STUDENT ORGANIZATION SPACE ALLOCATION COMMITTEE

1. NJIT Student Senate and/or GSA constituted and registered student organizations are entitled to apply for space. Organization active on campus for more than one year will receive higher consideration.

2. Meetings to determine office space will be held at least once a year or as needed. SOSAC will consider and give weight to the Criteria for Granting Space (see Appendix A).

3. Types of space:
   a. **Group** - Access to area in a common room
   b. **Shared** - Specified space in a private office shared with one or more other organizations
   c. **Private** - One private room per organization
   d. **Suite** - A suite of offices per organization

4. All new organizations should consider requesting Group or Shared space.

5. All organizations must reapply each year to be considered for any office space. Retention of former space is not automatic. Changes in space may occur only at the beginning and end of the fall and spring terms.

6. The previous fall/spring room monitoring process may be used to establish actual space utilization. A room rate (average) will be established in that an organization with a higher level of space usage will have higher priority to retain its current space. Because all organizations are entitled to group or shared space, less stringent utilization of these spaces is required unless space is not utilized at all.

7. All events which clubs and organizations run must be recorded on Event Review Forms and will be utilized by the SOSAC committee to depict an accurate history of the clubs activities.

8. All appeals of SOSAC decisions are to be made to an Appeals Committee as described in Appendix D.

9. All requests for space must first be made through SOSAC.
APPENDIX A - CRITERIA FOR GRANTING SPACE

Priority will be given to recognized student organizations not affiliated with a specific college or department.

1. Student organizations affiliated with a college or department should first work with their college or department for office space.

2. The extent to which the allocation would promote or maintain a diversity of interest of the student body, including representation and encouragement of a broadly based organization registered by the Student Senate and/or the Graduate Student Association.

3. The level of interest shown in the organization by active or voting members, dedication and leadership of officers, and frequency and size of meetings.

4. The level of activity shown by scheduled activities, previous activities, success in previous activities, and resources available to implement planned activities.

5. The likely event of affective and efficient use of space, as indicated by current usage, previous usage, planed usage, and systematic or standard operating procedures, including record keeping and adherence to rules governing its operation (“space” refers to an organization’s office space, not an organization’s meeting room or lounge).

6. The extent of representation of or service to the entire student body of the University and the extent to which such representation or benefit is direct or indirect.

7. The level of activity shown by participation in major campus wide programs and by working in conjunction with other student organization and/or University departments in implementing their programs.

8. The extent to which organizations participated in required meeting and events, such as cabinet meetings, All-Club events, All-Campus events, etc.

APPENDIX B - REALLOCATION PROCEDURES

1. At the end of the fall and spring semesters, the committee will tally and compile monitoring reports to help with allocation and reallocation of office space.

2. Adjustments made after the fall semester will attempt to allow underutilizing organizations to remain in their space, but share it.

3. Applications for office space for the following academic year must be submitted to the Student Senate office, Campus Center Room 480 by April 15th at 4:00PM. Allocations made at the end of the spring term will consider the entire office situation for the following academic year. Utilization rates, criteria in appendix A, and the needs of the student body are factors in these decisions.
4. Please verify that we have received your application for office space by checking the posted list on the Student Senate bulletin board located by our office on the 4th floor of the Campus Center.

APPENDIX C - SOSAC COMMITTEE

1. Advisor for SOSAC - Associate Director of Student Activities

Resource person for SOSAC: Director of the Campus Center

2. Voting members:

   Undergraduate Student Representation:
   - Student Senate President, Co-Chair
   - Student Senate Vice President of Administration
   - Student Senate Vice President of Finance
   - 2 Undergraduate Students-At-Large (to be elected by full-time, undergraduate student body)

   Graduate Student Representation:
   - Graduate Student Association President, Co-Chair
   - Graduate Student Association Treasurer
   - 1 Graduate Student-At-Large (to be elected by the graduate student body)

APPENDIX D APPEALS COMMITTEE

1. Appeals are to be made within two weeks of a SOSAC decision. Appeals must be made in writing to the Associate Dean of Student Services, chairperson of the SOSAC appeals committee.

2. Members of the Appeals Committee are:

   - Associate Dean of Student Services, Chair
   - Director of the Campus Center
   - Director of Building Services
   - Vice President of the Graduate Student Association
   - Student Senate Vice President of Student Affairs
SOSAC Merit/Demerit Point System

Purpose: To make the SOSAC allocation System more objective and give requesting organizations listed criteria in order to be considered for an office space.

General Rules: The following addresses what warrants a merit or a demerit. Fill out the SOSAC Point Form based on the rules outlined below.

Article I: Events

Section 1: Number of Events Held
1. An event is defined as anything that is held on/off campus, and is open to ALL NJIT Students (Bake Sales DO NOT count as an event) Examples of off-campus events are: Trips to Broadway/NYC or local museums, dinner/shopping at local establishments, local sports games, and service projects in surrounding communities and local carnivals /cultural events.
2. An organization gets merit (1) for each event held

Section 2: Weekend Events
1. Weekend events shall receive an additional merit point (1).
2. Weekend events held on campus receive an addition point (1)
3. Merit (1) shall be received for Weekend events that are either planned around, or are planned in conjunction with other campus activities (ex: Senate, Athletics or X-club events.)
4. Merit (2) shall be received for Weekend Events which achieve an attendance of 85% of the Estimated Attendance

Section 3: Joint Events
1. A joint event shall be constituted as a NJIT event organized and held by two or more recognized student organizations.
2. Student organizations that organize and hold events jointly shall each receive merit (2) for that event. All other guidelines for merit / demerits pertaining to NJIT events shall still apply.

Section 4: Advertisement
1. Events need to be advertised. Merit points (1) shall apply to organizations that use each of the following media outlets. Copies of advertisements must be attached to the required documents:
   i. Facebook/Twitter groups and status updates
   ii. Flyers posted according to Campus Center Posting Policy
   iii. Announcements at the meetings of program-oriented organizations such as RHA, SAC, Senate, Cabinet Meetings, Resident Hall, GSA, and IFSC
   iv. Text-Tech reminders
2. Organizations will receive merit (2) for an advertisement placed in the Vector one week prior to the event.
Article II: Student Organization Campus Activity

Section 1: Active on Campus
1. Merit (1) shall be awarded to Organizations that attend campus-wide competitions and activities such as Tech Games, Tour De Tech, Highlander Games, Noble November, UNICEF etc. 1 Point can be awarded per club, per event. Multiple teams of a single club do not earn multiple points.
2. Merit points (1) shall be awarded to organizations that sign up for and attend the Fall Student Organization Fair

Section 2: Community Service
1. An organization acquires merit (1) for helping raise awareness for causes
2. Merit (2) shall be awarded to organizations that raise money (non-profit) for a philanthropic cause.
3. Organizations acquire merit (1) for each event in which they decide to co-organize and/or co-operate. (Play a secondary role and receive no compensation).

Section 3: Take Part in Senate Initiatives
1. Merit (2) shall be awarded to any organization(s) which actively cooperates and participates in the Senate or Campus Center Initiatives on a per event basis.

Article III: Student Organization Conduct

Section 1: Meeting Absences
1. Demerit points (1) shall be distributed for every absence at a mandatory meeting as determined by the organization’s governing body or Campus Center

Section 2: Accumulation of Sanction Points
1. Demerit points (1) shall be distributed for every valid and verified complaint filed against a club.
2. If and when a club is placed under disciplinary probation (2) demerit point will be administered.
3. Demerit points will be allocated (1) to clubs that do not return the room to its original state and layout after an event.
4. Demerit points shall be distributed in accordance with the SOSAC violation point system as detailed in the Office Space Contract, as well as those listed within this document.

Section 3: Late Paperwork
1. Late paperwork shall be defined as any mandatory paperwork that is turned into the NJIT Student Senate and/or Campus Center any later than the day in which it is due. Beginning the day after the deadline, any outstanding and late paperwork shall be grounds for demerit (1) as soon as the document is considered late, and demerit points (1) shall be issued for every week in which it continues to be outstanding and late.
Disclaimer: This document in no way assures that your organization will receive an office space. This is merely meant to assist the committee in a more objective manner. Only organizations with good standing with the Campus Center and/or their governing body will be considered for office space. Every decision is up to the discretion of the SOSAC Committee and is final.

### Merit/Demerit Point System

<table>
<thead>
<tr>
<th>Article I: Events</th>
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</thead>
<tbody>
<tr>
<td>1.2) Number of Events Held</td>
<td>+1</td>
</tr>
<tr>
<td>2.1) Weekend Events</td>
<td>+1</td>
</tr>
<tr>
<td>2.2) Weekend Event on Campus</td>
<td>+1</td>
</tr>
<tr>
<td>2.3) Weekend Events planned around Senate, Athletics, or SAC events</td>
<td>+1</td>
</tr>
<tr>
<td>2.4) Achieve 85% attendance</td>
<td>+2</td>
</tr>
<tr>
<td>3.2) Joint Events</td>
<td>+2</td>
</tr>
<tr>
<td>4.1) Forms of Advertisement</td>
<td>+1 per form of media used</td>
</tr>
<tr>
<td>4.2) Vector Advertisements</td>
<td>+2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article II: Student Organization Campus Activity</th>
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</thead>
<tbody>
<tr>
<td>1.1) Campus-Wide Competition</td>
<td>+1</td>
</tr>
<tr>
<td>1.2) Club Fair Participation</td>
<td>+1</td>
</tr>
<tr>
<td>2.1) Raising Awareness</td>
<td>+1</td>
</tr>
<tr>
<td>2.2) Fundraise for a Cause</td>
<td>+2</td>
</tr>
<tr>
<td>2.3) Volunteer in another organization’s fundraiser</td>
<td>+1</td>
</tr>
<tr>
<td>3.1) Participation in Senate Initiatives</td>
<td>+2 per Initiative/Event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article III: Student Organization Conduct</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1) Governing body meeting absence</td>
<td>-1</td>
</tr>
<tr>
<td>2.1) Complaint filed against organization</td>
<td>-1</td>
</tr>
<tr>
<td>2.2) Disciplinary Punishment</td>
<td>-2</td>
</tr>
<tr>
<td>2.3) Failure to return room to original state</td>
<td>-1</td>
</tr>
<tr>
<td>2.4) SOSAC Sanction Points</td>
<td>Varies</td>
</tr>
<tr>
<td>3.1) Late Paper work</td>
<td>-1 per form</td>
</tr>
</tbody>
</table>
Use Requirements

Section 1: Office Use

1. Offices must be kept clean and neat. To supplement this rule the Campus Center, in conjunction with SOSAC, will be enforcing a strict NO EATING/DRINKING policy in the student organization offices.

2. Offices are meant to be used for club purposes such as meetings. Offices cannot be used as storage space.

3. Due to fire safety regulations, only university approved furniture is to be used in the club offices. Lounge furniture is not permitted in offices.

4. For safety purposes, organizations cannot cover windows on doors or cover more than 25% of the door with paper or other flammable items.

5. When the office is being used the door must remain open.

6. Organization offices can only be used by active members of the organization. Care should be given when distributing door combinations to members.

7. According to Institute and state regulations, the use, possession and/or distribution of illegal substances is prohibited.

8. The following items are expressly prohibited in allocated space:
   a. Appliances
   b. Animals
   c. Food or drink
   d. Alcohol
   e. Games (e.g. Frisbee, darts, baseball, hockey, etc.)
   f. Loud and disturbing music
   g. Posted flyers, except on designated club/common bulletin boards

9. Organizations are accountable for any and all activities or damage occurring in or to their assigned space.

Section 2: Office Hours

1. Every recognized student organization that is allocated a space is required to have office hours. Office hours are to be scheduled based on the organization’s constitutional requirements. Each organization must have a minimum of 15 office hours/week in addition to organization meetings.
2. Office hours for each organization using an office must be posted outside the room door.

3. Organizations that do not possess sufficient members to follow these office hour requirements should consult with the Campus Center and/or SOSAC to determine the best use of space.

**Allocations**

**Section 3: Single Offices**

1. Single office spaces/additional office spaces may be allocated based on availability and need.

2. If the demand for student organization space increases, these spaces can reallocated and/or shared with other organizations to ensure every student organization has an equal opportunity at acquiring office space.

**Section 4: Shared Offices**

1. Organizations placed in shared space must be respectful of the other organizations using the space. Organization members must not touch, destroy, vandalize, or tamper with any other organizations supplies, materials, etc.

2. Organizations sharing office space should work together to determine a schedule for office hours, meetings, etc.

**SOSAC Sanction System**

The SOSAC Sanction System has been created to promote student organization productivity and provide a standard unbiased system in which SOSAC can refer to as issues arise regarding space usage. The Campus Center and SOSAC will conduct periodic inspections of all student offices.

For each confirmed and documented violation which SOSAC reviews, the student organization will be given sanction points as the system describes. Student organizations can only be given sanction points once per violation occurrence. However if the same violation occurs on more than one separate occasion, points will be given accordingly.

**Accumulation of 10 points will be viewed as behavior unbecoming of a student organization and therefore will result in reclamation of the allocated office space.**

Once the student organization receives 10 points, the office space will be reclaimed by SOSAC. The student organization will be notified via email by the Campus Center or SOSAC member (e.g. Student Senate Vice President of Administration) as violation points have been awarded.

Further sanction actions that may be taken include:

- Limited use of Campus Center facilities and meeting rooms
- Temporary denial of use of office space
- Rescinding of any and/or all privileges (e.g. telephone, copier, mailing, etc.)
- Denial of permanent office and file space
• Any damage done to assigned space will be paid by for the individual member and/or the club.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Points per Violation</th>
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<tbody>
<tr>
<td>Section 1.1: Food/Drink in office</td>
<td>2</td>
</tr>
<tr>
<td>Section 1.2: Office used as storage space</td>
<td>1</td>
</tr>
<tr>
<td>Section 1.3: Presence of non-university furniture and/or lounge furniture</td>
<td>2</td>
</tr>
<tr>
<td>Section 1.4: Covering door and/or window</td>
<td>1</td>
</tr>
<tr>
<td>Section 1.5: Failure to keep door open when office is in use</td>
<td>2</td>
</tr>
<tr>
<td>Section 1.6: Use by and/or combinations given to non-members</td>
<td>2</td>
</tr>
<tr>
<td>Section 1.7: Use, possession and/or distribution of illegal substances.</td>
<td>3</td>
</tr>
<tr>
<td>Section 1.8: Use of prohibited items</td>
<td>1-3</td>
</tr>
<tr>
<td>Section 2.1: Failure to perform office hours</td>
<td>3</td>
</tr>
<tr>
<td>Section 2.2: Failure to post office hours</td>
<td>2</td>
</tr>
<tr>
<td>Section 4.1: Destruction, vandalism and/or tampering</td>
<td>5</td>
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</tbody>
</table>

I have read and agree to the terms and conditions stated in this document. I will relay this information to my student organization and uphold my responsibilities as an NJIT recognized student organization.

_______________________________________  _______________________________________
Authorized Signature of President          Student Organization
_______________________________________  _______________________________________
Print Name                                  Room #
_______________________________________
Date

*Please make a copy of signed contract and give to student organization representative.*
Request for Office Space - SOSAC

STUDENT ORGANIZATION SPACE ALLOCATION COMMITTEE

□ Room □ Locker (Please select one)

Name of Organization: ___________________________ Abbreviation: _______

Mailing Address: ___________________________ Email Address: ____________

Current President: _______________ Phone Number: ___________ Email: __________

Advisor: ___________________________ Phone Number: ___________ Email: __________

Active Membership Total: ___ Meeting Day: ___________ Time: ______ Place: ________

Do you currently have office space? □ Yes □ No Are you sharing space? □ Yes □ No

If yes, with whom? ________________________________________________

Why does your organization need office space or a locker? (Be specific)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Is your organization willing to share office space? □ Yes □ No

If you answered NO, please justify your need for privacy over another club's need for office space:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please list major programs your organization offered this year. Include attendance, date, and who funded the event (Event Review Forms must be on file in the Student Senate office) Attach separate sheet if necessary

<table>
<thead>
<tr>
<th>Program</th>
<th>Person in Charge</th>
<th>Attendance</th>
<th>Date</th>
<th>Funded By</th>
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</table>
Please list any Weekend Events. (Include dates and number of members participated) Attach separate sheet if necessary

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Attendance</th>
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Please list any Co-Sponsored Events. (Include dates number of members participated and Co-Sponsored Organization) Attach separate sheet if necessary.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Attendance</th>
<th>Co-Sponsored with</th>
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Please check and comment on all activities your organizations participated in during the past academic year:

- **First Year Connections**: □ Yes □ No Comments: ______________________
- **Freshman Weekend**: □ Yes □ No Comments: ______________________
- **Fall club fair**: □ Yes □ No Comments: ______________________
- **Get Involved Night**: □ Yes □ No Comments: ______________________
- **NJIT Day**: □ Yes □ No Comments: ______________________
- **Halloween Party/Decorating**: □ Yes □ No Comments: ______________________
- **Noble November**: □ Yes □ No Comments: ______________________
- **Casino Night/Holiday Party**: □ Yes □ No Comments: ______________________
- **Week of Winter**: □ Yes □ No Comments: ______________________
- **First Friday**: □ Yes □ No Comments: ______________________
- **Spring Week Club Day**: □ Yes □ No Comments: ______________________
- **Spring Week Carnival**: □ Yes □ No Comments: ______________________
- **Other**: □ Yes □ No Comments: ______________________
List any services your organization has provided for the NJIT undergraduate/graduate community this academic year:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What do you consider the main service your organization provided to the undergraduate/graduate community this year?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please attach fliers and brochures for all programs listed above!

Please complete all areas. Print or type clearly

I certify that all information provided above is true and accurate:

Signatures:

President______________________ Date__________________

Advisor_______________________ Date__________________

For consideration, this application must be submitted to the Student Senate office, Campus Center Room 480