

# POLICIES



# Student Government Association

All Barnard students belong to the Student Government Association (SGA), which elects a representative student government. SGA recommends policy changes and coordinates student interests with those of the faculty and administration. SGA also sponsors co-curricular activities, special events, and clubs reflecting the interests of the student body. Students can also serve with faculty and administrators on Tri-Partite committees, helping to shape policy in such areas as the curriculum, housing, and college activities. The Representative Council is the legislative body of the SGA. Representative Council meetings are held every Monday from 8pm-10pm in Altschul Atrium and are open to all Barnard students.

**The SGA Office is located in 211 McIntosh. Please contact them at x42126 or [sga@barnard.edu](mailto:sga@barnard.edu).**

## Club Recognition Process

To be recognized by SGA, a club must submit the following to the Vice President of Student Activities of SGA:

1. **Constitution** – The Constitution should state the club’s purpose, organizational structure, etc. A sample constitution is available in the SGA office for reference. For clubs recognized after 2002, there must be at least 2 Barnard students listed as executive members and this must be written into your constitution. The constitution must also state that the club is open to **ALL** Barnard students.
2. **Membership List** – A club must submit a list of students who are interested in participating in the club. The list must include

each student's name, school, year, e-mail address, and phone number. There must be at least 10 students on the list and one third of the students must be Barnard students

3. **Executive Board** - The executive board of the club must have at least TWO Barnard students serving as officers.

The club members/officers will then make a short presentation about the club at the Representative Council meeting. The following week, the Representative Council will vote on the club recognition and the club will be notified about its status.

## **Club Registration Process**

A club that registers in the fall semester will be active for the entire academic year, and need not re-register in the spring semester. Clubs who fail to register in the fall semester by the registration deadline must wait until the spring semester to register. Clubs registering in the spring semester will be registered for the remainder of the academic year.

- Recognized clubs must fill out a registration form and return it to the Vice President of Student Activities for SGA no later than the last Friday of the first month of each semester.
- All information on the registration form must be filled out. This includes the contact information for club officers and a brief mission statement.
- If a recognized club fails to register, the club does not lose its recognition, however, it will be considered "inactive" for the academic term.
- Unregistered clubs may still request a budget, however, they will not have access to their account unless they have registered.
- Unregistered clubs may still meet and maintain an active status within their own club. However, they will have limited access to club resources (see table).
- If a club fails to be registered for four consecutive semesters, the club is officially deactivated and must go through the recognition process again.

SGA recognized clubs are categorized in the following ways:  
 Type A) recognized, registered, with a budget allocation;  
 Type B) recognized, registered, without a budget allocation;  
 and Type C) recognized, unregistered (may or may not have a budget allocation; regardless, has no access to funds).

The following table outlines the resources available to each club according to Type.

<b>Resource</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Space Reservations</b>	√		
<b>A/V Requests</b>	√		
<b>Funds</b>	√		
<b>Budget Requests</b>	√	√	√
<b>Advisor</b>	√	√	√
<b>Mailbox</b>	√	√	√
<b>Publicity</b>	√	√	√
<b>Copying</b>	√		
<b>Mailings</b>	√	√	
<b>Use of Barnard College Name</b>	√	√	
<b>Use of SGA Name</b>	√	√	

**Academic Standing for Student Leaders**

The College Activities Office is committed to your overall success at Barnard College. Due to the intensity of some leadership positions, the following student leaders must maintain a 2.5 Grade Point Average and be in good academic standing:

- Members of the New Student Orientation Committee
- Student Government Association Executive Board
- Class Presidents
- WBAR Station Manager
- Mortarboard Editor (s) In Chief
- Barnard Bulletin Editor (s)

## **Resources Available to Clubs**

### **Event Space & Audio and Visual Services**

#### **MARS: McIntosh Activities Resource Space**

Any club or student organization leader may use this space for computer work, meetings, or to build a bulletin board. It is located in 212 McIntosh Student Center. Access can be gained from the College Activities Office or from the McIntosh Night Manager.

#### **Photocopies**

Clubs will be given access to the photocopying machine in McIntosh Student Center. Clubs can use the machine to make fliers or for other club-related business. See the SGA Bookkeeper in the College Activities Office for a code. If you are making more than 100 copies, please have them made at Copy Services in Milbank Hall.

#### **Mailboxes**

Clubs receive a mailbox located outside of the College Activities Office, Upper Level McIntosh. Clubs can request that official mail be sent to these mailboxes at the following address:

*Club Name*  
*Student Organization Mailbox XX*  
*McIntosh Student Center*  
*Barnard College*  
*3009 Broadway*  
*New York, NY 10027*

#### **Advisors**

Clubs receive an advisor from the College Activities Office. An advisor is a valuable resource!

#### **Funding**

Clubs can receive a budget. See following section.

## **Student Organization Storage Space**

The College Activities Office is able to offer very LIMITED storage space for purchases or items that student organizations use year to year. Please see your advisor.

## **Mailbox Stuffing**

Each student organization may do a general student mailbox stuffing no more than once a semester. They should bring their flyer to Office Services, request the appropriate number of copies and fill out the mailbox distribution form.

## **Campus Email Requests**

Student organizations who wish to send emails to all Barnard students, or a subset of Barnard students, must email the request to [activities@barnard.edu](mailto:activities@barnard.edu) at least one week prior to the date they wish to have the email posted to students.

## **Campus Chalking Requests**

In order to ensure that the Barnard Campus is not over-chalked, we ask that student organization interested in chalking campus email [activities@barnard.edu](mailto:activities@barnard.edu) with their request at least 3 days in advance to gain approval. This allows the College Activities staff enough time to alert the rest of campus that chalking will be occurring. All chalking should also adhere to the Barnard Posting Policy on page 86.

## **HAPPENINGS! Submissions**

HAPPENINGS! is a monthly calendar created and distributed by the College Activities Office of student produced or student related events on the Barnard College campus. To include your events, please email them to [activities@barnard.edu](mailto:activities@barnard.edu) by the 15th of the preceding month.

## **Budgets and Co-sponsorships**

Newly recognized clubs receive a start-up budget of \$250. If a club is recognized in the Spring Semester, the start-up budget is \$150. After their first year of recognition, clubs apply for a budget for the following year at the end of the spring semester. Clubs wishing to appeal their budget allocation or request a late budget must contact the SGA Treasurer in early September.

Clubs **must** submit a monthly reconciliation of their budget by the first of each following month. If the SGA Treasurer does not receive the reconciliation, the club's account will be frozen. If a club does not spend any part of their allocation, they must still turn in the form indicating this.

### **Getting Money/Sponsorships for Your Organization**

**1. Grants** (i.e. financial co-sponsorships from campus offices and departments, other student organizations) For example: Alumnae Affairs, The Counseling Center, Dean of Community Development, Dean of the College, Residence Life, College Activities Office, SGA, Barnard Center for Research on Women, Career Development, etc.

**2. Services instead of money** (from local vendors, other student organizations) For example: using Kinko's to copy your brochures, etc. in exchange for free advertising in the brochure or other name placement, donations of food from local vendors, another student organization agrees to provide publicity, manpower, presence. Be aware: per the Office of the Controller, vendors may not use such donations as a tax write-off.

### **3. Selling stuff**

For example: bake sales, manicures, plants, T-shirts, flip-flops, scrub pants. Be aware: only 20% of a student organization's SGA allotment may be used to pay for T-shirts.

### **Getting Money/Sponsorships for Another Group:**

1. The expenses of the program/event must be covered before the student organization donates the profits to another group.
2. Know the contact information of the group, i.e. the address, a contact person, and the federal tax ID #.

### **Keys to Good Co-sponsorship Requests:**

1. **Plan ahead** (to avoid last-minute requests)
2. **Be specific** (about your group, your plans, your needs)
3. **Include a budget** (including what the money will be used for, other co-sponsorships/ sources of funds, what the budget gap is)
4. **Be professional** (follow up with the co-sponsor)

### **Barnard Co-Sponsorship Sources**

#### **Community Development – Dean Joe Bertolino**

[jbertoli@Barnard.Edu](mailto:jbertoli@Barnard.Edu), (212) 854-4245

Dean Joe tries to find funds for all student groups that ask him for co-sponsorships. There is no definitive process or set of guidelines or requirements. He considers each situation and decides about funding on a case-by-case basis, depending on the project. The event should benefit the campus or provide a program or service that is not currently offered. Community Development has sponsored a variety of programs from dance programs, to educational programs, to speakers, to McAC's Midnight Breakfast. The student group may e-mail Dean Joe about the event and the funding it is looking for, or they can make an appointment to sit down with him and talk about it.

#### **Counseling Services – Suraiya Baluch, M.A., Ed.M., Staff Therapist,**

[sbaluch@Barnard.Edu](mailto:sbaluch@Barnard.Edu), (212) 854-1698

Counseling Services does offer co-sponsorship support to student groups. It prefers that events have a connection to mental health, and it also supports social justice themed programming. It usually donates anywhere from \$50 to \$200. The student group may e-mail Suraiya Baluch, Coordinator of Outreach Initiatives and Programming, with its request.

#### **Career Development – Jane Celwyn, Director**

[jcelwyn@Barnard.Edu](mailto:jcelwyn@Barnard.Edu), (212) 854-7758

OCD is committed to working collaboratively. OCD is interested in co-sponsoring ALL events that relate to careers, workplace issues,

preparation for work, etc., and will work with student leaders, RAs, club presidents, etc. who can assure OCD that at least 8 students will attend the event being planned. Depending on the nature of the event, OCD will share the cost of food, do targeted e-mails, create flyers, etc. It has co-sponsored events in residential life and with class councils and the Senior Experience. The student group may contact Director Jane Celwyn about co-sponsorship.

**Residence Life – Annie Aversa, Director**

aaversa@Barnard.Edu, (212) 854-5561

Residence Life offers co-sponsorships to student groups. Additionally, often student groups to RA staffs to seek co-sponsorship as well. There is no formal process for requesting co-sponsorship. The student group may e-mail or meet with Director Annie Aversa about the details of its event and the kind of support it is looking for. If the student group wishes to co-sponsor with an RA staff, the group should contact that staff.

**Office of the General Counsel – Michael Feierman, General Counsel**

mfeierma@Barnard.Edu, (212) 854-2088

The Office of the General Counsel sometimes will co-sponsor community service projects, but there is no regular funding source for that. If a student group needs co-sponsorship for such an event, it may contact the Office of the General Counsel.

**College Activities Office – Cristen Scully-Kromm, Director,**

ckromm@Barnard.Edu, (212) 854-2096

In general, student groups should be able to work within the budget allotted to them by SGA. Occasionally, groups and organizations wish to sponsor events and programs that are out of their budget. CAO will only sponsor programs and events that are: open to the Barnard community; playing a role in community building; and within the CAO mission. If a student event falls within the above-mentioned categories and additional funding is required, all student groups and organizations must submit a paragraph to CAO explaining the event and a budget proposal for the event. If co-sponsorship is granted, CAO expects that its office name would be on all advertising for the event. CAO will discuss co-sponsorship at weekly Wednesday staff meetings and your advisor will respond to you by Friday of that week. Please note: Lack of prior planning does not constitute an emergency. CAO wants to be supportive as possible to student clubs and organizations. Reach out to your advisor, throughout the semester, which makes it easier when your group is in need.

**SGA – Lindsay Summers, Treasurer 2003-04**

sga@Barnard.Edu, (212) 854-2126

If a student group wishes to apply for co-sponsorship from SGA, it must t

submit a completed application (applications available on the SGA website and near the door to the SGA office) by Friday at noon after which point, if the SGA Treasurer is satisfied with the application, the application will be considered at the Representatives Council Meeting. A representative from the organization requesting co-sponsorship must be present at this meeting and prepared to make a 5-minute presentation about the request as well as field questions from the Rep. Council. The organization will be notified after the Monday meeting as to the decision and status of its co-sponsorship application.

**Development & Alumnae Affairs – Cynthia Yang, Manager of Student and Recent Alumnae Programs**

[cyyang@Barnard.Edu](mailto:cyyang@Barnard.Edu), (212) 854-2005

The offices of Development and Alumnae Affairs work collaboratively with the Alumnae Association of Barnard College to develop programs designed to connect alumnae with one another, Barnard students, and the college. Student groups that wish to seek co-sponsorship from Development and Alumnae Affairs must submit an application form (available at the Vagelos Alumnae Center and near the door of the College Activities Office) to Cynthia Yang, Manager of Student and Recent Alumnae Programs, three weeks prior to the event. The maximum sponsorship amount is \$150.

**Center for Research on Women – David Hopson, Associate Director**

[dhopson@Barnard.Edu](mailto:dhopson@Barnard.Edu), (212) 854-2067

The Center co-sponsors student events, trying to contribute, in some way, to all student groups that seek its support. It is most committed to helping students whose work addresses issues of sex, gender, sexuality, and/or social justice. When approached by student groups to co-sponsor events, the Center works with them on a case-by-case basis to determine the kind of help and support they need. Sometimes, they want only to list the Center's name among their co-sponsors. Others, they need administrative or financial support. Student groups interested in seeking co-sponsorships from the Center should view the description of the Student Initiate Events Fund on the BCRW website <http://www.barnard.edu/bcrw/student.htm>. Applications are also available in the BCRW office.

### **Other Co-Sponsorship Resources**

Columbia Speakers Fund

<http://wwwb.ais.columbia.edu/lerner/SpeakersFund.jsp>

President's and Provost's Fund

<http://www.columbia.edu/cu/lernerhall/docs/pandpweb.pdf>

# Barnard College Posting Policy

(Effective September 2, 2003)

At Barnard College, our physical campus environment is an important part of the community we strive to develop. This belief has been the driving force behind the ongoing improvements the College is making to the physical environment on campus - from the Residential Life Master Plan to the design and implementation of the Campus Master Plan. The College is investing large sums of money to create a more beautiful and comfortable environment for all members of the Barnard community.

We hope the implementation of this Posting Policy will assist our community in reaching that goal. The Posting Policy is designed to improve the aesthetics of our campus, decrease the damage to facilities from improper posting and to free up our Facilities staff so they may direct their efforts toward the completion of other campus improvements.

Your assistance and that of your department or student club/organization is greatly appreciated, and we look forward to everyone working together to maintain a beautiful campus environment.

## **You may post in the following locations:**

- Non-painted surfaces
- Glass Walls
- Non-painted metal and marble surfaces
- Wall surface inside elevators
- Lampposts
- Any bulletin board designated as a public posting area
- Any blue Barnard Bear

## **You may NOT post in the following locations:**

- Club/Organization/Departmental bulletin boards
- Glass doors\*
- Painted metal
- Outside street faces of any building
- On the ground (please see chalking section)

*\*Please note that in an emergency, the Dean of the college may permit offices and academic departments to post on glass doors.*

1. **What Can I Post With?** Regular masking tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, or “fun tack” type materials. If the approved posting area is a surface where tacks, staples, etc... may be used (such as bulletin boards), those are appropriate ways to post flyers.
2. **What Cannot Be Said On My Posting?** Any postings that have inappropriate and/or derogatory information directed to one specific member of the Barnard community will not be tolerated and will be immediately removed. The approved posting areas that we have provided are not personal message boards. They are solely for information that is intended to benefit the campus community as a whole. In addition, the following words cannot appear on any posted information at Barnard – shit, piss, suck, cunt, fuck, motherfucker, cocksucker and fits. Any flyers containing any of these words will be immediately removed and the responsible parties referred to Dean’s Discipline.
3. **How Long Can My Posting Stay Up?** Flyers posted in approved locations will be permitted to remain until the day following the event. The sponsoring group should remove all flyers in approved locations within 24 hours after the event has taken place. The College reserves the right to remove any flyers whose program date has come and gone. The College will do a campus cleaning of all publicly posted flyers on each Monday before noon.
4. **Residence Hall Specifics:** In the Residence Halls, groups may leave posters at the Office of Residential Life & Housing (110 Sulzberger) – in this case they will be given to RAs to advertise within 48-72 hours. If you would like to provide one poster for each residence hall floor, please plan to leave 100 copies of your flyer.
5. **Chalking Info:** Chalking is permitted on sidewalks **ONLY**, and is **NEVER** permitted on the outside surface of any building or on sidewalks underneath an overhang. You must seek approval from the College Activities Office (activities@barnard.edu) one week prior to chalking.
6. This policy has been written by and will be enforced by representatives from the following Barnard offices. If you have questions about this policy, please direct them to one of the representatives listed below:
 

◆ The Dean of the College	Dorothy Denburg	4-2024
◆ The Provost’s Office	Robin Beltzer	4-7227
◆ College Activities	Cristen Scully Kromm	4-2096
◆ Facilities Services	Tim Mohrmann	4-2041
◆ Safety & Security	Bill Plackenmeyer	4-3362
◆ Student Government Association	Jeeho Lee	4-2126
◆ Residential Life & Housing	Annie Aversa	4-5561

# Programming with Alcoholic Beverages

## *Event Planning and Management*

### **Theme**

Remember that the theme of your event must be social, cultural, or educational and not the availability of alcohol.

### **Advertising**

Your event may not be publicized until it is approved by your advisor. All publicity must not state, mention, or depict alcohol in any other way. A group will be held responsible for all publicity for the event, including, but not limited to, flyers, banners, emails, lists servers, and voice mail. You are responsible for any and all publicity that originates from any members of your organization, so make sure that they understand the policy!

### **Food and Beverages**

Food and non-alcoholic beverages must be continuously and amply provided and displayed throughout the event.

### **Deciding whether to serve alcoholic beverages at an event**

If your organization is considering serving alcoholic beverages at an event, think about why you want to do so. Your event must have a social, educational, or cultural theme, and may not have the availability of alcohol as a focus. Essentially, your event should be able to stand on its own with or without alcohol; if its success seems to be dependent on serving alcohol, you need to reconsider your event in its entirety.

## **What you need to know**

If you believe that serving beverages would be an appropriate component of an event, you must undergo University alcohol training, and understand fully both New York State law pertaining to alcohol and Columbia University's alcohol policy and procedures. You can find information about these trainings by visiting [www.columbia.edu/cu/lernerhall](http://www.columbia.edu/cu/lernerhall) or from your advisor. Your advisor's approval and your adherence to University policy are required for all events, on or off campus.

## **Procedures**

To serve alcoholic beverages, you must:

- Have an officer of legal drinking age who will run the event and has been trained by the University in planning events with alcohol.
- Obtain your advisor's approval for the event and complete the registration for authorization to serve alcoholic beverages at a University Event (at least 10 days prior to the event).
- Reserve the space in which the event will be held- indoors or outdoors.
- Be sure all arrangements are cleared in advance with the coordinator of the facility at which your event is scheduled. Many areas often have additional requirements of their own for events with alcohol.
- Obtain a Temporary Beer and Wine Permit if money will be exchanging hands at the event and display at event.
- Abide by the University alcohol policy and the terms of the approval of your event.

## **Day of the Event Management**

- Neither members designated to serve alcohol and check for proof of age nor the event coordinator may consume alcohol.
- The event coordinator must arrive one half-hour early to meet with the proctor.
- Only the approved amount of alcohol will be allowed at the event.
- You must enforce University policy at the event, and may seek the assistance of a proctor or security officer. If an emergency arises during the event that creates an unsafe or dangerous situation, go to the proctor and then call Security. After the event, report any problems you experienced to your advisor.
- At the specified closing time, all service of alcoholic beverages must cease. Proctors are not authorized to make exceptions to these rules.

### **Proctors**

Lerner Hall Office will determine if proctors will be assigned to the event, in accordance with the University's Alcohol Policy. If persons under 21 years old are present, proctors must be used. Certain other locations or events may also require proctors, or they may be used for additional reasons other than the age of participants or physical location of the event. If proctors are assigned to the event, proctor information will be listed on the approved form available prior to the event from Lerner Hall Office or your College Activities advisor. The proctor's role is primarily to identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

## **Serving alcoholic beverages**

Only the amounts and types of alcoholic beverages approved for your event may be served. Alcohol must be served, one drink at a time, only to persons who have been checked for proof of age, and must not be served to anyone who is drunk or disorderly. Both the temporary beer and wine permit and a warning on the effects of alcohol during pregnancy must be displayed. Unused alcohol is to be disposed of in the manner directed by the lead proctor.

## **Checking for proof of age**

Valid double proof of age (21 or older) is required to drink alcoholic beverages and must include a US or Canadian driver's license or non-driver's license identification card, passport, or US Armed Forces identification card; a CUID card may serve as the second proof of age. Approved wristbands must be used to identify those who have shown proper proof of age.

## **Training Programs**

Participation in one of the training sessions offered by the University is mandatory for the students who will serve as their organizations' representatives in planning and registering events with alcohol and for staff members who authorize such events. Clearly, substantial forethought is required to be sure a member of your group has been trained in advance of seeking approval to serve alcohol at an event, Please note that these training sessions only occur a few times each semester.

## **Event Advising and Registration**

### **Which events must be registered**

The University requires that all events comply with its alcohol policy and that your event be registered with your group's advisor and Lerner Hall Office if it will be:

- a. Held outdoors on University property, or
- b. Open to the University community, or
- c. Funded with the University funds, or
- d. Attended by more than 50 guests, or
- e. Entailing the exchange of money for any reason.

### **Who may represent your organization**

Your organization may have an event with alcoholic beverages registered only by an officer of your organization who:

- a. Is at least 21 years of age
- b. Has undergone University training for organizers of events with alcohol during the academic year, and
- c. Will be responsible for the management of the event, and agrees to be present during the entire event.

### **Advising**

The University alcohol policy requires that you speak with your advisor about any event at which alcohol is to be served. The policy's requirements are not placed solely on you, however, but also on your advisor, who is required to discuss the event in detail with you prior to deciding whether to approve the event. Among the details that you must discuss are attendance, proctoring, health issues, availability of food and non-alcoholic beverages, the quantities and types of alcohol to be served, monitoring of the drinking age, and event management

## **Registration of your event**

If your advisor approves the event, you may complete the registration process:

- a. Obtain and complete a registration from the College Activities Office or the Lerner Hall Office or online at [www.columbia.edu/cu/lernerhall](http://www.columbia.edu/cu/lernerhall) and obtain your advisor's signature, affirming that you and your advisor have discussed and agreed upon the terms of the event described on the form. Include the account number to be charged for proctors.
- b. Submit the approved application to Lerner Hall Office at least 10 days prior to the event.

Lerner Hall Office will review your application, and if approved, will determine how many proctors should be assigned.

## **Temporary Beer and Wine Permits**

The New York State Alcoholic Beverage Council Board requires that a Temporary Beer and Wine Permit be secured whenever money will exchange hands for any reason at a function in an unlicensed premise at which beer and wine will be served. The unlicensed sale of alcoholic beverages is strictly prohibited. Hard liquor may not be sold in an unlicensed area nor dispensed with a Temporary Beer and Wine Permit.

## **Obtaining permits**

Temporary (one day) permits allowing the sale of beer and wines within a specific area may be obtained from the New York State Alcoholic Beverage Control Board. Its office is presently at 11 Park Place, New York, NY and they require 15 working days to obtain a temporary license, good only for a single event. The University will assist your group in

applying for this license through the College Activities Office or Lerner Hall Office. With the approval of your advisor and at least three weeks prior to the event, your group's representative must:

- a. Obtain a letter from your advisor certifying that your group is a registered Barnard organization and specifying the date, time, and place of function.
- b. Complete an application for a license.
- c. Obtain a certified check or money order for \$25.00, payable to the New York State Alcoholic Beverage Control Board.
- d. Hand-deliver all of this to the New York State Alcohol Board, 11 Park Place, New York, NY between 9:00 am and 4:00 pm Monday through Friday. If approved, the Temporary Beer and Wine Permit will be mailed to you, or you will be called to pick it up. In recent years, this has taken a minimum of approximately 10 business days.
- e. A copy of your temporary permit should be given to your advisor five days prior to the event. The permit itself must be displayed at your event.

### **University Alcohol Policy Overview**

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with the New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse (For the full University policy statement refer to the FACETS publication).