, retain receipt, and get reimbursed (remembering that tax is not reimbursed, so it is best to process requisitions in advance to avoid problems).
 - b. Complete a requisition in the Department of Student Life. Requesting to have a purchase order generated from FIT Student Association to the vendor. Your order will then be shipped from the vendor to the College. Within a few days of shipment, you will receive a billing notice. You must then submit the bill to Student Life for payment.
 - c. In rare instances, advances are granted. To request an advance for an individual, complete a requisition and a FIT Student Association Advance Request Form and return to the treasurers in the Department of Student Life.
 - d. Obtain a FIT Student Association PO (with appropriate signatures), give to a vendor, receive materials and itemized invoice. Submit invoice for payment.

e. TO PROCESS PAYMENT:

- i. Complete FIT Student Association payment requisition form. Be as complete as possible.
- ii. Include all invoice numbers, object code, cost center, and FIT explanations for payment. (Include your club cost center and object code on all requisitions.)
- iii. Attach original receipt or bill to payment requisition form.
- iv. Return all forms to the Department of Student Life.
- v. The Treasurer of the FIT Student Association will number each requisition, fill in the balance section, and process.
- vi. Your club will receive a copy of the form with your current balance noted.
- vii. W-9 and PEID Forms must be completed for all individuals for their first transaction (anyone receiving payment for any reason).
- viii. Advance or Business Expense forms must be also attached.
- ix. Most checks will be directly mailed by the Accounting Office.
- x. All bills will be paid within 30 days of billing (provided you process the payment through the Department of Student Life).

PLEASE NOTE: The same procedure occurs when deposits are made. All money (cash, money orders, and business checks only) must accompany the requisition when submitted to the Department of Student Life.

To prevent problems arising from evening event income, the following procedure has been developed.

1. Complete requisition and give funds collected to the Evening Supervisor in the Department of Student Life.
2. He/She will confirm amount to be deposited.
3. A receipt will be completed for you.
4. Money will be locked in the Department of Student Life safe.

EVENT SPACE

	ON-CAMPUS VENUES	Capacity
1.	Dining Hall (Evenings)	Varies by set up
2.	Katie Murphy Amphitheater	250
3.	Haft Auditorium	700
4.	A721	50
5.	Classrooms	Varies by type of room
6.	John E. Reeves Great Hall	500
7.	The Alcove (Dubinsky 8th Floor)	50
8.	The Dubinsky Center Student Lounge	90
9.	A734	50

ROOM RESERVATIONS

Club meeting rooms and any available club office space in the Student Center is assigned by the Department of Student Life early in the fall term. All room reservations are confirmed through the Department of Student Life.

Campus Event Confirmation Form

Fashion Institute of Technology
 Department of Student Life
 Phone: 212.217.4130 Fax: 212.217.4131

Club Name			
Event Title			
Club Contact Name			
C.C. Email			
C.C. Number			
C.C. Time of Arrival			
Event Set up Time		Breakdown Time	
Event Start Time		End Time	

Advisor	
Confirmed Date	
Confirmed Event Location	
Guest Speaker <input type="checkbox"/>	Rehearsal <input type="checkbox"/>
Party <input type="checkbox"/>	Performance <input type="checkbox"/>
Fashion Show <input type="checkbox"/>	Meeting <input type="checkbox"/>
Movie Night <input type="checkbox"/>	Other:

As the Club Contact Person, I am aware of all of the forms that must be submitted, deadlines that must be met and events costs that must be paid. I understand that failure to comply will result in the cancellation of my event and/or affect our club's reservations in the future.

X
 Club Contact Person
 Date: _____

X
 Program Coordinator
 Date: _____

Event Needs

All services below must be reserved at a minimum of 4 hours.

	How Many	Arrival Time	Departure Time	Total Hours	Total Cost
AV Technician (49.16 p/hr)					
Lighting Technician (49.16 p/hr)					
Custodial Services (45.00 p/hr)					
Security Guards (40.00 p/hr)					
Video Graphics (49.16 p/hr)					
Deck Hand (49.16 p/hr)					
*Production Meeting (49.16 p/hr)					

Light Tech Assigned		Deck Hand Assigned	
AV Tech Assigned/Time		Videographer Assigned	

*Production Meetings are only needed for large scale events to confirm all detailed technical/logistical needs before the event. I.e. Productions, Fashion Shows, etc. Production Meetings do not require a four (4) hour minimum.

Student-Copy

FLEA MARKETS: The purpose of Flea Markets are to serve as an opportunity for FIT Student Association clubs and organizations to raise funds. Procedures for selection, operation, and distribution of earnings will be outlined each fall by the Executive Board in partnership with the Department of Student Life.

FASHION SHOW PROCEDURES

All clubs planning to present Fashion Shows on campus must adhere to the following procedures:

1. All clubs sponsoring a fashion show must clear all details of the development and execution of the show with the Fashion Design department prior to starting the project.
2. Details of the show must be delivered in writing to the Chair of the Fashion Design Department.
3. All fashion must be FIT student creations (special requests will be considered on a case by case basis). If the use of non-student creations is approved, a letter requesting garments from industry outlining the specific purpose for the use of such garments must be submitted to the Department of Student Life prior to sending.
4. All marketing material and publicity must be cleared through the Department of Student Life.
5. All fashion shows are for within the college only. No outside industry guests or media are permitted.
6. All publicity must clearly state that the fashion show is "sponsored by _____ (name of club), an organization of FIT Student Association".
7. At the beginning of the fashion show, the following must be announced: This show is being presented by the _____ Club of the Fashion Institute of Technology Student Association, and is not associated with the Fashion Design Department or any particular major department within the College.
8. Fashion shows must not occur on or near the scheduled dates of major Department shows.

CAMPUS POSTING POLICY

Who may post notices on campus?

Only FIT-recognized student organizations or clubs, FIT departments, and registered FIT students, faculty and staff may post on campus.

What notices may be posted on campus?

Postings must announce or be related to specified FIT events, and must be intended for the FIT community as a whole. Every posting must contain the date, time, location, and sponsor of the event. Items announcing specific events, parties, lectures may not exceed 11" by 17". Items announcing regularly scheduled meetings may not exceed 8.5" by 11".

Where may notices be posted?

Posting is allowed only on bulletin boards and in glass cases mounted across the FIT campus. Items may not be posted on other surfaces (walls, doors, windows, etc.) and will be removed and discarded. Only one posting for any event is allowed on any one board. Posting over other items is not permitted. Any item posted over another item, whether or not it obscures the item underneath, may be removed and discarded.

When may notices be posted?

No posting may remain up beyond the date of the event in the posting. The group which posted the item is responsible for removing every posting immediately after the date. An individual or organization which fails to remove outdated postings may be denied permission to post in the future. Outdated postings may be removed and discarded.

What approval is required before a notice may be posted?

Prior to posting, all items must be approved and stamped by the Residential Life Office for posting in an FIT Residence Hall or by the Department of Student Life for posting anywhere in an FIT non-residence hall building.

Violations of the policy

Postings that do not comply with this policy may be removed and discarded. Any student who posts unapproved items will be subject to discipline, including judicial action through the Residential Life Office or the Department of Student Life, and may be denied permission to post in the future.

Exceptions to this policy

Exceptions to this policy may be made only by the Vice President for Enrollment Management and Student Success.

FIT STUDENT ASSOCIATION & DEPARTMENT OF STUDENT LIFE POSTING POLICY

Flyers/posters must be stamped for approval by the Department of Student Life in A713.

Date, time, and location should be confirmed prior to approval.

Do not obstruct other flyers/posters on boards.

1. Flyers/posters may only be posted on Bulletin Boards with thumb tacks or push pins (no staples or tape).
2. Only FIT information and outside University and "non-profit" information will be approved for posting on bulletin boards throughout the college by the Department of Student Life.
3. Any signs violating the aforementioned policy will be removed. The leaders of the clubs are responsible for these rules.

NEWSPAPERS – AND NEWSLETTERS

Editors of on campus media are usually grateful if publicity representatives make an effort to be "clever" when reporting activities. Report the fact simply and accurately. The following suggestions will assist a club representative to prepare release: (Do not contact outside newspapers, radio stations, magazines, etc., without first receiving approval from the FIT External Relations Office, B905).

The FIT Newspaper, WEST 27th, is located in Room A707. Deadlines for submitting copy are posted on the door to that office).

- Use one side of the paper only.
- Double-spaced on 8^{1/2}" x 11" paper.
- State who, what, where, when why and how in the first paragraph. Place important
- Information first in the article with less vital details last. If the editor had to shorten the article, s/he will cut the bottom of the page.
- Be certain all name and times are correct.

One photograph is worth several articles. A picture of a speaker before the program will build interest.

Know deadlines. Do not ask favors if club news copy is delivered late to the editor.

TELEVISION & RADIO

In submitting material, follow the pattern suggested for newspaper writing. Note: WFIT has a mail folder in The Department of Student Life and accepts advertising via their e-mail address. WFIT will broadcast internal club information and event publicity.

STUDENT ASSOCIATION AWARDS

SYLVIA GALVARIN MEMORIAL AWARD

One award is presented to a graduating student who has outstandingly served on a Student Faculty Committee/Organization of the college. These awards are presented at the annual Recognition Dinner.

FIT STUDENT ASSOCIATION MARION BRANDISS BACHELOR'S. EXTRA-CURRICULAR MERIT AWARD

One \$1500.00 award is presented to student, graduating with a bachelor's degree, who has given outstanding service in the area of extracurricular activities to the college.

FIT STUDENT ASSOCIATION AMY LOCICERO ASSOCIATE'S EXTRA-CURRICULAR MERIT AWARD

One \$1500.00 award is presented to student, graduating with an associate's degree, who has given outstanding service in the area of extracurricular activities to the college.

PETER VOGEL GOLD LEADERSHIP KEYS

Annually, the FIT Student Association, through the Student Council, honors ten graduating students who have exhibited leadership qualities in the area of student activities by presenting them with gold leadership keys. These awards are presented at the annual Recognition Dinner.

MAX MEYER

Through the Student Council, the FIT Student Association awards one Max Meyer Award to the graduating student who has exhibited the highest leadership qualities in the area of student activities and has provided the College with service through extensive and quality participation. These awards are presented at the annual Recognition Dinner.

PETER VOGEL SILVER LEADERSHIP KEYS

Annually the FIT Student Association, through the Student Council, presents five silver leadership keys to non-graduating students who have been active in the Department of Student Life. These awards are presented at the annual Recognition Dinner.

AWARDS CEREMONY

The Recognition and Inaugural Dinner is held annually to honor graduating students active in all clubs, teams and organizations and induct new FIT Student Association and Residence Hall Community Council Officers. At this time, specific club awards and certificates of merit are announced.

PUBLICITY AWARD

The Department of Student Life recognizes the student organization with the best publicity campaign of the year. A plaque is displayed on the seventh floor of the Student Center. These awards are presented at the annual Recognition Dinner.

THE UCE LEADERSHIP SCHOLARSHIPS

Up to 5 Awards in the amount of \$3,000 each are presented to student activists who are going into upper division with a minimum of a 3.25 GPA and have contributed greatly as leaders to FIT and their home community during their first two years at FIT. Students may nominate themselves by going to www.ucescholarship.org

THE MICHAEL A. NOETH MEMORIAL AWARD

This award is presented to a graduating student who has excelled in the areas of student leadership, creative programming and service. They have served the FIT community with selfless commitment.

CLUB OF THE YEAR

This award is given to the club that has provided a valuable service to the College and the FIT community through its contribution to campus life. In addition, this club has proven loyalty to the College and faculty through involvement with their programming in and around campus. In addition, this club embodies all the awards below; demonstrating extraordinary community service, collaborative programming, excellent fundraising efforts and has created new programs for the student body.

COLLABORATIVE PROGRAMMING AWARD

This award will be given to the clubs who have made the most effort to work together in programming and other activities. As part of FITSA, we expect clubs to contribute to the FIT community and help promote the importance of student groups. The best way of showing this is of course working together.

COMMUNITY SERVICE AWARD

This award is given to the club that has provided valuable service to the community (i.e. through charity work, joint projects with community organizations, etc.) Typically, the club would have completed a minimum of two-community service programs within the Spring 2012-Spring 2013 academic year.

NEW CLUB AWARD

This award will be given to a new club that was created between Spring of 2012 and Spring of 2013 who has, for example, show the most potential, growth, and added benefit to the FIT community since their induction. These are of course not the only points that we will evaluate.

PRESIDENT'S AWARD

This award will be given to the president of a club that has shown the most passion and dedication to his/her club and has pushed their members to new levels of success. Any member of the club may nominate their president for this award. We will take into account everything this President has done in the last calendar year.

OUTSTANDING NEW PROGRAMMING

This award will be given to the club who has created an event that benefitted and impacted the FIT community in a substantial way. Some basic criteria we will be looking for includes (but is not limited to advertising efforts, student turnout and student feedback will all be considered.

MOST CREATIVE CLUB AWARD

This will be awarded to the club with the most funds raised during the academic year. Any club member may nominate their club for this award.

BEST FUNDRAISER AWARD

This award will go to the club who has hosted the most creative of the fundraisers on campus. How much money was raised; involvement of club members and where the money went towards will all be considered when choosing a winner. Any club member may nominate their club for this award.

LEGACY AWARD

This will be awarded to a club that has been in existence for 10 or more years that has provided exemplary programming and activity/representation on campus. Some additional criteria we will be looking for include the participation of your club throughout Student Association events as well as hosting your own. Any club member may nominate their club for this award.