

Motion Sequence #1

Exhibit E

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From: USGLC Fordham <[usglc@fordham.edu](mailto:usglc@fordham.edu)>  
 Date: Monday, October 31, 2016  
 Subject: Club Registration Process Clarification  
 To: Ahmad Awad <[aawad1@fordham.edu](mailto:aawad1@fordham.edu)>, Areeg Abdelhamid <[aahdelhamid1@fordham.edu](mailto:aahdelhamid1@fordham.edu)>, Christina Napolitano <[cnapolitano2@fordham.edu](mailto:cnapolitano2@fordham.edu)>, Alexa McMenamin <[amcmenam4@fordham.edu](mailto:amcmenam4@fordham.edu)>, Sapphira Lurie <[slurie@fordham.edu](mailto:slurie@fordham.edu)>, Sofia Dadap <[sdadap@fordham.edu](mailto:sdadap@fordham.edu)>, Glenn Hendler <[ghendler@fordham.edu](mailto:ghendler@fordham.edu)>, HEND Elmadboly <[helmadboly@fordham.edu](mailto:helmadboly@fordham.edu)>, Gunar Olsen <[golsen3@fordham.edu](mailto:golsen3@fordham.edu)>  
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Good morning members of Students for Justice in Palestine,

To those of you who I have not yet met, my name is Leighton Magoon and I am the President of United Student Government. I first want to thank you for your patience and understanding during the club registration process. I am e-mailing you all this morning to provide context and transparency regarding the process United Student Government has been going through for the past academic year. Because I was President of USG during the 2015-2016 academic year when your new club request was initially made, I believed it was my responsibility to reach out.

At the end of the 2014-2015 academic year, USG approved formal Club Guidelines for the Operations committee. These guidelines are what the committee follows during the process of helping new clubs register and assisting current clubs. Additionally, there is a Club Registration Packet that all new clubs receive detailing the process of becoming a new club. The packet details the proper steps to take including drafting a Constitution, meeting with the Operations committee, etc. Last week, the USG E-Board, Dr. Dorothy Wenzel and members of the Office for Student Involvement realized that the club registration process listed in the Club Registration Packet was, unfortunately, written incorrectly. The formal Club Guidelines should have been copied exactly to the Club Registration Packet but for some reason that did not happen (for transparency: the document listing the club registration process was updated during the previous academic year). During the making of said registration document, both myself and the members of the Office for Student Involvement assumed that the two documents would be exactly the same, unfortunately that was not the case and we are realizing the error in our assumptions.

The process we in USG have been going through has been reflective of the section below from our official USG Club Guidelines:

**"Club Registration Process**

- a. All prospective Club leaders must submit a New Club Meeting Request form online to the USG Operations mailbox in order to begin the registration process.
- b. The USG Vice President of Operations, or a delegate, shall then meet with prospective Club leaders to discuss in detail their goals for the prospective Club and give them a Club Registration Packet.
- c. The prospective Club leaders must fill out the Club Registration Packet in its entirety and submit it to the USG Operations committee for review.
- d. The Constitution will be edited by the Operations Committee and returned to the prospective Club leaders for review.
- e. The edited Constitution will then be submitted again to the Operations Committee and after passing review will be given to the Director of OSLCD for review.
- f. The Director of OSLCD may approve or deny the Constitution.
- g. Approval means the Constitution goes to the USG Senate for review. If the Senate passes it, the Club becomes a new club on probation.
- i. Denial means the prospective Club leaders must edit the constitution again, and repeat the process for review by the Director of OSLCD.
- h. Dean of Students has a right to veto any new club.
- i. Following USG Senate approval the Club will go on 14 weeks probation during which they may only submit two budget appeals to SABC per month.
- j. At the end of the 14 weeks probation, the President or representative designee of the Club shall meet with the USG Vice President of Operations for an end of probation review, where the Club could be designated active, or go defunct based on the guidelines set forth in Section 1.  
 Probation could be extended, pending a case by case review."

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As you can see, the content of the paragraph remains outdated as the guidelines were originally released in the Spring 2015 Semester and in the Fall of 2015. Sections "a." through "h." detail the process that USG has been going through during the registration process for SJP as well as the other clubs that registered so far this year. I apologize on behalf of USG for the confusion during the process we have undergone during this process, I can guarantee that there was no malicious intent for the differences in the forms, simply a lapse in editing by both Student Involvement and the previous USG Executive Board. We will be working on editing these respective forms as soon as we can to ensure they match and there is no future confusion from new clubs during their registration process.

I hope this provides some clarification in regards to the club registration process USG has been following the past couple of months. Thank you for your time and I know you are in good hands with the Vice President for Operations, Kayla Wolf, and the members of the Operations Committee.

Best regards,  
Leighton

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***"Everyone's a member of USG!"***