

Exhibit D



FORDHAM UNIVERSITY LINCOLN CENTER CAMPUS
 UNITED STUDENT GOVERNMENT
 OPERATIONS COMMITTEE

Club Registration Process

Congratulations! You've just taken the first step towards enhancing the Fordham University community as a whole, Lincoln Center in particular, by starting a new club! By beginning this process, you have shown that you have what it takes to be a leader: initiative and a willingness to take action. Your prospective club will help enhance the Fordham community not only during your time here, but for many years to come.

One facet of United Student Government is to help you make your idea for a new club a reality, so please let us know how we can assist you or improve the process. We are here to encourage and assist you through the registration process and beyond.

Enclosed in this packet are the following:

- I. Club Registration Process
- II. Operations Forms
 - a. Faculty/Staff Advisor Consent
 - b. Club Officer Listing
 - c. Club Member Listing
- III. Constitution Guidelines and Model Constitution (to aid in writing the prospective club's constitution)
- IV. The Fordham University Club Registration Policy as written in the 2014-2015 Student Handbook
- V. Club Registration Packet Check-List

Please note that USG will only consider clubs that contribute to the overall mission of Fordham University and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the University community.

If you have any questions throughout the process, please do not hesitate to contact:

Kayla Wolf

Vice President of Operations, United Student Government at Lincoln Center

USGOperations@fordham.edu

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Fordham University Lincoln Center Campus
United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

I. Club Registration Process

1. Contact the Vice President of Operations of the United Student Government at Lincoln Center (USGLC), **Kayla Wolf**. She will advise you throughout the process of becoming a club. Contact her at USGOpsLC@fordham.edu
2. Meet with the operations committee to discuss your ideas. The committee meets Thursday, 11:30 AM to 12:15 PM, in Room 413. If you are unable to meet during this time, you can send another person or meet at a different time.
3. Find a faculty/staff member who is willing to advise the club members in their activities and have him/her sign the Faculty/Staff Advisor Consent Form. Your advisor must be a paid employee, not a graduate student. Graduate students who are paid employees at Fordham in addition to their studies do qualify to be an advisor.
4. Complete the Club Officer Form. Be sure to include ALL contact information for prospective club president as well as executive board members. You **MUST** have all four (4) executive board positions filled to have your prospective club approved.
5. Obtain the signatures of ten (10) FCLC or GSB undergraduate students (excluding members of the executive board) who are interested in joining your club. This is crucial – without students who are willing to be engaged in your organization, you risk not being approved, or losing official club status if you have too few members. For each student please include an email address, class year, and cell phone number on the Club Member Listing Form. -

Write your club's constitution, adhering to the guidelines set forth in this packet. Be sure to explicitly state your club's purpose in the constitution. See attached model constitution.
7. When steps one through six are completed, submit the finished packet to Kayla Wolf in the USG Operations mailbox in SORC (G60) for review. You must also submit an electronic copy (in attachment form) via email to USGOpsLC@fordham.edu. The Operations Committee will work with you in editing your constitution. After all revisions to the constitution have been made in accordance with constitutional guidelines, the packet will be submitted to the Director of the Office for Student Involvement for additional review.
8. Once additional edits by the Director of the Office for Student Involvement have been given, the packet is voted on by a full USG Senate for their recommendations and full approval.
9. The Dean of Students has a veto on any and all clubs once they have been approved by the USG Senate.
10. Upon approval by above-mentioned parties, the club is considered a registered organization of FCLC and GSB. However, it is also considered to be on probation for fourteen (14) weeks (not including recesses and finals). During the probationary period, a new club may submit to the Student Activities Budget Committee (SABC) two (2) appeals per month, as well as use the facilities in the Office for Student Involvement (G33) and the Student Organization Resource Center. In addition, the club must schedule at least three (3) club meetings and/or programs during the probationary period on OrgSync. The club is allowed to submit a budget packet at the next budget due date, even if the club is still on probation.
11. At the end of the probationary period, you will meet with the Vice President of Operations for an exit interview to evaluate your club's progress and to determine what support, if any, your club needs to continue. Please see the Club Rights and Responsibilities section in the *Lincoln Center Student Handbook* for a more complete list of rights and responsibilities.

After the fourteen week period, the club is given official club status with all the privileges given to the club. However, if you don't meet the requirements of three meetings and/or programs during the 14 week probation, the probation period may be extended or the club may go defunct rather than going off probation.

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Club Name _____

Fordham University Lincoln Center Campus
United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

II: a. Faculty/Staff Advisor Consent

I hereby agree that I will consent to be the faculty/administrator advisor to _____ (Organization's name) for the Fall 2016/Spring 2017 semesters.

I am aware that in being advisor I am a teacher, coach, consultant, counselor, supervisor, mediator, and University policy interpreter. I also will provide continuity when members and officers change. In being a faculty/administrator advisor I will take an active role in making this organization a positive contribution to the Fordham University community.

Signature

Print Name

Department

Office Location

Office Phone Number

Email Address

Date of Signature

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Club Name _____

Fordham University Lincoln Center Campus
 United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

II: b. Club Officer Listing

PRESIDENT	
Name:	
Class Year:	
Resident/Commuter Status:	
FIDN Number:	
Cell Phone Number:	
Email Address:	
VICE PRESIDENT	
Name:	
Class Year:	
Resident/Commuter Status:	
FIDN Number:	
Cell Phone Number:	
Email Address:	
SECRETARY	
Name:	
Class Year:	
Resident/Commuter Status:	
FIDN Number:	
Cell Phone Number:	
Email Address:	
TREASURER	
Name:	
Class Year:	
Resident/Commuter Status:	
FIDN Number:	
Cell Phone Number:	
Email Address:	

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Club Name _____

Fordham University Lincoln Center Campus
United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

II: c. Club Member Listing

(Minimum of ten members needed-excluding members of the executive board)

	NAME	CLASS YEAR	EMAIL ADDRESS	CELL PHONE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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Club Name _____
Fordham University Lincoln Center Campus
 United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

II: c. Club Member Listing (continued)

(Minimum of ten members needed-excluding members of the executive board)

	NAME	CLASS YEAR	EMAIL ADDRESS	CELL PHONE
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

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Fordham University Lincoln Center Campus
United Student Government Operations Committee

III. Constitution Guidelines and Model Constitution

These guidelines will help you create a lasting document which will simplify and expedite the registration process for your group.

You may add sections as appropriate to your group but you must include the pertinent University rules and regulations that are part of all registration procedures – **Please see the checklist at the end of this packet.** Refer to the Fordham University at Lincoln Center Club Registration Policy for policies relevant to student organizations. Your completed constitution must be submitted as part of your group's registration packet. Please submit all materials at the same time. You must also submit an electronic copy of your constitution (in attachment form) via email to usgopsLC@fordham.edu. This information will be kept on file in the Office for Student Involvement in Lowenstein room G33. Clubs will be notified by United Student Government (USG) as to their approval status.

MODEL CONSTITUTION:

**Fordham University at Lincoln Center
(Club Name)
Constitution**

Preamble: We, the students of Fordham College at Lincoln Center and Gabelli School of Business at Lincoln Center, do ordain and establish this constitution for the (club name) of the College.

Article I—Name and Purpose

Section 1. Name of Organization

The student organization of Fordham College at Lincoln Center and Gabelli School of Business at Lincoln Center will be known as (club name).

Section 2. Purpose of Organization

The group must state its purpose as related to the expected contribution to the overall mission of Fordham University and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the University community. The group must meet a need not presently met by any other club, organization, or department on the Lincoln Center campus. The group may also wish to provide specific descriptions of programs and/or activities and/or services it wishes to provide to the University community in this section of the constitution.

Article II—Membership Requirements

Section 1. General Membership Requirements

Organizations must affirm that they will not restrict membership based upon national origin, race, religion, creed, gender, sexual orientation, age, or handicap. Membership requirements based upon grade point average, class standing, etc. (such as academic honor societies) must be approved by the Director of the Office for Student Involvement. Include a statement

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III. Constitution Guidelines and Model Constitution

if your group will recognize non-voting members. Finally, you must state that you will comply with the University's Hazing Policy and not impose or participate in any form of hazing.

Section 2. Membership Requirements for Officers

Does a member qualify for an executive position only after attending a certain amount of meetings? Is there a class year requirement? Any additional requirements? Note that all officers must not be on academic or disciplinary probation and must maintain a GPA of 2.5. Officers must be from Fordham College at Lincoln Center or Gabelli School of Business at Lincoln Center; any exemptions must be approved by the Director of the Office for Student Involvement.

Article III—Duties of the Officers

What are the executive positions? (Usually there is a President, Vice President, Secretary, and Treasurer. More positions may be made available). What is the function of each position? What are the responsibilities of each officer?

Article IV—Elections and Appointments of Officers

Section 1. Appointment of Officers

When will the elections be held? How long does a term of office last?

Section 2. Procedure of Elections

- a. Who is allowed to vote in an election?
- b. How does one run for a position?
- c. Who makes up the election committee (those that count the votes, arrange the balloting process, etc.)? We suggest that the graduating seniors of the club be responsible for running the elections so that there will be little worry of unfairness, bias, or conflict of interest.
- d. What is the procedure if there is a tie?

Section 3. Appointment and Special Elections

How will a position be filled in the event of a vacancy in the executive board?

Article V—Impeachment of Officers

Section 1. Grounds for Impeachment

What are the criteria for impeaching an officer? An impeachment is removing an officer from his or her position for neglecting his duties, such as not attending meetings, not attending events, and not fulfilling his or her obligations and/or misusing their power where punishment can include a formal censure.

Section 2. Impeachment Procedure

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How will you proceed with impeaching an officer? If a person is impeached, he is impeached for the entire academic year. The current executive board and the voting membership can vote during an impeachment. We require at least a 2/3 majority for an impeachment.

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United Student Government Operations Committee

III. Constitution Guidelines and Model Constitution

Article VI—Meetings

How often will the group meet? Who will call the meetings? What is quorum? (A quorum is the amount of people who need to be present at a meeting for it to actually take place. Each club can determine its own quorum; however, usually it is a simple majority—half of the voting members plus one).

Article VII—Constitutional Amendments

How are amendments proposed? Is there a period of time required between the proposed amendment and a final vote? (We suggest two weeks). How many votes are necessary to carry an amendment? (Special note: amendment changes to a constitution usually require a two-thirds vote). State that all amendments, additions, or deletions must be filed with the Office for Student Involvement within one week of adoption and any and all changes will follow the same process as the Club Registration Policy. Amendments and/or changes in the constitution are official and take effect only upon the approval of USG, the Director of the Office for Student Involvement, and the Dean of Students.

Article VIII—Acknowledgments

Here the group will state it realizes the responsibilities it takes on as set forth in the purpose and that it will abide by the Constitution of USG and the University policies and regulations as stated in the *Lincoln Center Student Handbook*, including but not limited to, the University Code of Conduct. It must also state that its views do not necessarily reflect or represent those of the University.

Be sure to date your constitution at each revision and mark it “Revised” if it has been reviewed by the Operations Committee and updated accordingly.

For further information, please contact:

Kayla Wolf

Vice President of Operations, United Student Government at Lincoln Center
USGOpsLC@fordham.edu

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Club Name _____

Fordham University Lincoln Center Campus

United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

IV. Club Questionnaire

Please fill out the following questionnaire in its entirety, with a minimum of 100 words per each question, unless otherwise specified.

1. Please describe the overall mission of your club, and how it will serve the Fordham community. *It must serve the Fordham community in a way that contributes to the overall mission of Fordham University and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the University community.*
2. Please describe your club's short-term goals (defined as goals for the semester following approval).
3. Please describe your club's long-term goals (defined as goals beyond the semester following approval).
4. Please describe a typical meeting for your prospective club (may be bulleted, and less than 100 words).

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Club Name _____
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 United Student Government Operations Committee

Fall 2016/Spring 2017 Semesters

Date: _____

V. Club Registration Packet Check-List

Before submitting this packet, please double-check that all items are complete.

- _____ 1. Faculty/Staff Advisor Consent Form
- _____ 2. Club Officer Listing Form
- _____ 3. Club Member Listing Form (minimum of ten members required)
- _____ 4. Questionnaire
- _____ 5. Sample detailed budget for one semester.
- _____ 6. Is your constitution complete? To be considered complete, the following items **MUST** be present:
 - Club Name
 - Club Purpose
 - Statement regarding the University's policy on equal opportunities for membership
 - Statement regarding the University's Hazing Policy
 - Statement that all officers must not be on academic or disciplinary probation and must maintain a GPA of 2.5
 - Statement that all officers must be Fordham College at Lincoln Center or Gabelli School of Business at Lincoln Center students
 - Statement requiring that all amendments allow a period of two weeks between the proposed amendment and a final vote and that all amendments, changes, or deletions must be filed with the Office for Student Involvement within one week
 - Statement of acknowledgement of responsibilities and that it will abide by the USG constitution, University policies/Code of Conduct, and regulations in the *Lincoln Center Student Handbook*
 - PLEASE PROOFREAD YOUR CONSTITUTION. Grammatical and spelling errors will cause a delay in the club approval process.

After double-checking for completeness, please return the entire packet to the USG mailbox in G60 and submit an electronic copy of your constitution to USGOpsLLC@fordham.edu. Kayla Wolf will be in contact with your group as soon as the entire packet is received and the club registration process will begin. If there are any additional questions or concerns, she can be reached via email. Please do not be intimidated by the process- let the Operations Committee know if you have questions!

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EXAMPLE CONSTITUTION FROM AN APPROVED CLUB**Fordham College at Lincoln Center and
Gabelli School of Business at Lincoln Center
MUSIC INTEREST GROUP MODEL CONSTITUTION
Constitution**

Preamble: We, the students of Fordham College at Lincoln Center and Gabelli School of Business at Lincoln Center, do ordain and establish this constitution for the Music Interest Group of the College.

Article I—Name and Purpose**Section 1. Name of Organization**

The student organization of Fordham College at Lincoln Center and Gabelli School of Business at Lincoln Center will be known as the Music Interest Group.

Section 2. Purpose of Organization

Music Interest Group will contribute the opportunity to both heighten and sustain interest in music in the community at Fordham College at Lincoln Center and Gabelli School of Business at Lincoln Center. In order to foster creativity in the FCLC and GSB community, we plan to assemble a choir of students that performs both classical and contemporary music without accompaniment. We will hold concerts throughout the year to enhance FCLC and GSB student life, and perform at school events should such an opportunity arise.

Article II—Membership Requirements**Section 1. General Membership Requirements**

Music Interest Group hereby grants that we will not restrict membership based upon national origin, race, religion, creed, gender, sexual orientation, age, or physical handicap. Membership will be based on an audition to evaluate the student's musicality and sight reading ability, as well as ability to follow basic choreography and cooperation with the group as a whole. Auditions will be held by the President and a board of club members to ensure equality. Music will be selected by the group and approved by the President. Thus, all members are voting members. No non-voting/ non-singing members will be admitted.

Music Interest Group will comply with the University's Hazing Policy and not impose or participate in any form of hazing.

Section 2. Membership Requirements for Officers

Any member can become an officer, with the understanding that officer attendance is mandatory at every rehearsal. All officers must not be on academic or disciplinary probation and must maintain a GPA of 2.5. Officers must be from Fordham College at Lincoln Center or Gabelli School of Business at Lincoln Center.

Article III—Duties of the Officers

- a. The President is responsible for the musical direction the choir, scheduling of rehearsals, and leadership of the group.
- b. The Vice-President is responsible for helping the President in his/her duties, and for carrying out any responsibilities delegated to him/her by the President.
- c. The Secretary is responsible for taking notes at each meeting, taking note of necessary supplies, and making copies of music for rehearsals, as well as for writing amendments to the Constitution, to be approved by the President and the group.

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- d. The Treasurer is responsible for acquiring funds, planning fundraisers, and writing and submitting the group budget.

Article IV— Elections and Appointments of Officers

Section 1. Appointment of Officers

Officer elections will be held once a year, at the beginning of April. Auditions will be held at the beginning of each semester, and returning members are required to re-audition every fall semester.

Section 2. Procedure of Elections

- Every group member is eligible to vote and run for office. In order to run for a position, a member must nominate his/herself. They will be expected to inform the group of their intentions and qualifications for election, and the group will vote accordingly.
- The election committee will be comprised of the graduating seniors. If there are no graduating seniors, elections will be organized by members not seeking office with preference given to outgoing E-Board members, if there are any.
- If there is a tie between two or more parties, a re-election will be held the following meeting, if the tie is not broken, the winner will be appointed by the election committee.

Section 3. Appointment and Special Elections

In the event of a vacancy in the executive board, an election will be held to fill that position within two weeks. Regular election rules apply. No member may hold more than one executive position.

Article V— Impeachment of Officers

Section 1. Grounds for Impeachment: An officer may be impeached for 3 unexcused absences, or for poor behavior or attitude (as determined and voted upon by the group with a simple majority)

Section 2. Impeachment procedure: a 2/3 majority votes that an officer is to be impeached, an election will be held to replace them the following meeting.

Article VI— Meetings

The group will have weekly rehearsals, with more scheduled as necessary to prepare for performances. Meetings will be called by the President. The quorum is 50%, excepting the case of a sectional, in which case a minimum of two people per voice part must be present.

Article VII— Constitutional Amendments

Amendments can be proposed by any member, and should be presented to the President, who will open the floor for a discussion. Members will consider the amendment, alter it if necessary to fit the needs of the group, and vote after two weeks. A two-thirds majority is required to carry an amendment. All amendments, additions, or deletions must be filed by the Secretary with the Office for Student Involvement and the USG Operations Committee within one week of adoption and that any and all changes will follow the same process as the Club Registration Policy. Amendments and/or changes in the constitution are official and take effect only upon the approval of USG, the Director of the Office for Student Involvement, and the Dean of Students.

Article VIII— Acknowledgments

Music Interest Group realizes the responsibilities we take on as set forth in the purpose. We will abide by the Constitution of USG and the University policies and regulations as stated in the *Lincoln Center Student Handbook*, including but not limited to, the University Code of Conduct. The views of Music Interest Group do not necessarily reflect or represent those of the University.