

BENTLEY



Student Organization Guidebook

Bentley University

2020-2021

Updated February 2, 2021

TABLE OF CONTENTS

I.	Student Programs & Engagement Overview	1-2
A.	Mission & Vision	1
B.	Contact Information	2
II.	Guidebook Overview	4-5
A.	Purpose of this Guidebook	4
B.	Scope of this Guidebook	4
C.	Revisions to this Guidebook	4-5
III.	COVID-19 Policies	5-13
A.	Overview	5
B.	Virtual Student Organization Activities	5
C.	In-Person Student Organization Activities	5-9
D.	Off-Campus Students, Visitors, Guests, and Vendors	9-10
E.	Distribution of Student Organization Provided Materials to Students	10
F.	Group Specific Policies & Information	10-11
IV.	General Organization Policies	11-22
A.	Rights & Responsibilities of Student Organizations	11-13
B.	Membership	13-14
C.	Clusters	15
D.	Starting a New Organization	15-17
E.	Active Organizations	17-19
F.	Inactive Organizations	19
G.	Organization De-Recognition Process	19
H.	Termination of Access to Organization Rights & Resources and Referral	20
I.	Policy Inquiries and Appeals	20
V.	Fraternity & Sorority Life Policies	20
A.	FSL Policies	20
VI.	Advisor Policies	20-22
A.	Faculty/Staff Advisors	20-22
B.	Off-Campus, Alumni, and Non-Bentley Faculty/Staff Advisors	22
VII.	Event Policies	23-31
A.	SP&E Event Guidelines	23-24
B.	Catering	24-25
C.	Contracts	25
D.	Cooperative Programming Board	25-26
E.	Bentley Community Engagement Ticket Requests	26-27
F.	Reserving Space	27-28
G.	Student Organization Party Policy	28-30
H.	Inclusive Accommodations	30-31
VIII.	Risk Management Policies	31-33
A.	Travel & Liability	31-33
B.	Club Sports Risk Management	33
IX.	Financial Policies	33-36
A.	Student Activity Fee	33-34
B.	Prizes & Gift Cards	34
C.	Fundraising & Gifts	34-36
D.	Alumni Relations	36
E.	Master Contracts	36
X.	Communication Policies	36-42
A.	Posting Policy	36-39
B.	Organization General Accounts (GAs) & Shared Mailbox Accounts (SMs)	40
C.	All Student Email Policy	40-41
D.	Social Media Policy	41
E.	CampusGroups	42-43
F.	HYPE Resources for Student Organizations	43-44
XI.	Conduct Policies	44-45
A.	Student Organization Conduct Statement	44
B.	Non-Discrimination Statement	44
C.	Anti-Hazing Statement	45
D.	FERPA Statement	45

TABLE OF CONTENTS

XII.	Elections Policies	45-54
A.	Organizations, Positions, and Qualifications	45-47
B.	General Qualifications	47-48
C.	Rules of Candidacy	48-50
D.	Elections Committee	50
XIII.	Appendix	50-53
A.	List of Recognized Student Organizations & Group Accounts	50-53

I. Student Programs & Engagement Overview

A. Mission & Vision

R.O.I. – Return on Involvement

Your ROI – Return on Involvement – is the product of your engagement in programs and leadership experiences and our department’s support of your Bentley journey. We are here to help you connect and grow. All you need to do is invest.

Mission

The Office of Student Programs & Engagement enriches Bentley’s transformative undergraduate learning experience by creating environments and opportunities that facilitate authentic social connections and holistic student development. Our student-centered and values-driven programs, leadership experiences, and services bring students together and prepare them to be change agents at Bentley and beyond.

Vision

By 2024, the Office of Student Programs & Engagement will deliver the following by bridging our established brand and assessment practices with new strategy:

Leadership Experiences that prioritize the development of the whole student by empowering, challenging and supporting student employees and student organization leaders. These students will develop competencies that enhance their ability to positively impact the Bentley student experience and equip them with transferable skills and mindsets for the future.

Programs that integrate a commitment to assessment, marketing, and meaningful engagement. Students make meaning of their extracurricular pursuits as essential to living out their passions, connecting with others over shared interests, and belonging.

Services that support essential student needs and facilitate the implementation of the department’s programs and leadership experiences. Students can expect efficiency, transparency, and personal care when engaging with our spaces, processes, and policies.

Learning & Engagement Outcomes

Student Programs & Engagement integrates the co-curricular and extra-curricular student experiences by approaching our work with R.O.I., Return on Involvement, as a foundation. Our learning outcomes (co-curricular) and engagement outcomes (extracurricular) drive the department’s support of the student experience and inform what students gain by being committed to their own learning and engagement.

Learning Outcomes

The Office of Student Programs & Engagement’s leadership experiences and developmental programs align with the Experiential Learning Competencies and related learning outcomes outlined by the Division of Student Affairs:

Critical Thinking	Identity Awareness	Community Engagement
Ethical Reasoning	Resilience	Dialogue
Problem Solving	Well-being	Leadership
	Work Ethic	Teamwork

Engagement Outcomes

The Office of Student Programs & Engagement's community-building programs, opportunities for membership, and services align with the following departmental engagement outcomes:

Participation

The extent to which students utilize services, attend programs and take advantage of opportunities for membership and involvement.

Satisfaction

The extent to which students report that their wants and needs are being met and that they have an active role in informing and shaping the department's offerings.

Belonging

The extent to which students feel connection to communities and that their identities and values are reflected and supported.

B. Contact Information

Student Programs & Engagement

330 Student Center
175 Forest Street
Waltham, MA 02452
781-891-2700
GA_SPE@bentley.edu

Facebook: <https://www.facebook.com/bentleyuniversityspe/>

Instagram: https://www.instagram.com/bentley_spe/

Snapchat: https://www.snapchat.com/add/bentley_spe

Twitter: https://twitter.com/bentley_spe

Website: www.bentleyspeak.com

YouTube: https://www.youtube.com/channel/UCrhVwIlg6F4d_e3Zw8AcTgg

Primary Contact for Student Organizations

Alexa Erb
Program Coordinator, Student Involvement
aerb@bentley.edu

Office Staff

Nicole Chabot-Wieferich
Director, Student Programs & Engagement
nchabotwieferich@bentley.edu

Matt Galewski
Associate Director, Student Programs & Engagement
mgalewski@bentley.edu

Michelle Dabenigno
Assistant Director, Student Programs & Engagement
mdabenigno@bentley.edu

Riley Fickett
Assistant Director, Student Programs & Engagement
rfickett@bentley.edu

Alexa Erb
Program Coordinator, Student Involvement
aerb@bentley.edu

Abby Pieger
Program Coordinator, Student Center
apieger@bentley.edu

Andrew Boucher
Graduate Assistant, Student Programs & Engagement
aboucher@bentley.edu

Nick Poling
Graduate Assistant, Student Programs & Engagement
npoling@bentley.edu

Miriam Acajabon
Administrative Assistant, Student Programs & Engagement
macajabon@bentley.edu

II. Guidebook Overview

A. Purpose of this Guidebook

The purpose of this Guidebook is to provide a centralized policy resource for recognized undergraduate student organizations and their members. The Guidebook contains written policy language on a variety of topics – from event planning to faculty/staff advisors. This document should be shared with student organization executive boards, general members, and faculty/staff advisor(s).

Student Programs & Engagement holds all student organizations to the policies outlined in this Guidebook. Bentley University does not discriminate in admission or access to or treatment or employment in any of its educational programs or activities, including scholarships, loans and athletics, on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Bentley University maintains and supports affirmative action plans for its workplace in compliance with federal law. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation and benefits. Bentley University's policies and practices reflect the university's commitment to nondiscrimination in all areas of employment. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with Ann Dexter, Associate Vice President and Equal Opportunity Officer, at 781.891.2640 or to the Title IX coordinator, Erin Kelley at 781.891.2161.

B. Scope of this Guidebook

The policies and provisions contained in this Guidebook govern the conduct and operations of student organizations. This Guidebook is largely a collection of student organization-related policies and recommendations administered by different departments and organizations at Bentley, but may also have policies that apply to the conduct of individuals. Contact information and links for policies administered by other departments is provided throughout; students are encouraged to contact the relevant staff member or department if they have questions or would like more information. It is important to note that while this Guidebook serves as a broad collection of student organization policy, this Guidebook does not necessarily include all policies that govern the conduct and operations of student organizations. This Guidebook also emphasizes participation in recognized undergraduate student organizations and their activities is open to all undergraduate students regardless of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Student organizations may develop restrictive membership policies that align with this statement; however, those membership policies must be written into organization constitutions and approved by the Organization Management Committee during the organization's official recognition process or by Student Programs & Engagement for updates following recognition.

C. Revisions to this Guidebook

This Guidebook will be reviewed annually by Student Programs & Engagement, and may include policy updates from Student Government Association, the Allocation and Internal Audit Association, and departments across campus. Changes to this document may be made at any time and any revisions will be communicated to student organizations in a timely manner. Feedback on current policies is always welcome.

and should be addressed to Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu.

III. COVID-19 Policies

A. Overview

Recognizing the current governmental and institutional restrictions on in-person activities, changes to the on-campus environment, and general uncertainty associated with the COVID-19 pandemic, Student Programs & Engagement has developed this set of draft policies to inform what we expected will and will not be permitted with regard to student involvement due to the COVID-19 pandemic.

While these policies are written with registered undergraduate student organizations and their members as primary audiences, these policies apply to all registered undergraduate students, regardless of residence (on-campus and off-campus). Draft policies and finalized policies may change at any time given the evolving nature of the pandemic. Our office will communicate these changes promptly.

In addition to these policies, students should be reminded to educate themselves on and hold themselves accountable to all other University policies, including the Student Handbook (including but not limited to the COVID-19 Policy Addendum), as well as regulations by the Commonwealth of Massachusetts and City of Waltham.

B. Virtual Student Organization Activities

Student organizations should plan to primarily host virtual activities for the fall semester. This includes meetings, events, and other organized activities. Given the need for social distancing and what spaces will be available on campus for events, virtual methods will be the primary means of student organization operations and student involvement. This also ensures students who are not living on campus or are taking classes virtually can be involved in student organization activities in a way that is equitable and accessible. On a weekly basis, all Bentley students should have access to virtual programming and engagement opportunities. This will also help sustain and grow student organization membership and achieve student organization missions and goals. We have learned a lot from the remote learning portion of the spring semester and are committed to offering the best support possible to our student organizations so that you can provide an engaging and meaningful virtual experience to Bentley's students. As you may know, our department is implementing Campus Groups, a new software for student organizations, and this new resource will help greatly in sustaining virtual engagement in the upcoming semester.

C. In-Person Student Organization Activities

Student Programs & Engagement will consider student organization requests to hold in-person activities, meetings, and events that meet current social distancing guidelines and University policies. Student organizations will not be permitted to host in-person activities, meetings or events, including on or off-campus gatherings, travel, and other activities that occur in-person, without prior written approval from Student Programs & Engagement. This policy applies to all hosted or sponsored activities by registered student organizations.

What may be considered a student organization sponsored/hosted activity?

Students who are members of registered student organizations should consider the following questions when determining if an activity would be considered by SP&E to be hosted or sponsored by a student organization:

- Is the activity planned or organized by a member or members of the student organization with the support of organization officers?
- Where is the activity located?
- Is the activity advertised, formally (on social media, etc.) or informally (by word of mouth, the organization's GroupMe, etc.), by the student organization? Were texts or emails sent out using standard student organization contact or distribution lists?
- Is the leadership of the student organization aware of the activity? Are officers in attendance?
- Are organization funds used for the activity?
- Do individuals refer to the organization when talking about the event?
- If no student organization members attended the event, would the event still happen?
- Would a reasonable person observing the activity associate it with the student organization?
- Who was in attendance? If it looks like an organization event ("if it looks like a duck"), even if it doesn't involve a majority or even a large minority of the organization's members, it is likely an organization hosted or sponsored activity.

Staff in Student Programs & Engagement are available to assist any student organization members in determining what types of activities require approval. It is highly recommended student organizations ask questions if they are unsure.

In-Person Event Approval Process for On-Campus Events

Only proposed in-person events that are able to realistically and safely meet the following guidelines will be considered for approval by Student Programs & Engagement. Prior to receiving approval, the event and its organizer(s) must confirm via submission of an [In-Person Event Proposal Form \(Form A\)](#) at least 4 weeks in advance of the proposed event date that the event and its organizers will:

- Adhere to guidelines as outlined by the City of Waltham, Commonwealth of Massachusetts, and the University
- Be capped at the appropriate capacity depending on the space (25-person maximum, although many spaces will only be able to accommodate fewer than 25 people)
 - Use face coverings and physical distancing of at least 6 feet by event organizers and attendees
 - Not utilize communal food service and will adhere to food service guidelines
- Ensure the availability of hand sanitizer and extra face coverings (for those who need them), which will be provided by the University
- Track attendance (names and email addresses) for all attendees, and list is to be shared with SP&E
- Be open only to members of the Bentley community who are participating in the screening test program (no visitors or guests permitted)
- Comply with the requirement that event organizer(s) meet with a member of the SP&E staff prior to and after the event, as well as monitor the event for the duration to ensure the above guidelines are upheld by attendees

After submitting an [In-Person Event Proposal Form \(Form A\)](#), event organizers must email the appropriate SP&E Staff member to set up an event consultation meeting. (Academic, Arts & Recreation, Community Engagement, Identity & Advocacy Clusters must email Alexa Erb – aerb@bentley.edu – and Fraternity & Sorority Life organizations must email Matt Galewski – mgalewski@bentley.edu. If, and only if, it is determined by Student Programs & Engagement that the organizers of a proposed in-person event are prepared to adhere to the above guidelines, will a student organization (event organizer) be permitted to submit an EMS space booking request and create the event in the CampusGroups calendar.

- Confirmation that the event organizers are prepared to adhere to the above guidelines
- Intended venue. If the proposed venue is off-campus, organizers should complete the Travel Form instead.
- Description of the event and specifically why it should be conducted in-person. What is the value-add to the organization and attendees? Number of individuals to be in attendance
- If food will be provided and how
- Confirmation that alcohol will not be provided
- Event organizer name, org, email, and contact number and backup contact (for emergencies)
- Confirmation that the event organizer understands they are responsible for ensuring compliance of attendees
- Agreement to meet with a member of the SP&E staff before and after the event

For proposed events that require an external vendor (choreographers, caterers, equipment rental drop-offs, etc.) to be permitted on campus, event organizers will need to submit a [Campus Vendor Approval Form](#). This will be reviewed during the event consultation meeting.

For proposed events that require food, all food must be individually packaged due to COVID food safety requirements. Please reach out to ga_catering@bentley.edu for catering requests. Any food you hope to serve that is not from Bentley Catering REQUIRES a catering waiver. This includes all external catering and ingredient kits for hybrid events.

After your consultation meeting, you will receive an email either approving or denying your event. If your event has been approved, email the Conference Center and CC: Alexa or Matt to create your space reservation. Following your event, send Alexa or Matt the event attendee roster for contact tracing purposes. Some events may require a follow-up meeting, which will be determined in your consultation meeting. Reach out to Alexa or Matt to reschedule.

Reservable On-Campus Spaces

Some traditional programming spaces will become spaces for dining and other essential campus services this fall. This is because social distancing requires more room for these functions to take place. That being said, there will be spaces on campus, both indoors and outdoors, available for in-person student organization events. These spaces will be bookable in EMS only after student organizations have completed a satisfactory submission of the [Spring 2021 In-Person Event Proposal Form \(On-Campus\)](#).

Spaces that will be available for student organization events include:

- LaCava 305AB, maximum capacity of 7 people, U-Shape set-up
- LaCava 325ABC, maximum capacity of 10 people, U-Shape set-up
- LaCava 375 (Danielson), maximum capacity of 10 people, U-Shape set-up
- Back Bay A, maximum capacity of 9 people, U-Shape set-up
- The Cube (in the Arena), maximum capacity of 8 people, existing furniture set up

All in-person programming spaces available on campus for student organization use will be pre-set per capacity guidelines. This means there will not be the availability to customize the set up or move furniture. This is reflective of public health guidelines for hosting safe gatherings.

Off-Campus Event/Travel Approval Process

Only proposed off-campus events and travel by student organizations and their members that are able to realistically and safely meet the following guidelines will be considered for approval by Student Programs & Engagement. Prior to receiving approval, the event/trip organizer(s) must confirm via submission of a [Spring 2021 Off-Campus Event/Travel Proposal Form](#) at least 4 weeks in advance of the proposed event date that the event and its organizers will:

- Adhere to guidelines as outlined by local, Commonwealth of Massachusetts, and the University
- No more than 10 individuals will be traveling/attending. The size of the group must comply with state policies (a maximum of 5 people per 1,000 square feet) for the venue to which they are traveling.
- Mode of transportation cannot include common carriers (i.e. busses). Personal vehicles only
- Travel must only be for day trips. No overnight travel is permitted
- Track attendance (names and email addresses) for all attendees, and list is to be shared with SP&E
- Be open only to members of the Bentley community who are participating in the screening test program (no visitors or guests permitted)
- Comply with the requirement that event organizer(s) meet with a member of the SP&E staff prior to and after the event, as well as monitor the event for the duration to ensure the above guidelines are upheld by attendees
- All on-campus policies (face coverings, social distancing, etc.) remain in effect when off-campus.

After receiving a [Spring 2021 Off-Campus Event/Travel Proposal Form](#), Student Programs & Engagement will review the proposal. The form will include fields such as:

- Existing standard Travel Authorization Form fields
- Confirmation that the event/trip organizers are prepared to adhere to the above guidelines
- Destination venue name, name of the group's point of contact at the venue, venue address, phone number, and email contact for the venue
- Description of event/trip and specifically why it should take place off-campus/at the desired venue. What is the value-add to the organization and attendees?
- Square footage of the venue where the meeting/activity will take place

- Any venue-imposed capacity limitations (if different from the general Massachusetts standard)
- Number of personal vehicles to be used and list of students traveling in each vehicle
- Confirmation of venue approval for the group to travel and meet on their premises
- If the venue is hosting other non-Bentley groups in the same space(s)
- If food will be provided and how
- Confirmation that alcohol will not be provided
- Event/trip organizer name, org, email, and contact number and backup contact (for emergencies)
- Confirmation that the group will maintain all on-campus policies while on campus (mask wearing, distancing, etc.)
- Confirmation that the event organizer understands they are responsible for ensuring compliance of attendees
- Agreement to meet with a member of the SP&E staff before and after the event/trip

Beyond confirmation that all participating students are enrolled in the screening test program, the University will not limit or manage who may travel in personal vehicles for approved off-campus student organization-sponsored travel (i.e. restricting those inside each vehicle to only members of the same “family” unit); however, we highly recommend the following when traveling in personal vehicles to mitigate virus spread:

- Use of face coverings, with consideration given to use of safe face coverings for drivers, so that visibility is not impacted
- Minimizing the number of students traveling in each vehicle
- Driving with the windows down, so long as doing so is safe

Only those off-campus event/travel requests that receive written approval by Student Programs & Engagement will be permitted to occur on campus.

Conditions of Event/Travel Approval & Failure to Comply

Student Programs & Engagement expects any requests to meet regarding a proposed or past event/trip will be agreed to by the sponsoring student organization and member(s). Only following the satisfactory submission of [Spring 2021 In-Person Event Proposal Form \(On-Campus\)](#) (for on-campus events) or [Spring 2021 Off-Campus Event/Travel Proposal Form](#) (for off-campus events/travel), and a meeting with a staff member in Student Programs & Engagement, and written approval from a staff member in Student Programs & Engagement, is a proposed event/trip considered to have SP&E’s approval. At any point in the approval process, Student Programs & Engagement reserves the right to notify the event organizer of a denial or rescission of approval. Failure by any student organization and/or its members to comply with this policy may result in consequences to those parties as detailed in the Student Organization Guidebook, Fraternity & Sorority Life Standards Program, other SP&E policies, and the Student Handbook, including actions taken by SP&E as well as the possibility of referral to the University Conduct System.

D. Off-Campus Students, Visitors, Guests, and Vendors

Off-Campus Students

Only those students living on campus will be permitted to participate in in-person student organization activities. Off-campus/commuter students, even if they are enrolled in the testing program, are not permitted to participate in on-campus/in-person events. Off-campus/commuter students will be notified should this policy change during the Spring 2021 trimester.

Visitors & Guests

No visitors or outside guests will be permitted to participate in any in-person events, on or off-campus, or off-campus travel sponsored by a student organization.

Vendors

Student organizations wishing to bring an off-campus vendor to campus to support any proposed in-person event must first receive prior written approval by Student Programs & Engagement. To that end, you must indicate on the [Spring 2021 In-Person Event Proposal Form \(On-Campus\)](#) that you will be using a vendor. Requests for recurring vendor access to campus, which includes external coaches and instructors, will be limited in frequency to no more than twice per month.

Use of off-campus food vendors will be highly limited, although we understand the importance of food for many student organization traditions and celebrations. In order to utilize food prepared by off-campus vendors, students must indicate that they wish to do so on the [Spring 2021 In-Person Event Proposal Form \(On-Campus\)](#) and must gain approval by Student Programs & Engagement at the in-person pre-event meeting. At this meeting, the SP&E staff member will walk you through the university-wide off-campus vendor approval process. This type of request will be additionally reviewed to ensure vendor compliance with food safety requirements. These requirements include, but are not limited to, food being pre-packaged as single serving items and no open source/bulk containers with self-service or re-packaging upon delivery to campus.

Off-campus instructors or coaches typically utilized by student organizations will also need to go through the same vendor approval process outlined above.

E. Distribution of Student Organization Provided Materials to Students

Student organizations will be permitted, with prior written SP&E approval, to distribute materials (promotional items, giveaways, event materials including supplies, food, etc.) to students in a designated public pick-up location on campus. Student Programs & Engagement will determine the appropriate location and will work with the organization to determine pick up dates and times. This pick-up location will be staffed by one student organization member. All students involved in a materials pick-up process must comply with University policies on social distancing and mask wearing. Student organizations are not permitted to distribute any materials in the residence halls. Exceptions to this policy may be approved by SP&E.

F. Group Specific Policies & Information

The policies below apply to specific types of student organizations. These organizations and their activities are also subject to the general student organization COVID-19 policies.

Fraternities & Sororities

Chapters should prepare to hold Fall 2020 recruitment and new member education activities almost entirely virtually. Chapters should be preparing general members with the idea that recruitment and new member education will not look the same as usual. Chapters should also be expanding recruitment committees; the need to use a virtual platform and extra work required to reach students in a virtual environment will require more members of the chapter being involved. Additionally, expanding social media reach, through improved use of accounts (content of posts, frequency of posts, etc.) and other marketing methods will be critical to a successful recruitment. Chapters should be working with their headquarters to understand how the new member education process can be adapted virtually.

Regarding the active member experience, chapters must take responsibility for their activities and operations as well as for communicating proactively with their members about the chapter's plans for the fall. This means making a plan in advance of the fall semester that aligns with institutional and public health guidelines, determining who is responsible for implementing the plan, and how to promote accountability of members to the plan. This plan should address how to maintain brotherhood/sisterhood, what members can expect regarding traditional activities (many of which will not be able to take place this fall but others which may be made virtual) such as chapter meetings, events, socials, philanthropy, formals, recruitment, and new member education.

The Spring 2021 FSL Standards Program will be announced during the spring trimester.

Performance Groups

Commonwealth of Massachusetts policies significantly limit different types of performances to varying degrees, due to the increased potential of virus spread via respiratory droplets at greater distances related to physical activity, singing, and playing brass or woodwind instruments. Currently, indoor performances are prohibited by the Commonwealth of Massachusetts except in cinemas. We are exploring the possibility of outdoor practices.

- **Music Groups:** If an outdoor performance includes singing or brass or woodwind instruments, there must be at least 10 feet between performers. If there are audience members, there must be 25 feet between performance and audience members. As it stands, the Music Rehearsal Room can only accommodate solo practices for music groups.
- **Dance Groups:** State guidance encourages outdoor exercise but does not differentiate social distancing requirements for indoor versus outdoor spaces. Organized exercising, which would include dance activities, that occur without a mask must maintain 14 feet of distance between dancers, or 6 feet if wearing masks.

IV. General Organization Policies

A. Rights & Responsibilities of Student Organizations

Rights of Student Organizations

Recognized undergraduate student organizations at Bentley University enjoy the right to the following:

- Access to tax-exempt organization status, a Bentley account for financial transactions, and the ability to request Student Activity Fee funding from the Allocation & Internal Audit Committee (AIA) provided membership is open to all undergraduate students.
- Use of Bentley University facilities for organization meetings, events, and activities through an organization-specific EMS (Event Management System) log-in.
- Benefits given to only recognized undergraduate student organizations, such as ability to book rooms in the Bentley Bubble, access to pick up mail at the Business Center, use of a Bentley General Account for email, and other benefits.
- Eligibility for “No Frills” catering orders offered by the Catering Department of Bentley Dining; student organizations may elect to pick-up catering orders at a lower cost than that of catered orders.
- Qualification for a Faculty/Staff Advisor, as defined by the Faculty/Staff Advisor section of this Guidebook.
- Opportunity to participate in regular membership and leadership development programs, including student organization success programming.
- Support from Student Programs & Engagement in achieving organizational and personal goals.
- Self-governance in accordance with the organization’s mission, vision, constitution, and University policies and expectations.

Exercising any of these rights in an irresponsible way or in a manner contrary to University policy may result in consequences incurred by the organization, including but not limited to suspension or termination of access to organization rights and resources, initiation of the de-recognition process, or referral for disciplinary action to the Office of Student Conduct & Development. Please see sections E, F, G, and H for more information.

Responsibilities of Student Organizations

Recognized undergraduate student organizations at Bentley University have an obligation to:

- Be good stewards of organization and University resources, including funding (managing finances in accordance with AIA policy), facilities (abiding by Conference Services and Student Center policies), and methods of communications (following the posting policy, all student email policy, and other University policies).
- Work toward the mission and goals of the organization as stated in its constitution and in a way that is consistent with the basis on which the organization was originally recognized by the Organization Management Committee. An organization that is affiliated with an outside organization (i.e. chapter organizations such as HerCampus, Best Buddies, fraternities and sororities, etc.) is still expected to meet the mission as stated in the Bentley organization’s constitution.
- Actively contribute to campus life by promoting the organization on campus through marketing, programming, and collaboration with other organizations.

- Developing organization membership by recruiting and retaining new members and developing and communicating membership expectations within the organization.
- Effectively transitioning in new leadership every year through an articulated transition process and information-sharing with new executive board members. Executive Board officers are selected through a fair process; it is recommended that organizations utilize elections in which general members vote for new officers, as a fair way to select new leadership.
- Communicate regularly with the Faculty/Staff advisor and Student Programs & Engagement and partner with those individuals for the success of the organization, through seeking their advice, sharing information, and meeting regularly.
- Follow Student Programs & Engagement and Bentley University policies and conduct organizational business as role models and student leaders within the Bentley University community and beyond.

Guided by and building on these rights and responsibilities, additional expectations are outlined for Fraternity & Sorority Life chapters in the FSL Community Standards Program.

Failure to uphold these responsibilities may result in consequences incurred by the organization, including but not limited to suspension or termination of access to organization rights and resources, initiation of the re-recognition process, or referral for disciplinary action to the Office of Student Conduct & Development. Please see sections Part E, F, G, and H for more information.

B. Membership

Undergraduate Student Involvement Eligibility

Membership in Bentley University undergraduate student organizations is open only to registered, full-time undergraduate students who contribute to the Student Activity Fee fund, unless otherwise noted by University policies. Membership policies for all organizations must align with the Bentley Non-Discrimination Statement.

Organizations may hold auditions or try-outs to select new members, but the audition or try-out process must be open to all Bentley undergraduate students. If an organization chooses to utilize an audition or try-out process, the details of the process should be outlined in the organization's constitution.

Graduate Student Involvement Eligibility

Students enrolled at the University as graduate students may not participate in undergraduate events or activities, unless specifically noted. Students who began the academic year (fall semester) as a Bentley undergraduate student may participate in undergraduate activities for the subsequent spring semester provided they pay the full-time undergraduate activity fee for that spring semester in addition to the full-time graduate activity fee. Graduate students may not hold membership or leadership positions in undergraduate student organizations, regardless of their status in the fall, unless otherwise noted.

Students enrolled at the University as undergraduate students may not participate in graduate events or activities, unless specifically noted. Undergraduate students may not hold membership or leadership positions in graduate student organizations unless otherwise noted.

Bentley students who are enrolled as undergraduates in the fall semester and become a Bentley graduate student in the spring semester may participate in the Bentley in the Bahamas trip that year.

If a Bentley undergraduate student graduates a semester early in December and does not enroll in Bentley graduate school for the spring semester, then the student must petition to participate in the Bentley in the Bahamas trip. If the petition is approved, the student must sign the Bentley in the Bahamas Trip Waiver and pay a refundable deposit as terms of participation.

If a Bentley undergraduate student graduates a semester late in December, the student is able to participate in the trip with their class.

Bentley students who graduate a full year early are not eligible to attend the trip.

It is important to note that a Bentley student can participate in the trip one time only.

This policy is based on the Eligibility and Participation Policy. Students wishing to address any questions or concerns can contact Riley Fickett, Assistant Director of Student Programs & Engagement (rfickett@bentley.edu).

Executive Board and General Members

Executive Board officers must have a cumulative GPA of at least 2.5 prior to entering their respective Executive Board roles. Students who are on academic or judicial probation are not eligible for Executive Board roles.

Executive Boards should ensure that all members are empowered to participate in and contribute to the organization. General Members should have an active role in the organization. This may include participation in event planning and implementation or voting on issues such as officer elections, constitutional changes, and other organization business. Forming committees on which general members may serve is an effective way to involve general members. Delegating event planning, decision-making, and other responsibilities to general members promotes a healthier balance of workload in the organization, broadens the organization's impact, and helps future leaders of the organization learn through doing. General member roles and responsibilities should be outlined in the organization constitution and/or bylaws.

Deferred Recruitment for Greek Letter Organizations

Recognized Greek letter organizations at the University may recruit undergraduate students each semester of the academic year. This is done through a process known as recruitment. In order to participate in recruitment, and in order to be eligible to receive an invitation to join a Greek letter organization, a student must be enrolled full-time with a cumulative GPA of at least 2.7 and designated as at least Class Code 2 (have earned 15 credits at Bentley) or be a transfer student. Any student interested in participating in recruitment who either does not have a 2.7 minimum GPA and at least 15 completed Bentley credits or is not a transfer student must contact the Office of Student Programs & Engagement to learn about the academic appeals process prior to participating in any recruitment events. The academic appeals process is managed by Fraternity & Sorority Life staff in SP&E in conjunction with the respective governing council. First-semester first-year students are not eligible to participate in recruitment or receive an invitation to join an organization. Additionally, depending on the type of Greek letter organization or the specific organization in which they seek or are offered membership, students may not need to meet the minimum GPA requirement or may have a different GPA requirement. This policy applies to all social, professional, service, and theatre Greek letter organizations (both social and non-social fraternities and sororities at Bentley).

Membership Status

Organizations must include in their constitutions and bylaws requirements for maintaining active member status within an organization. These requirements should be shared with new members and current members should be held accountable to the requirements. Organizations should include language about meeting and program attendance, ongoing contribution to the organization, payment of dues (if applicable), and maintaining regular communication with organization leadership as expectations of active members.

Reporting Membership

All organizations must ensure membership within their organizations is reported each semester, for both Executive Boards, to Student Programs & Engagement. Accurate membership information is required in order to maintain Active Organization status.

C. Clusters

A Cluster is a group of organizations with related missions and/or interests. The following are defined as student organization Clusters at Bentley University:

- **Academic:** Organizations with direct ties to the Bentley curriculum or specific professions and strong faculty connections. Groups within this cluster have a focus on applying what's learned in the classroom to the student engagement experience.
 - SP&E Advisor: Alexa Erb
- **Identity & Advocacy:** Organizations that encourage exploration of the many facets of identity (including but not limited to race, ethnicity, gender identity, religion, sexual orientation, culture), provide affinity for those who hold a common identity, and promote education around diversity & inclusion for the greater Bentley community
 - SP&E Advisor: Alexa Erb
- **Arts & Recreation:** Organizations tied to specific extracurricular hobbies and interests
 - SP&E Advisor: Alexa Erb
- **Club Sports:** Athletic teams that compete in intercollegiate competition
 - Effective December 2020, management of Bentley's Club Sports programs was transitioned to the Athletics department. SP&E is working with Athletics to identify a long-term plan for Club Sports teams and their recognition as student organizations and/or teams within the Athletics department, as well as a plan for recognizing new Club Sports teams and what department will manage that.
- **Fraternity & Sorority Life:** National Panhellenic Council and Interfraternity Council organizations and the associated governing bodies
 - SP&E Advisor: Matt Galewski
- **Community Engagement:** Organizations that actively work to engage with and positively impact the community they serve--whether that be the Bentley community or beyond
 - SP&E Advisor: Alexa Erb
 - SGA: Nicole Chabot-Wieferich
 - AIA: Riley Fickett
 - Organization Management Committee: Riley Fickett
 - Senior Class Cabinet: Matt Galewski

- Vanguard: Abby Pieger
- WBTY: Abby Pieger

D. Starting a New Organization

The section below incorporates policy language from the SGA Organization Management Committee's New Organization Recognition Packet for starting a new undergraduate student organization. For more information, please contact the SGA Organization Management Committee at GA_ABA@bentley.edu.

Requirements for Recognition

Students interested in starting a new organization on campus should contact the Student Government Association (SGA) Organization Management Committee at GA_ABA@bentley.edu. Petitioning groups must contact the Organization Management Committee in order to learn more about the process and receive the recognition packet prior to initiating the process. Petitioning groups must meet the definition of a student organization as defined by the Organization Management Committee in order to be approved to begin the recognition process. Criteria to be classified as an Organization can be found in the [Organization Management Committee Policy Document](#).

Petitioning groups generally take a minimum of 8 weeks to complete the above items prior to presenting their proposed organization to the Organization Management Committee. The Organization Management Committee reserves the right to end a petitioning group's progress toward recognition at any time should the Organization Management Committee decide the group does not align with the Organization Management Committee and/or Student Programs & Engagement parameters for recognized organizations. For those groups that do present to SGA, they will be notified of SGA's decision following the presentation. For groups SGA decides to recognize, Student Programs & Engagement staff will support the group's transition to recognized status through the respective Cluster Advisor.

The Organization Management Committee retain the right to end an organization's petitioning process at any point if it is determined that the pending organization is in violation of the Bentley University Anti-Discrimination Policy, does not adhere to our Bentley Core Values, and/or excludes members of the Bentley community based on bias. While Student Programs & Engagement supports a multitude of organizations and ideals, neither the department nor the university tolerate hate speech or actions based on bigotry or bias. Refer to the Bentley University Anti-Discrimination Policy for additional information.

Club Sports Recognition Policy

Effective December 2020, management of Bentley's Club Sports programs was transitioned to the Athletics department. SP&E is working with Athletics to identify a long-term plan for Club Sports teams and their recognition as student organizations and/or teams within the Athletics department, as well as a plan for recognizing new Club Sports teams and what department will manage that.

Requests for recognizing a club sport that has already been established at the varsity level will generally not be recognized. This is designed to promote the competitiveness of our varsity athletic programs and reduce any further demand on our campus athletic facilities, which are already at maximum usage. Special cases will be considered in consultation with Athletics, Student Programs & Engagement, and the Organization

Management Committee and may be allowed to initiate the recognition process.

Requests for recognizing a club sport that does not have an established varsity level program will be allowed to initiate the recognition process. The petitioning group must specify needs related to facility usage/storage, in addition to the Organization Management Committee's other requirements for recognition. The Assistant Director of Student Programs & Engagement will communicate Athletics-related needs (facility usage/storage, among others) to staff in Athletics prior to the petitioning group presenting before SGA to ensure needs can be accommodated before moving the group further in the recognition process.

Fraternity & Sorority Life Expansion Policy

Generally, requests for new social fraternities and sororities at Bentley University ("expansion") are not approved through the Organization Recognition Process managed by the Student Government Association. Instead, they are managed through a process requiring joint approval by the respective fraternity/sorority governing council and the University administration.

Council approval processes are detailed in the constitutions and bylaws of the Panhellenic Council and Interfraternity Council. The University approval process, managed by the Office of Student Programs & Engagement, is detailed below.

The Office of Student Programs & Engagement (SP&E) supports a fair and reasonable process for regulating expansion activities, in coordination with the fraternity and sorority governing councils. As a general rule, SP&E supports fraternity/sorority expansion when there is a demonstrated student need for a new organization, ability for a new organization to have long-term success at the institution, and potential for a new organization to contribute to a healthy Fraternity & Sorority Life community at Bentley true to the community's mission, vision, and values. SP&E makes its decision to approve or not to approve an expansion process based on an assessment of the following information:

- Enrollment data and trends
- Recruitment data and trends
- Status of the existing Fraternity & Sorority Life community (membership data, number of chapters, FSL community health and safety climate, and related information)
- Ability for a new organization to meet the University's expectations for fraternities and sororities, outlined in the FSL Community Standards Program and other University policies (for requests to establish a specific organization)

SP&E's decision, if its timing is not already prescribed by the respective council's process, will generally follow notification by the respective council of the council's interest in pursuing an expansion process.

SP&E reserves the right to implement a moratorium on expansion if deemed necessary for any reason.

Social fraternities and sororities that do not fall within the purview of an existing fraternity/sorority governing council will utilize the Organization Recognition Process managed by the Student Government Association and University approval process detailed above. In these instances, the SP&E's decision will generally follow notification by SGA of SGA's interest in pursuing such an expansion process.

Please contact Matt Galewski, Associate Director of Student Programs & Engagement at mgalewski@bentley.edu for additional information on this process.

Recognized Student Organizations

Only those organizations that were initially approved through an established University process and that have not lost their recognition (by way of de-recognition, suspension, or expulsion) through an established University process are considered recognized student organizations. Unrecognized groups, which includes those that were never recognized, as well as those that were recognized and subsequently de-recognized, suspended, or expelled from the University, are not recognized, approved, or supported by the University.

E. Active Organizations

Basic Requirements

Active Organizations are defined as recognized undergraduate student organizations in good standing with the Office of Student Programs & Engagement. To maintain good standing with SP&E, organizations must fulfill the following basic requirements each semester:

1. Maintain an active executive board of at least three members (President, Vice President, Treasurer)
2. Meet regularly with full membership
3. Submit budget information to AIA by stated deadlines
4. Ensure membership information for executive board and general members is submitted during the Annual Student Organization Registration process.
5. Ensure efficient response to all communications from Student Programs & Engagement staff regarding respective organizations.
6. Follow all student organization policies, including those contained in this Guidebook, and policies of SGA and AIA; any organization, student, faculty, or staff member may communicate to the Assistant Director their belief that an organization is not complying with student organization policies outlined in this Guidebook
7. Have a designated Faculty/Staff advisor who is a full-time employee of Bentley University or is a staff member within the Division of Student Affairs.
8. Fraternities and Sororities must maintain compliance with the Fraternity & Sorority Life Community Standards Program
9. Follow University policies, including the Student Handbook

Failure to meet any of basic requirements 1-7, as determined by the Assistant Director of Student Programs & Engagement, may result in the organization being designated as Inactive by the Assistant Director of Student Programs & Engagement. Please see the section below for more information on Inactive Organizations.

Failure to maintain compliance with the Fraternity & Sorority Life Community Standards Program (basic requirement 8) (social Greek Letter organizations only) will be managed in accordance to the policies outlined by the Program. Please refer to the Community Standards Program for more information.

Failure by any organization to follow University policies (basic requirement 9), including those contained in the Student Handbook, may result in that organization being referred to the Office of the Dean of Student Affairs for disciplinary action through the University Conduct System. Please refer to the Student Handbook for more information.

Annual Student Organization Registration Process

Organizations that wish to remain active must complete the Organization Registration process at the conclusion of each academic year. During this process, organizations will provide all updated information to

the Assistant Director, Student Programs & Engagement including new executive board members, updated constitutions and other governing documents, names of Faculty/Staff advisors, and other information pertaining to their organization for the following academic year. Organizations that fail to complete the Annual Student Organization Registration Process will be considered inactive until the process has been completed. Please see section F. Inactive Organizations for details on what it means to hold Inactive status.

Resources

Active Organizations regularly connect with Student Programs & Engagement for the following resources throughout the year:

- EMS log-in access to book rooms for meetings and events (Miriam Acajabon, Administrative Assistant, macajabon@bentley.edu)
- Updates to access to the organization's email account (General Account or GA/Shared Mailbox or SM) (Miriam Acajabon)
- Support in planning organization events and navigating relevant organization policies (Alexa Erb, Program Coordinator for Student Involvement, aerb@bentley.edu)
- Contract review, processing and signature for vendor services at events (Alexa Erb)
- Travel and liability & indemnity waiver forms (Alexa Erb)
- Access to Bentley Community Engagement (formerly MyBentley) ticketing for events (Alexa Erb)
- Changes to the organization's constitution or Faculty/Staff Advisor (Riley Fickett, Assistant Director of Student Programs & Engagement, rfickett@bentley.edu)
- Regular updates on membership records, including Executive Board and General Membership (Riley Fickett)
- Access to organization storage and printing resources (GA_SPE@bentley.edu)

F. Inactive Organizations

Active Organizations that fail to meet the basic requirements of recognized student organizations outlined in the section above may be designated as Inactive Organizations by the Assistant Director of Student Programs and Engagement. Prior to determining if an organization is Inactive, the Assistant Director will make all possible attempts to contact the organization, SGA, AIA, and the organization's advisor(s) to provide notification of the pending change in status. At that time, the involved parties may present information and supporting documentation that demonstrates Active Status. This may include last known executive board and general membership information, budget information, and a recommendation from the respective advisors on whether or not to designate the organization as Inactive. The Assistant Director will review this information and make a determination about the organization's status and will then inform the involved parties whether or not the organization has been designated as Inactive.

It is expected that organizations that are designated as Inactive are not to be meeting, holding events, marketing themselves or recruiting new members. Students seeking to re-activate an inactive student organization should reach out to the Riley Fickett, Assistant Director of Student Programs and Engagement at rfickett@bentley.edu.

G. Organization De-Recognition

The De-Recognition process will be initiated by the Assistant Director of Student Programs & Engagement when an organization has been Inactive for at least three consecutive semesters or is alleged to not be complying with student organization policies outlined in this Guidebook. Any organization, student, faculty, or

staff member may communicate to the Assistant Director their belief that an organization is not complying with student organization Rights & Responsibilities.

To initiate the process, the Assistant Director will convene the SGA Organization Management Committee to compile and review supporting documentation relevant to the organization's status and/or compliance with Rights & Responsibilities. This committee will make all possible attempts to contact the organization, AIA, and the organization's advisors to solicit any relevant documentation. After at least one week of convening and soliciting documentation from involved parties, all documentation deemed to be relevant by the committee, along with the committee's recommendation on whether or not to de-recognize the organization, will be communicated to the full Student Government Association.

The Student Government Association, following its standard practices for voting, will consider the committee's documentation and recommendation and will make a determination on whether or not to de-recognize the organization. Whenever possible, organizations will be notified of the decision; however, some Inactive Organizations may not have active membership. De-Recognized organizations immediately cease to exist and forfeit all rights afforded to student organizations. If an Inactive organization is not De-Recognized, the SGA Organization Management Committee, in conjunction with the organization's advisor(s), will work collaboratively with the organization's leadership to improve the status of the organization.

H. Termination of Access to Organization Rights & Resources and Referral

If the Office of Student Programs & Engagement receives a report that an organization is believed to be failing to uphold organizational Rights and Responsibilities as defined in this Guidebook, Student Programs & Engagement Staff will review the report and may terminate/suspend access to organizational rights and/or resources and/or may refer the organization to the University Conduct System. Consequences decided by Student Programs & Engagement will be dependent on the situation and what policies might be implicated. The student organization will be involved in the Student Programs & Engagement process and will have the right to appeal any SP&E decisions as outlined in the Guidebook.

I. Policy Inquiries and Appeals

Student organizations who have questions or concerns about a Guidebook policy are welcome to contact the Program Coordinator of Student Programs and Engagement, Alexa Erb (aerb@bentley.edu). Organizations or individuals wishing to seek exemption from a Guidebook policy or appeal a Guidebook policy or SP&E decision regarding a student organization(s) should first meet with the Program Coordinator, Alexa Erb, so the policy can be further explained. The student can then file an appeal by emailing the Assistant Director, Riley Fickett (rfickett@bentley.edu). Once sufficient information is received, the Assistant Director will set up a meeting with the organization to review the appeal. The Assistant Director will consider the appeal in consultation with the Associate Director and notify the organization or individual within 5 business days from the time of the meeting.

Appeals related to FSL Community Standards are managed according to the policy outlined in that document.

V. Fraternity & Sorority Life Policies

A. FSL Policies

The department maintains policies for Fraternity & Sorority Life chapters and features many of these resources on the Bentley Fraternity & Sorority Life webpage. In addition to FSL policies, this Guidebook also applies to FSL chapters, which are recognized student organizations.

VI. Advisor Policies

A. Faculty/Staff Advisors

Faculty/Staff Advisor Benefits

What are the benefits of serving as a faculty/staff advisor to a recognized undergraduate student organization at Bentley University? Below are some reasons you might consider serving as an advisor:

1. Get to know more students and connect with them around a mutual passion or interest.
2. Use your expertise and/or passion for a certain topic to enhance the student experience at Bentley.
3. Develop new skills related to student leadership development, mentoring, and group dynamics.

Faculty/Staff Advisor Requirements

The following are general requirements for serving as a faculty/staff advisor to a recognized undergraduate student organization at Bentley University.

1. All student organizations are required to have a faculty/staff advisor. Organizations may elect to have multiple advisors.
2. An advisor must be a full-time faculty or staff member of Bentley University or any member of the Division Student Affairs.
3. An advisor shall be selected by the students in the organization. Faculty/staff advisors are selected by the students using a process guided by the designated. A faculty/staff advisor's tenure within an organization is determined by their willingness to serve, the students' needs and wants, and the extent to which the Faculty/Staff Advisor Expectations listed below are successfully fulfilled.

Faculty/Staff Advisor Expectations

All faculty/staff advisors are expected to perform the following functions for their respective student organizations:

1. Provide direct support:

- Meet with the organization's president on a regular basis to guide decision-making, offer feedback on programming and other initiatives, and assist in facilitating team-dynamics.
- Work with the organization president to decide more specific expectations for the advisor role. This includes clarifying the extent to which the advisor will participate in the organization's meetings,

programs, and other activities. The advisor is not required to attend all events, but a general awareness of all events is essential.

- Advisors do not have voting rights within their respective organizations, and it is important that student organizations are student-driven and that students have primary agency in making decisions. Advisors should coach, mentor, and guide the students. When organizations make, or are likely to make, a decision that violates University policy, advisors should act in accordance with expectations detailed in “Hold the organization accountable” below.

2. Invest in the organization’s success:

- Take an active role in advising the student organization. Be passionate about the organization’s mission and purpose!
- Know the organization’s process for obtaining new members. This may differ for each organization. This information is generally found in the organization’s constitution.
- Advisors should assist students with officer transition each year, including supporting the election process for new officers. This may differ for each organization. This information is generally found in the organization’s constitution.

3. Hold the organization accountable:

- Know the purpose of the organization, be familiar with the organization’s constitution and bylaws, and challenge the organization’s leadership to establish and achieve relevant goals.
- The advisor should be aware of the organization’s financial transactions and their budget status. The advisor should periodically review organization finances with the organization treasurer. The advisor will be required to sign and submit budget requests to AIA (Allocation & Internal Audit Committee) for their organization(s) each semester per AIA policy.
- The advisor is expected to be familiar with the Student Handbook & Title IX and Gender-Based Discrimination Policy. Most Student Affairs staff are Title IX Responsible Employees and have an obligation to share information related to potential gender- and sex-based misconduct. Please use the links below or contact Erin Kelley, Director of Student Conduct and Title IX Coordinator, at ekelley@bentley.edu, for more information.
 - Student Handbook: <https://www.bentley.edu/offices/registrar/student-catalogues>
 - Title IX and Gender-Based Discrimination Policy: <https://www.bentley.edu/offices/student-affairs/title-ix-resources>
- Report to the Assistant Director of Student Programs & Engagement any activities which may or will violate University policies.

4. Be knowledgeable:

- Know the officers and current members of the organization.
- Remain informed of all activities sponsored by the organization, especially events that include off-campus travel, alcohol service or significant levels of risk.

- Be knowledgeable about and adhere to University policies and procedures which pertain to student organizations and inform the organization president of their responsibility to do the same.

Questions/Concerns

Please share any questions or concerns about these requirements and expectations with Riley Fickett, Assistant Director of Student Programs & Engagement. We understand that every organization is unique and that the specific role of the faculty/staff advisor may look different for each of our organizations. Riley can be reached at rfickett@bentley.edu or 781-891-3128.

B. Off-Campus, Alumni, and Non-Bentley Faculty/Staff Advisors

Any organization wishing to receive advisement, either for a limited period of time or on a long-term basis, from an individual who is not an employee of Bentley University must first document that relationship with their respective Student Programs & Engagement. Documentation must include either a signed letter from an organization's national office outlining and sanctioning the role of the advisor or a statement outlining the advisors role signed by that individual and approved by Student Programs & Engagement.

VII. Event Policies

A. SP&E Event Guidelines

General event and programming guidelines and policies are provided below. For specific information on room reservations, catering, contracts, and travel/liability event information, please see the relevant sections below.

- When planning an event on-campus, organizations should first use EMS to identify available spaces and make a reservation.
- Student Programs & Engagement and the organization's faculty/staff advisor are excellent resources for program planning support.
- Events that anticipate attendance of 100 students or more, are open to the public, or include the service of alcohol must work with the Cooperative Programming Board (CPB) (see Part E below).
- Student organizations are only permitted to hold programs from the first day of class until the day before Reading Day each semester. Student organizations are encouraged to balance high-quality programming efforts with self-care and their other commitments. Members should consider how regularly they are sponsoring events, the times of day in which they hold events, and how responsibilities for event planning are shared among the membership to promote balance.
- Organizations are encouraged to co-sponsor and collaborate with other organizations for more effective programs. Collaborations often attract more attendees and lessen the financial burden on each organization.
- If a student organization wishes to co-sponsor an event with an organization external to Bentley University, all event arrangements and financial transactions must be completed through the Bentley University student organization's financial account. All profits or proceeds from the event must be deposited into the student organization's account and cannot be used as a donation or profit split with the outside organization. However, in the case that the external organization is a registered 501(c)3 with nonprofit status, the Bentley student organization may make a donation to the external organization based on sales, provided they take the proper steps beforehand with Student Programs & Engagement. The recognized student organization assumes responsibility for all aspects of the event,

and must take measures to ensure that all policies and regulations of Bentley University are followed, especially by external organizations or vendors.

- The most successful programs are planned early, well-advertised, provide a meaningful experience to attendees, and connect to University competencies; organizations should think beyond just free food as an incentive to attend.
- Student Programs & Engagement recommends the below Event Planning Timeline to ensure your programming needs are addressed on-time and your event can be successful:
 - Plan programs for the year, not for the semester, month, or week.
 - Contracts should be initiated at least 6 weeks in advance of the event.
 - Catering needs should be communicated at least 3 weeks in advance.
 - Rooms should be booked no later than 1 week in advance; oftentimes large spaces should be booked at least a whole semester ahead.
 - Travel Forms and Bentley Community Engagement (formerly MyBentley) should be completed, and Liability and Indemnity Waivers should be obtained, at least 10 business days in advance.
 - Check Request & Petty Cash Reimbursement Forms should be submitted no later than 10 business days in advance.

B. Catering

All on-campus events held in spaces that are able to be reserved through EMS must use Bentley Dining Catering for event meals and food. Food Waivers can be authorized by Catering in order to obtain exemption from this rule. Catering needs for each event should be communicated using the Catering function within the respective EMS reservation or by emailing GA_Catering@bentley.edu at least 3 weeks in advance of the event. The order should include desired food items and quantities, budget for event food, and time, date, location, and name for the event). Student organizations are eligible for No Frills Catering, whereby organization members may pick up the food order and avoid costs associated with actual catering set-ups. Please email GA_Catering@bentley.edu for more information.

1. Student-Prepared Food

- This policy applies to any food prepared by students and sold to the public including the general student, faculty, staff, population. This includes foods provided at events where there is a cover being charged at the door.
 - Fundraisers using food must comply with fundraising policies found in the Financial Policies section of the Guidebook.
 - Individuals preparing the baked goods must apply good sanitation practices in line with [Massachusetts sanitation and food safety law](#). This includes, but is not limited to thorough hand-washing, sanitation of preparation space, and proper storage of all fresh ingredients; use of thermometers to ensure adequate cooking and proper cooking temperatures; timely and appropriate packaging at the site of preparation (i.e. individual wrapping)
 - All bake sale items must be individually wrapped at the original point of preparation OR appropriate materials must be provided to pick up individual baked goods that come in a grouped package (i.e. tongs and napkins for a box of donuts)
 - Potentially hazardous foods (this includes foods containing meat, poultry, fish, uncooked or partially cooked eggs, or any food that must be heated or cooled to serve) are not permitted

- All products must be labeled to include what the item is and the ingredients.
- Written warnings must be provided for foods with allergens and foods prepared in facilities where they may have come in contact with allergens. The 8 major allergens are milk, eggs, peanuts, tree nuts, fish, shellfish, gluten and soy.
- Potlucks are only permitted for closed events intended for organization members only.

2. Student-Served Food

- This policy applies to any food served by students, this includes both food prepared by students and prepared by outside vendors that will not be serving food directly.
 - Fundraisers must comply with the fundraising policies found in the Financial Policies section of the Guidebook.
 - Food thermometers must be used to monitor the temperature of dishes being served
 - "Hot" food must be kept at 140 degrees or hotter using chafing dishes, preheated steam tables, warming trays and/or slow cookers.
 - "Cold" food must be kept at 40 degrees or cooler by placing items on ice.
 - Perishables left out at room temperature without being heated or cooled must be discarded after two hours.
 - Keep in mind, travel time from food pick-up to an event venue without being heated or cooled counts as part of the two-hour rule.

C. Contracts

Contracts are necessary for student organization programs when an outside individual or company/vendor is providing a service. Contracts should consist of the completed Bentley contract template (this will be done by Student Programs & Engagement staff), any contract language from the vendor, and the vendor's certificate of insurance (COI) and/or W-9 (consult Alexa Erb, Program Coordinator for Student Involvement to know if a COI and/or W-9 are needed). Students are not permitted to sign contracts on behalf of Bentley University. The contract process is as follows:

1. The student organization notifies Student Programs & Engagement of an event for which they need a contract at least 6 weeks in advance of the event via the Student Organization Advising Request Form. The organization should include event information (name, date, time, location, description of vendor services, vendor arrival time), vendor information (name, address, Social Security Number or Federal Tax ID Number), and payment amount for services. The organization should also include any contract language from the vendor and the vendor's certificate of insurance (COI) and/or W-9.
2. Student Programs & Engagement will prepare the contract and obtain signatures from the Director of Student Programs & Engagement and Bentley's General Counsel.
3. The contract will be returned to the student organization for the vendor to countersign and return. The all-signed contract is then considered fully-executed. Only a Student Programs & Engagement staff member is authorized to edit and issue contracts for student organization events.
4. Signed contracts and/or invoices, along with the vendor's W-9 (if needed), and a completed Check Request Form (<http://www.bentley.edu/offices/financial-operations/accounts-payable-forms>) for contracts should be submitted to Student Programs & Engagement so that a check can be processed for payment. Once submitted, check requests require AIA approval before being processed for payment.

5. Processed checks are either mailed or held for pick-up, depending on what the organization indicates as a preference.

D. Cooperative Programming Board

Overview

The Cooperative Programming Board (CPB) is a board consisting of staff that work with student organization leaders to help them plan and carry out successful campus events. CPB ensures that all of the necessary details of an event have been shared with various campus partners in addition to assuring the organization is well prepared to host their respective function. It also provides an opportunity for the board and student organization representatives to ask questions regarding the operation of the event. CPB meets every Wednesday during Activity Period in the Student Center.

CPB is comprised of the following staff:

- Michelle Dabenigno, Assistant Director of Student Programs & Engagement, CPB Chair
- A representative from University Police
- A representative from the Conference Services
- A representative from Facilities Management

CPB Guidelines

Programs and events are required to meet with CPB if the event fulfills any of the following criteria:

- anticipates attendance of 100 or more students (and/or guests).
- includes the service or presence of alcohol.
- is open to the public.
- takes place outdoors.

Application

Student organizations should submit a CPB application at least one month prior to their event. The application form can be found online at www.BentleySPEak.com under the Resources tab. The student organization will receive a meeting invitation as the event date gets closer.

Event Preview & Review Meetings

An organization will typically preview their event two-three weeks prior to the event and has the option to request a review of the event when submitting the CPB application.

During a preview meeting, a student organization representative will share all necessary details of the event to make sure that all parties are informed in advance of the event date. CPB members and the student organization representative will also have the opportunity to ask any questions they may have. The student representative should come to the meeting prepared to discuss all event details. Information that will be discussed during the preview meeting includes: event times, anticipated attendance, admission cost, catering, set up needs, media needs, etc. Changes can be made during the meeting, although it is not effective to plan

events at the meeting. Student Programs & Engagement Staff, Conference Services staff, and the CPB chair are available prior to the meeting to assist with program planning as needed.

The purpose of a review meeting is to assess the event and evaluate challenges and successes the hosting group experienced. If any problems occurred with the event, there are staff at the meeting that can help resolve those problems.

CPB reserves the right to decline any event(s) hosted by student organizations

For any questions, please email Michelle Dabenigno, Assistant Director of Student Programs & Engagement, at mdabenigno@bentley.edu.

E. Bentley Community Engagement Ticket Requests

Student organizations that wish to make event tickets available on Bentley Community Engagement must contact Student Programs & Engagement at least two weeks prior to the event via the Student Organization Advising Request Form. Student Programs & Engagement will work with the organization to complete a request for online ticketing for their event. Organizations should include event name, date, ticket description, ticket cost (if any), and desired dates for ticket sales in their request. Online ticketing also has the ability to include an online version of the event's liability and indemnity waiver. Following ticket sales, Student Systems and Student Programs & Engagement will send the sponsoring organization a roster of students who have sign up for the event.

F. Reserving Space

EMS

EMS (Event Management System) is Bentley's web-based application for reserving space on campus. Student organizations should use their GA email address as their username and an assigned password to log-into EMS on behalf of the organization to book event space.

Using EMS, organizations can book rooms in on-campus buildings, including the Student Center, LaCava, and others, for organization meetings and events. When reserving an available space, you are also able to request a specific table/chair set-up type, catering, and audio/visual needs. Organizations should not wait until the last minute to reserve rooms; rooms should be booked at least a week in advance. Classrooms cannot be booked until the Registrar's office books their classes first in EMS, which usually does not occur until a week into each semester. For issues with booking rooms, please e-mail ga_mcsinfo@bentley.edu.

Tabling

Student organizations wishing to set up a table outside of the 921 or anywhere in the Student Center to promote or sell tickets for events and fundraisers should log onto EMS and reserve 210A, 210B, or 210C (Lobby outside 921) for tabling outside the 921. For inquiries or specific accommodations, please contact Michelle Dabenigno at mdabenigno@bentley.edu. For tabling in other spaces on campus please contact Conference Services at ga_mcsinfo@bentley.edu.

Bentley Arena

The Bentley Arena is a multi-purpose facility that supports campus-wide programs, events, and traditions for students, faculty and staff. For more information on the Bentley Arena, please visit the Arena website at <https://www.bentley.edu/university-life/athletics-recreation/bentley-arena>.

LaCava Booking Restrictions

Please note that student organizations may not reserve any space in LaCava prior to 5:30pm Monday-Friday, consistent with the Conference Services policy on restricting internal group bookings in the building during business hours. Organizations that have regular meetings in LaCava should note the Conference Services may move your meeting to a similar space to accommodate early morning bookings the next day, so that night staff has sufficient time to set up the space.

Use of Space Reminders

Student organizations should bear in mind the following items when using spaces on campus:

- Organizations may not use glitter in any space on campus.
- Organizations may not use helium balloons in the Executive Dining Room in LaCava.
- Organizations must remove all signs and decorations from the space(s) after the meeting/event. Spaces must be clean following the meeting/event.
- Tape cannot be used on painted walls.
- Use of open flames is prohibited in any space on campus.
- Tarps or other protective materials must be used to cover floors and/or furniture when using paint or other materials that may cause stains or damage during an event.
- Podiums may not be removed from any space. Conference Services can assist with podium removal.
- No outside food or drink may be provided or sold by an organization inside an EMS-reservable space, unless the organization has obtained a signed food waiver from the Catering Department.
- The lobby front desk on the third floor of LaCava is not to be used during events.

G. Student Organization Party Policy

Student organization hosted parties are an important part of campus life at Bentley University and offer the opportunity for members of the community to socialize and create authentic connections. Sponsoring organization members, organization advisors, Student Programs & Engagement staff, and University Police share in the responsibility to ensure that these activities are well planned, enjoyable, and safe. Any person, behavior, or action should reflect our community values. It is expected that all parties involved will give attention to the event planning process and agree to take all necessary steps before, during, and after an event to ensure its success.

Definition

A student organization “party” will be defined as events that do not have fixed seating and do not have a specific agenda, program, or schedule. They are typically hosted in a large open space (EDR, Pub, Back Bays, etc.) and have an open dance floor and DJ to play music. Events such as dinners, receptions, lectures, speakers, talent shows, and arts & cultural performances do not classify as parties. This policy is specific to recognized student organization hosted events and does not pertain to any parties taking place in university residence halls.

Tiered Levels

Bentley University has identified three tiers of parties that can be hosted on campus.

Tier 1 – Attended only by currently enrolled Bentley students

Tier 2 – Attended by currently enrolled Bentley students and a pre-determined list of non-Bentley guests

Tier 3 – Attended by currently enrolled Bentley students and open to the general public and guests not affiliated with Bentley

Scheduling

Tier 1 & 2 – There are no specific scheduling restrictions, but events must adhere to all additional student organization policies.

Tier 3 – Parties will have specific scheduling guidelines and criteria. Events in this category will be restricted to one party per month for all organizations total, and will be held exclusively on Fridays or Saturdays. Events may not be scheduled on days of special events or traditional weekends, such as Spring Day. Restricted dates are at the discretion of Student Programs & Engagement and University Police. All requests for tier 3 parties must be submitted to Student Programs & Engagement by the designated deadline in the previous semester (November 30th for spring dates and April 30th for fall dates). Any events submitted after the deadline will not be considered.

Guests

All non-Bentley guests must be 18+ to attend a Bentley University party. Signage must be displayed at the event entrance stating this age requirement.

Tier 1 – N/A

Tier 2 – The student organization must compile a guest list containing names of all expected attendees, in a template provided by the Student Programs & Engagement office. All guests will be asked to complete a Non-Bentley Guest Agreement stating that they will adhere to Bentley rules and policies. Guest lists and signed Guest Agreements must be submitted to Student Programs & Engagement, as well as the CPB committee, at least 3 business days prior to the event. The guest list will be located at the entrance to the event. Guests must show a form of identification (college or government issued ID) to verify that they are on the guest list provided. Guests must be hosted by a Bentley student, or affiliated with an invited college or university student group. The number of guests per Bentley student will be at the discretion of CPB.

Tier 3 – All guests will need to show a form of government issued identification (state ID, license, passport, etc.) as well as sign a Non-Bentley Guest Agreement. College IDs will not be accepted as a form of ID. Guests will not have to be hosted by a Bentley student.

Security

All student organization events will have specific measures in place intended to maintain a secure, safe, comfortable, and enjoyable environment. All safety measures will be coordinated in collaboration with the student event hosts, Student Programs & Engagement, and University Police. University Police will cover the cost of all reasonable security measures such as staffing and metal detectors.

Tier 1 & Tier 2 – Security staffing needs will be at the discretion of University Police based on the expected attendance and/or the presence of alcohol.

Tier 3 – Due to tier 3 parties being open to the general public, additional security measures will be required. University Police officers and/or RSIG security personnel will staff the event to ensure safety and security for all in attendance. Metal detector(s) will be required and in place for all attendees. Metal detector wands may be requested by the student organization, but approval is at the discretion of University Police.

Security Meeting

A security meeting will be required for some events and will serve as a final review of all event details with involved parties. This meeting is intended to review the event, confirm roles, expectations, and responsibilities. The security meeting will take place 30 minutes prior to the start of the event and doors cannot open until the meeting concludes. All students and staff working the event must attend the security meeting.

Tier 1 & Tier 2 – At the discretion of CPB

Tier 3 – Required

Alcohol

Tier 1 & Tier 2 – Alcohol must be approved by Student Programs & Engagement

Tier 3 – Alcohol is not permitted

Cooperative Programming Board (CPB)

As is the case with all student organization events, all parties must submit a CPB application and meet with the committee if the event falls under the required criteria. Parties are not approved by Student Programs & Engagement until they have met with the committee.

Student Programs & Engagement

Student Programs & Engagement role is to advise the student organization in the planning and successful implementation of their events, work with the students to coordinate all aspects of the event, and serve as a resource for them.

Advisors

For some events, the student organization's faculty or staff advisor's presence will be required. The advisor must be present for the event's security meeting. In the absence of the organization's advisor, another Bentley faculty or staff member may attend the event to fill this requirement.

Tier 1 & Tier 2 – At the discretion of CPB

Tier 3 – Advisor presence is required

Event Staffing

Required event staff will be at the discretion of CPB, and may include student organization members, faculty or staff advisor (or substitute), University Police officers, RSIG security personnel, and/or Student Programs & Engagement Event Management Staff.

H. Inclusive Accommodations

Organizations are expected to provide accommodations for those participants and organization members that request or require them. Some things to consider when providing inclusive accommodations are:

- Labeling all food provided that may have common food allergens.
- Providing paper and electronic versions of available materials.
- Spaces for wheelchair users and furniture that would accommodate enough room for wheelchairs (high-top vs. low-top tables, space for wheelchair users to turn around, etc.)
- Microphones for speakers
- Captions for any video/film materials
- Building breaks into events or trainings that are longer than two hours
- Identifying an individual within your organization that someone can request accommodations from

If there are any questions about how an organization can best provide inclusive accommodations, please contact the Office of Disabilities Services at 781.891.2004 or contacting Stephanie Brodeur, Director of Disabilities Services at sbrodeur@bentley.edu.

VIII. Risk Management Policies

A. Travel & Liability

Student Organization Event Liability & Indemnity Waiver Policy

Each student organization has the responsibility to manage risk associated with all organizational activities. A Risk Event is defined as any activity sponsored by a recognized undergraduate student organization that substantially increases the potential risk of harm to participants. This includes on-campus events and off-campus travel. Student organizations sponsoring Risk Events must obtain an event liability and indemnity waiver from Student Programs & Engagement via the Student Organization Advising Request Form at least 10 business days prior to the event taking place.

Upon completion of the Student Organization Advising Request Form, Student Programs & Engagement will prepare an event liability and indemnity waiver. Event liability and indemnity waivers explain potential risk(s) associated with the activity, describes the participant's responsibilities, and indicates that participation is voluntary. Event liability and indemnity waivers must be signed by all participants and returned to Student Programs & Engagement prior to the event taking place. Event liability and indemnity waivers must be issued by Student Programs & Engagement; student organizations may not issue their own waivers.

Waivers should not be the only form of risk management used by the organization. Organizations should meet with Student Programs & Engagement to develop additional methods to promote responsible risk management and provide for appropriate safety precautions.

Student Organization Travel Policy

Statement of Purpose:

Recognizing that travel provides excellent opportunities to the student experience, Bentley University seeks to promote safe travel to events and activities occurring beyond the boundaries of the University property for recognized student organizations. The Bentley Student Organization Travel Policy applies to individual students and members of recognized student organizations where such travel is sponsored by a recognized student organization regardless of funding source. Examples of recognized student organization sponsored travel include but are not limited to;

- Recognized student organization activities, conferences and off campus events
- Community service work
- Situations where a student or student organization represents the University (i.e., conferences, competitions, etc.)
- Department of Student Programs & Engagement sponsored retreats or workshops

This policy does not apply to travel undertaken by individual students attending events, such as athletic/recreational events as a non-participant (except when traveling on behalf of or with financial support of a recognized student organization as described above), internships, activities through the Service Learning Center, observations or research not affiliated with or done on behalf of a recognized student organization.

Definitions:

- A recognized student organization is one that has been officially recognized by the University through the Organization Management Committee under the Student Government Association, Graduate Student Association (GSA), Inter-Fraternity Council or Panhellenic Council and maintains Active Status with the Office of Student Programs & Engagement.
- A University sponsored event or activity is one that is initiated, actively managed or arranged by a member of the University's faculty or staff and is approved by the appropriate administrative body.
- A currently enrolled student is one who is currently registered as a student at Bentley University.
- An appropriate administrator is a Dean, Department Chair, Department Director or their authorized designee, such as an advisor.

- An advisor is an employee of the University who is either assigned to an organization by University position description or is selected by the organization.
- A Trip Organizer is one that has accepted the responsibility for knowing and enacting appropriate emergency procedures, which includes calling University Police and the faculty/staff advisor and emailing SP&E in the event of an emergency and ensuring that all paperwork is completed by trip participants in accordance with the Student Organization Travel policy. Student Trip Organizers must be at least 18 years of age, enrolled as a student at Bentley University, and a member of the student organization sponsoring the travel. Trip Organizers should also notify SP&E when the group has returned to campus.

General Requirements for Recognized Student Organizations:

All student and recognized student organization travel falling within this Policy is subject to the same policies as on-campus events and must meet the following requirements:

- Recognized student organization travel funded by AIA must be consistent with the organization's mission statement and constitution on file with SP&E, GSA, Panhellenic Council or Inter-Fraternity Council. Travel must not create undue interference with academic responsibilities.
- Each group traveling must appoint a Trip Organizer, who will complete the Travel Authorization Form via the Student Organization Advising Request Form and sign off on their responsibilities in writing with the Student Programs & Engagement office no later than ten (10) business days before the start of the trip.
- All students traveling must agree in writing to the Liability and Indemnity Waiver. Guests of Bentley students must complete the Liability and Indemnity Waiver and turn into the Trip Organizer before travel commences.
- Not all University travel is required to have a staff member/advisor attend, though it is highly recommended for trips that include traveling a significant distance, overnight travel, a significant number of student participants, and/or the rental of a facility. In instances where there is no official staff or faculty member attending, the Trip Organizer must meet with the SP&E office no later than ten business days before the start of the trip.
- Any trip taken without the submission of a complete and accurate Travel Form or Liability and Indemnity Waiver(s) or which violates this policy, may result in individual and/or organization disciplinary action through the University Conduct System as outlined in the Student Handbook.
- International students who do not hold a U.S. Passport should check with the Center for International Students and Scholars (310 Student Center) for any additional travel requirements.
- It is the expectation of the University that any students who are driving themselves or other organization members are fully licensed drivers and are able to produce a valid driver's license if asked

B. Club Sports Risk Management

All Club Sports risk management and safety policies are now managed by Athletics. Please contact Marty McCarthy, Assistant Director of Athletics, at mmccarth1@bentley.edu for any questions regarding Club Sports Risk Management Policies.

IX. Financial Policies

A. Student Activity Fee

Allocation & Internal Audit Committee

The Student Activity Fee (SAF) is allocated each semester by the Allocation & Internal Audit Committee (AIA). AIA is a group of 11 elected students responsible for distributing the Student Activity Fee (SAF) and ensuring proper use of allocated funds by student organizations. AIA meetings take place Thursdays from 5:00- 7:00 pm in the Student Center.

Allocations

To receive SAF funding, an organization must be recognized by SGA, cannot restrict membership in an organization to any student for any reason (except for instances of philanthropy events for Fraternity & Sorority Life), and the specific event(s) for which funding will be used must be open to everyone.

Allocations are to be used only for the specific semester and event requested. Unused funds from the fall semester cannot be used in the spring semester without prior AIA approval. Unused funds generally are returned to the SAF fund to be allocated to other organizations.

Spending

Student organizations may use funds for approved purchases in a couple of different ways. A member of the student organization may be reimbursed for the use their personal funds (cash, check, or card) provided they obtain an itemized receipt for the purchase. For purchases of \$250 or more, individuals will need to complete a Check Request Form (<http://www.bentley.edu/offices/financial-operations/accounts-payable-forms>) and submit the form and receipt to Student Programs & Engagement. For purchases less than \$250, individuals will need to complete a Petty Cash Form (available on BentleySPEak.com/studentorgforms) and submit the form and receipt to Student Programs & Engagement. Once the check and/or petty cash has been processed, the individual will be notified when they can pick up the check/petty cash in Student Programs & Engagement. Processing may take up to 10 business days to complete. Students may not use personal funds & reimbursement to pay external vendors; this should be managed using the contract process outlined in Section VII. Part C.

Student organizations may also use SAF funds directly. Each student organization has an AIA Liaison who has access to a University credit card. A member of the student organization can contact their AIA Liaison to use the University credit card to make a purchase. The organization member must be present to complete the transaction.

For expenses of \$5,000 or more, a purchase order must be obtained at least 6 weeks in advance of the program. Contact Student Programs & Engagement for assistance with purchase orders.

For catering orders, student organizations may use their assigned account number so that Catering can charge the organization's account directly. Please contact Student Programs & Engagement if you do not know your account number. For a more information on AIA policy, please email GA_AIA@bentley.edu.

B. Prizes & Gift Cards

Student organizations may not purchase gift cards or other cash prizes to be used as prizes at events. Additionally prizes must be properly documented and information about recipients including recipient's full name, Bentley ID, and email address must be document if the prize values over \$40 dollars. Students should also note that prizes accumulated over a fiscal year valuing \$600 or more is considered taxable by the Internal Revenue Service and students must file a 1099R form.

C. Fundraising & Gifts

Fundraising

Student organizations may fundraise in order to supplement their SAF allocation. Fundraising using food must comply with Bentley Dining policies. Funds generated from fundraising must be brought to Student Programs & Engagement to be deposited into the organization's account.

Fundraisers should not include prepaid Gift Card or cash prizes. Student organizations should refer to the Alcohol and Other Drug Policies when fundraising at an event with alcohol. In general, alcohol must not be the focus of or a prize associated with the fundraiser.

A raffle is defined as selling tickets or giving away for free a chance to win a prize for the purpose of raising organizational funds. It is strongly recommended that students organizations do not conduct raffles. If a student organization wishes to conduct a raffle they must obtained a license from the Commonwealth of Massachusetts. The organization must also file an annual report listing details of each raffle, file a tax return, and pay 5% of gross proceeds to the state lottery commission.

Please reference the Massachusetts Raffle Policy for these requirements:

<http://www.mass.gov/ago/doing-business-in-massachusetts/public-charities-or-not-for-profits/soliciting-funds/raffles-and-other-gaming-activity/faqs-about-nonprofit-gaming-events.html>

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter271/Section7A>

<http://www.mass.gov/ago/docs/regulations/940-cmr-12-00.pdf>

Fundraising for Non-Bentley Organizations

Organizations that wish to fundraise for non-Bentley organizations, such as charities, must abide by the Student Organization Fundraising Guidelines, outlined below:

- The organization must submit the Student Organization Fundraising Request Form to their respective Allocation & Internal Audit Committee Liaison. Attached to the Fundraising Request form will be the charity's 501(c)3 ST-2 form and their W9.
- The liaison will ensure that all the documentation is there, then forward the final version of the documents to the Fundraising Committee. The Fundraising Committee shall be a cross-functional committee comprised of a representative from AIA, SP&E, Financial Operations and Advancement, and will meet monthly to review applications. The committee will also convene as needed on a case-by-case basis.

- The Committee will then review the organization’s request and a decision to approve or deny the fundraising request will be made using the following criteria:
 - Recipients of funds raised must have a 501(c)3 designation
 - Recipients may not be politically-affiliated in nature or perception
 - Recipients may not be higher education institutions
 - Recipients will be reviewed for total annual contributions received
 - Recipients that will or may compromise the University’s existing contracts or other relationships will not be allowed
 - Recipients will be reviewed for potential related-party transaction issues
- If the committee approves the request they will email the approval with information regarding next steps with a CC: to the organization’s AIA Liaison and the AIA advisor.
- If the committee denies the request, they will email the denial (with requisite rationale) with a CC: to the organization’s AIA Liaison and Cluster Advisor.
- The Organization conducts the marketing for and execution of the fundraiser using only appropriate methods of collecting funds. Student Organizations must include explicit purpose for fundraising on marketing materials. Appropriate methods include: Cash/Check donations, and credit card sales from Bentley Community Engagement. Please note that Venmo or other payment apps are not university accepted methods of collection.
- Within 48 hours of the fundraiser, the organization must deposit all collected funds to the Business Center outside STU330. Upon depositing the funds, they must email the Chair of AIA a copy of the receipt, which will be provided by Business Center staff at time of deposit, showing the deposit and a completed check request form (not needing to include an invoice or the W9 because it is already on file).
- The AIA Chair will then email the requested donation to Accounts Payable with the original approval document from the committee to process and record in the Donation Log.

Gifts

Student organizations may receive money contributed as a gift. It is essential that these gifts are managed by the Development Office so they may be tracked and deposited appropriately for the student organization.

In order to make a tax deductible gift to a student organization, the gift must be sent to:

*Bentley University
University Advancement
175 Forest Street
Waltham, MA 02452-4705*

Checks must be payable to Bentley University. The payee should include a note or state in memo section of check the name of the organization for which the gift is given.

Gifts may also be given over the phone or online using the information below. Again, it is important to note the student organization as the gift intended designation:

- Via credit card over the phone: 1.800.532.6853
- Online at www.bentley.edu/givingform

D. Alumni Relations

Student organizations are encouraged to connect with alumni of their organizations and Bentley as a whole for a variety of purposes. Alumni often serve as great mentors, networking assets, and may be available for speaking opportunities connected to your organization. Alumni & Family Engagement is a great resource in facilitating relationships with alumni.

E. Master Contracts

Bentley University's Purchasing, Administrative, and Campus Services department offers a directory of campus-wide contracts and preferred vendors for a variety of products and services. Bentley student organizations are required to purchase goods and services through master contract vendors, rather than using other vendors. Preferred vendors are those that Purchasing recommends for use but does not require. The directory provides information on master contracts with bus companies, promotional product vendors, and trophy companies, among other goods or services that organizations may purchase (<http://www.bentley.edu/offices/purchasing/master-contracts>).

X. Communication Policies

A. Posting Policy

The Posting Policy is designed to allow the Bentley University community to post materials on campus in a manner that is consistent with the mission and the values of the university.

*Poster policy is subject to change. Please check BentleySPEak.com for the most updated version of the policy.

Poster Content

- A. The name of the sponsoring organization or individual, event name, date, time, location, and other event details must appear clearly on all materials to be posted. If the organization is a pending student organization seeking recognition by SGA, the poster must clearly indicate "Pending Organization."
- B. All materials that do not name the sponsoring organization or individual (i.e. teasers) must register with Student Programs & Engagement.
- C. All events sponsored by student organizations that are funded by the Student Activity Fee, must clearly state on all materials "Funded in part by the Student Activity Fee."
- D. All materials must contain accurate spelling, grammar, and event information before being approved.
- E. Any reference to the availability of alcohol at an event must be consistent with the Alcohol & Other Drug Policy found in the Student Handbook. Explicitly, this means that items for posting:
 1. Must contain language that states alcohol service will be provided only to individuals who are 21 or old and have valid ID.

2. Must not state or imply that alcohol is the major focus of the program. (Exceptions to this policy will be made for programs educating the community on alcohol use or abuse.)
3. Cannot contain terms or phrases, such as “Happy Hour,” “Open Bar,” “Bar Trips,” “All you can drink” or any other similar term or phrase.
4. Must not state or imply the quantity of alcohol that will be available at the event.
- F. Materials found in violation of the anti-discrimination policy may not be approved. Final discretionary judgment will rest with Student Programs & Engagement and/or the Residential Center.
- G. The Assistant Director, Student Programs & Engagement, must approve any non-paper material prior to posting.

Poster Approval

- A. All posters, flyers, and banners to be hung on campus must be approved and stamped by a staff member in Student Programs & Engagement (for the Student Center and other non-residential buildings) or the Residential Center (residence halls).
- B. For “professionally produced posters” there will be an electronic version of the Campus Posting Policy approval stamp to be incorporated in the design of the poster. Otherwise, the poster must be stamped individually if not professionally preprinted. You may apply for this use of the electronic approval stamp by contacting Student Programs & Engagement (GA_SPE@bentley.edu) or by visiting the Business Center.

How to Post

- A. Student organizations or individuals may post an unlimited number of small, approved posters, flyers, sandwich boards, tarps or banners on the campus per event, activity or candidate for student office.
- B. Approved tarps, posters, flyers, banners, should be posted for no longer than 2 (two) weeks. Special arrangements may be made with the Assistant Director, Student Programs & Engagement.
- C. Blue painter’s tape is the only tape usable on all surfaces deemed appropriate for posting. Duct tape may be used only on outdoor brick.
- D. Glue (aerosol or other), scotch tape, and any permanent adhesives are not to be used to post anywhere on campus property.
- E. Approved materials must be secured well to disallow any possibility of loose ends blowing in the wind, causing damage or endangering others.
- F. Screens may not be removed to post any approved materials.

Where to Post

- A. All approved materials must be placed on brick surfaces or bulletin boards.
- B. Approved posters, flyers and banners can be posted on the Student Center’s exterior.
- C. Approved posters, flyers and banners can be posted on the exterior of Residence halls only within 5 feet of the Residence Hall entrances.
- D. Buildings with exterior covered porches can have approved posters, flyers and banners posted under the porch roof (this includes inside of porch columns but not outside arch walls).
- E. Chalk is allowed to be placed on sidewalks only.
- F. Decorative balloons may be used on campus inside certain buildings, but the ribbon and balloons must be removed the following day.

- G. After Registering, tarps are allowed to be posted on Quad walls, the outside brick wall of the west staircase of Smith in Lot #14, and the outside brick wall between Lindsay Hall, Smith Academic Technology Center in Lot #14.
- H. Exception to painted surfaces restriction: Approved posters, flyers, and banners may be posted on painted concrete block in the residence halls.
- I. All table tent advertisements do not need to be stamped for distribution in LaCava Lower Café or the Student Center 921 Dining Room. These table tents must be approved by the Office of Student Programs & Engagement. Bentley Dining manages the schedule for posting approved table tent advertisements.

Where Not to Post

- A. Approved posters, flyers and banners cannot be posted on the exterior of Bentley University buildings (for exceptions, see B, C and D in “Where to Post”) or the pedestrian bridge.
- B. Approved posters, flyers and banners cannot be taped or secured to glass, wallpaper, painted surfaces, screens, and fire exit doors.
- C. Approved posters, flyers, and banners cannot be posted on the exterior or interior of the Bentley University Library.
- D. Approved materials are not allowed to be placed on cars, under doors, on the ground (sidewalks, roadways, grass, etc.) or in any location that may cause a safety, fire or litter problem.
- E. Approved materials are not allowed to be placed on the permanent Bentley University directional, entrance, electronic signs, lampposts, or traffic signs.
- F. Approved materials must be placed over surfaces that are completely solid. They may not cover any doorways, archways, windows, peepholes, heaters, or air vents.
- G. Messages made from using only tape (i.e. words spelled out using tape) are not allowed on any surface other than on a banner backing.
- H. No portion of any approved posters, flyers and banners (including fastening materials) shall be higher than 20 feet above the ground. All materials to be posted above what one could reasonably reach by standing on the ground must be hung by Facilities. Facilities will hang items free of charge.
- I. Approved materials may not be secured in any fashion to any of the trees, bushes, shrubs, flowers or other living landscapes on the campus due to the potential of damage to these items.
- J. LaCava Executive Dining Room specifics: Approved materials hung from the balconies in the Upper Cafeteria must be secured using a soft rope to the railings ONLY.
- K. LaCava Executive Dining Room specifics: Decorations may be placed on brick surfaces during events, hung in accordance with the “How to Post” section of this policy.
- L. Any additional décor requests require a minimum 48 hour advance notice to Student Programs & Engagement (STU 330).
- M. Spray paint in any form is not allowed to be used on any indoor or outdoor surface.

Commercial Postings

- A. Definition: any individual, group or company offering a product or service not directly funded or sponsored by a Bentley University department or student organization.
- B. Postings are allowed only on bulletin boards with green signs that indicate for “All Postings”.
- C. Posting for available rentals, roommates wanted, items for sale, trips and commercial advertisements will be restricted to bulletin boards intending for all postings on campus with the exception of commercial advertisements who are endorsed by a student organization. Items will not be stamped unless the name

of the contact person and their phone number from the sponsoring student organization endorsing them appear on the poster or flyer.

- D. Failure to comply with the posting policy may result in either or both of the following:
1. Financial charges equivalent to (1) property damage and/or (2) a minimum of one hour of Physical Plant's labor (for removal of illegally posted materials).
 2. "Private property "trespass" charges.

Electronic Posting

Posters and flyers sent via electronic mail and/or posted on social media or other digital platforms must adhere to the University's Posting Policy, Computer Ethics Policy (<https://www.bentley.edu/offices/it/policies-all/computing-and-network-policy>).

Poster Removal

- A. Sponsoring organizations and individuals are responsible for removing all postings within 2 (two) days after the event.
- B. The sponsoring organization or individual must remove all damaged, unsecured or faded approved materials within 24 hours of notification by Student Programs & Engagement and/or the Residential Center.

Failure to Comply

- A. Failure to comply with any of the guidelines may result in: (1) Loss of scheduling campus facility privileges for up to one semester. Final decisions regarding posting policy issues rest with the administrative staff of Student Programs & Engagement, and/or (2) loss of posting privileges on campus.
- B. Any person or group in violation of the posting policy may be referred to University Conduct System.

B. Organization Group Accounts (GAs) & Shared Mailbox Accounts (SMs)

Each recognized undergraduate student organization has access to an organization Group Account (GA) or Shared Mailbox Account (SM). Access to organization GAs/SMs is managed by Miriam Acajabon, Administrative Assistant, Student Programs & Engagement (macajabon@bentley.edu). Each organization is allowed three users from their organization to have access to the GA/SM.

To access your GA account (provided you have been given access):

1. Contact Miriam Acajabon, Administrative Assistant in SP&E, to require access to the account. Once your access has been confirmed, follow the steps below.
2. Open an internet browser and type Portal.office.com
3. Click on the Outlook icon
4. On the left hand side you are going to see your name (Last Name, First Name) above your Inbox. Right click on your name.
5. Click Add Shared Folder
6. A dialog box opens up
7. Type your GA account name (i.e. GA_AIA@bentley.edu) then click ADD

Organizations are expected to monitor and utilize their GA regularly, as this is the primary form of communication with student organizations used by Student Programs & Engagement and other University departments. Both individual users of the GA and the student organization as a whole are responsible for use of the account. Timeliness, professionalism, and attention to detail are essential to effective use of an organization GA. Organizations should be aware of the All Student Email Policy found in Section C below, the [University's Acceptable Use Policy](#) and [Electronic Mail Policy](#).

C. All Student Email Policy

Student organizations have the opportunity to have certain, specific email messages sent to all undergraduate students. These emails may not be sent by students; they must first be approved by Student Programs & Engagement and then will be sent by a staff member on behalf of the organization. Student organizations who wish to send an all student email must submit a draft of that email via the Student Organization Advising Request Form no later than one week in advance of the desired date for sending the email.

Each recognized student organization is eligible to send one all student email per semester. Emails should meet the below criteria:

- It relates to your organization's mission
- It abides by the University Posting Policy
- It does not violate any other University policies
- It is clear that email is not your sole form of marketing for your program or initiative
- The program or initiative is an opportunity that is open to all Bentley undergraduate students

Once an organization has sent their one all student email within a semester, there is no guarantee that the organization will be approved for any additional all student emails.

Beyond each organization's one email per semester, the following email types qualify as eligible to be considered for approval as an additional all student email:

1. Student Government Association and Allocation and Internal Audit Committee announcements.
2. Emails that advertise events/programs that are able to accommodate the participation of at least 1,000 undergraduate students.

The following email types are not eligible for an additional all student email, but may be approved as an organization's "one-per-semester" email:

1. Fundraising events or initiatives.
2. Recruitment messages or general body meeting announcements.
3. Programs that are already advertised via email.

Student Programs & Engagement reserves the right to not approve any proposed all-student email based on other emails that may be going out to students within the same time frame. Student Programs & Engagement may suggest alternative dates to send your email.

Email sent to a subset of entire student population (e.g. Senior Class) will be reviewed and approved on a case-by-case basis as determined by SP&E.

D. Social Media Policy

Social media is an effective method of expanding your student organization's reach on campus. Social media marketing, when done well, can help make your advertisement efforts more innovative, interactive, and personal. It is recommended that student organizations designate an appropriate member of their organization, preferably a marketing officer, to be the primary manager of the student organization's social media accounts. This will ensure consistent content creation from your accounts and help to keep accounts secure.

When developing content for social media, managers of social media accounts should be mindful of Bentley's Guidelines for Social Media Managers (<https://www.bentley.edu/offices/agency/tips-social-media-managers>). Student organizations are encouraged to Like, Follow, and Tag other Bentley social media accounts when appropriate.

E. CampusGroups

Use of CampusGroups

CampusGroups is intended to be used for student organization management and programming. By using CampusGroups, students agree to adhere to the University policies outlined in the Student Handbook and the student organization policies outlined in the Student Organization Guidebook while using the CampusGroups platform. Violations of University policy, Student Organization Guidebook policy, or misuse of the CampusGroups determined by Student Programs & Engagement will result in the appropriate conduct process.

Updating Personal Information

If users would like to change their personal information that is reflected on CampusGroups, they should update their information in WorkDay, or by contacting the Registrar's office. This will allow CampusGroups to reflect the most accurate user information. The one exception to this rule will be user's personal phone numbers. Users may update their personal phone numbers directly on CampusGroups if they choose to do so.

Updating Group Membership Status

When users wish to change their membership status with any of the groups they are a part of on CampusGroups, they must contact an officer of that group who will then update your membership status as needed. Updates to membership status include change of officer/executive board member title, membership end date, and removal of membership.

Updating Group Information

If groups would like to update their name, mission, category, constitution, etc., group officers should contact the Assistant Director of Student Programs & Engagement to do so. Please reach out to Riley Fickett at rfickett@bentley.edu and indicate what your group would like to update on their page.

Sensitive Information

Users cannot collect or store sensitive information on CampusGroups. By using CampusGroups, individuals agree that they will not collect, upload, or store sensitive information through CampusGroups. This applies to the following types of information:

- Social Security Numbers and other personal tax information
- Grade reports and other personal academic information
- Judicial and conduct records
- Health and medical records

Event Publication on CampusGroups

Events and meeting that are published on CampusGroups must have the proper approval by Student Programs & Engagement and the Cooperative Programming Board, and must adhere to all University policies related to events. If you have any questions on event policies, please contact Program Coordinator for Student Involvement, Alexa Erb, at aerb@bentley.edu.

F. HYPE Resources for Student Organizations

What is HYPE?

The HYPE Team is the student-run marketing team supervised by the SP&E Office. The team is responsible for brand and event marketing for SP&E. In addition, we aim to serve Student Organizations to increase student engagement and event attendance for the 100+ organizations.

Mission

HYPE articulates SP&E's mission and encourages student engagement in departmental programs and student organizations through a variety of relevant mediums that build participation, community, and spirit on campus. HYPE generates anticipation before, connection during, and reflection after SP&E programs -- producing a cohesive student engagement experience.

The goal with Student Organizations is help share HYPE's marketing expertise, utilize HYPE's mediums, and a variety of resources and services to help increase student organization involvement.

Student Organization Services

HYPE Services include:

- Event Photography and "Live" Social Media Coverage
- Social Media Sharing
- Monthly SP&E Programming Calendar
- Event and Organization Highlight Articles on BentleySPEak.com
- Visual/Graphic Design Assistance*
- Consultation Meetings

*Student Organizations are allowed ONE Visual/Graphic Design request per semester. This can include a poster/flyer design, organization or event logo, branding material, shirt design, etc.

Requesting HYPE Services

Student organizations are required to submit their events to our Event Submission, providing us event information and marketing materials requested. Submissions should at the latest be submitted THREE weeks in advance and FOUR weeks for graphic design requests. This is the primary resource for informing HYPE of events.

Event Submission Form: <http://www.bentleyspeak.com/hypeservices>

Learn More About HYPE

To learn more about HYPE, who they are, and what we have worked on, visit <http://www.bentleyspeak.com/hypeservices> and BentleySPEak.com/the-hype-team.

Contacting HYPE

If you have any questions or what to set up a meeting to discuss a major event, email us at GA_HYPE@bentley.edu or Direct Message on Instagram at @bentley_spe.

Stay Up To Date

Follow our Social Media @bentley_spe on Instagram, Snapchat, and Facebook to stay informed on campus about other organization events.

X. Conduct Policies

A. Student Organization Conduct Statement

Recognized undergraduate student organizations should be familiar with the Student Handbook and University policies related to student organizations. Organizations are responsible, both on the organization and individual levels, for educating their members on, and abiding by, University policies. Organizations that violate policies may result in consequences incurred by the organization, including official de-recognition of the organization, and/or referral of individual students or the organization to the Office of Student Conduct and Development. Please refer to the Student Handbook here:

<https://www.bentley.edu/offices/registrar/student-catalogues>

B. Non-Discrimination Statement

In the spirit of Bentley's Equal Employment Opportunity and Nondiscrimination Policy, participation in recognized undergraduate student organizations and their activities is open to all undergraduate students regardless of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Student organizations may develop restrictive membership policies that align with this statement; however, those membership policies must be written into organization constitutions and approved by the Organization Management Committee during the organization's official recognition process or by Student Programs & Engagement for updates following recognition.

Please refer to Bentley University's full Nondiscrimination Policy found here:

<http://www.bentley.edu/offices/human-resources/equal-employment-opportunity-and-nondiscrimination-policy>

C. Anti-Hazing Statement

Student organizations and their executive boards must ensure organization compliance with the Bentley University hazing policy when recruiting and managing organization membership. Student organization presidents must complete an Anti-Hazing agreement on behalf of their organizations each year.

Please refer to the Bentley University Hazing Policy in the Student Handbook:

<https://www.bentley.edu/offices/registrar/student-catalogues>

D. FERPA Statement

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student educational records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.
- Generally, student organizations should not be requesting any information beyond a student's Name and Bentley Email. Please contact Student Programs & Engagement for guidance on record-keeping or if you have concerns about the privacy of your personal information related to your organizational involvement.

Oftentimes, student organization members need to provide personal information (such as student identification number, gender, etc.) to their organization's executive board and/or Student Programs & Engagement staff. Commonly, this includes participants providing their Bentley ID when completing a liability and indemnity waiver. In accordance with our FERPA Policy, student organization members should take care to protect students' Bentley IDs and other non-directory information (information that someone would not be able to find in the Directory). Other examples of non-directory information which should be kept private are:

- Social Security Number;
- Race, ethnicity, and/or nationality;
- Transcripts, GPAs, or grade reports.

Please refer to Bentley University's full FERPA Policy found here: <https://www.bentley.edu/offices/student-affairs/ferpa>

XII. Elections Policies

A. Organizations, Positions, and Qualifications

Student Government Association (SGA)

SGA serves as the governing body for all undergraduate students of Bentley University. SGA serves the University by voicing student opinion, providing a forum in which student can engage in discussion and upholding Bentley traditions to enhance the quality of life on the Bentley campus.

Candidates must be a full-time undergraduate student for their entire term. A student should not be a candidate for a SGA position if outside commitments would prevent him/her from attending mandatory weekly SGA General Board meetings held each Tuesday and Thursday from 5:00 – 6:15pm. The President, Executive Vice President, and Executive of Internal Affairs must all have previously served at least two consecutive semesters within SGA. Available positions include:

- One (1) President
- One (1) Executive Vice President
- One (1) Executive of Internal Affairs
- One (1) Chair of the Organization Management Committee
- Twenty-Two (22) Senators

Allocation and Internal Audit Committee (AIA)

AIA is a group of 11 students responsible for distributing the Student Activity Fee (SAF) and ensuring proper use of allocated funds by student organizations.

AIA meetings take place Thursdays from 5:00- 7:00pm in the Student Center. Candidates must be a full-time undergraduate student for their entire term. A student cannot be a candidate for an AIA position if outside commitments would prevent them from attending mandatory weekly AIA meetings. Members of AIA cannot concurrently serve as treasurer for any student organization. Additionally, Candidates for AIA Chair may not be concurrently serving as President of a recognized student organization which receives money from the student activity fee. Available positions include:

- One (1) Chair
- One (1) Vice-Chair
- One (1) Secretary
- One (1) Account Manager
- Seven (7) Allocation Liaisons

Per the constitution of AIA, the Chair, Vice-Chair, Secretary, and Account Manager positions are selected internally from previously elected Allocation Liaisons, and have to have served on AIA for a minimum of one (1) semester.

Class Cabinets

The mission of the Class Cabinets is to enhance the life of all members of the Bentley community. We support our classes through various events; social, informative, or academic in nature, which are aimed to offer information and nurture involvement at Bentley.

To be eligible to run for a class cabinet position, a candidate must be of the same class code as the cabinet they are running for. Each individual Class Cabinet shall consist of a President, Vice President, Treasurer, Secretary, Communications Chair, Events Chair, and Marketing Chair. The candidate for class cabinet who receives the most votes in the election will be eligible to select a designated office on the cabinet. Cabinet members are unable to study abroad during their time in office. The cabinets meet weekly during a designated time chosen by the cabinet and the advisor.

- Seven (7) Freshman Class Cabinet Members
- Seven (7) Sophomore Class Cabinet Members
- Seven (7) Junior Class Cabinet Member
- Seven (7) Senior Class Cabinet Members

B. General Qualifications

Qualifications for All Positions

- In order to be eligible for a position, a candidate must be enrolled as an undergraduate student of Bentley University, uphold a cumulative 2.5 GPA, not be on academic probation, be in good judicial standing expect to graduate no sooner than Fall 2019.

Term Length

- **All candidates planning on running for a position will be forfeiting their right to study abroad during their term.** (This only applies to candidates who win their election and it does not apply to SGA Senators. Also, candidates for AIA liaison positions can study abroad in the Spring but not the Fall).
- Should, after candidate registration closes, there be insufficient candidates to fill all available elected positions within an organization, the Elections Committee may work with the respective organization to take necessary action to solicit additional candidates prior to the start of the Preliminary Campaign in a way that both organizations (the Committee and organization in question) find agreeable.

Multiple Positions

- A candidate may elect to run for multiple positions within one organization; however, candidates are limited to running for only one executive position and one senator or general board member position within an organization. Additionally, the candidate must complete all requirements for each position, including multiple statements of candidacy and separate signature requirements reflecting distinct student names. Candidates running for multiple positions must indicate preference for which position they would accept should they win elections for both positions; this preference will be submitted during the registration process and can be changed no later than the deadline stated in Election Timeline.

Students Running While Studying Abroad

- Students studying abroad in the Spring semester may apply to become candidates for positions that will begin in the following academic year. These students may select one (1) student to be their on-campus proxy who will be able to campaign, collect signatures, and engage with the elections committee on behalf of the candidate. This on-campus proxy must attend one of the mandatory information sessions, meet all GPA, academic, and judicial qualifications, and must be indicated on the candidate's online registration form in order to be considered an official on-campus proxy.

C. Rules of Candidacy

Support for Candidacy

- **Required Signatures:** All applicants must acquire printed names and signatures from a specific number of enrolled undergraduate Bentley University student in the preliminary campaign in order to be formally recognized as an eligible candidate.
 - **Candidates for president or chair positions within SGA and AIA must obtain 200 signatures.**
 - **All other candidates** (for SGA executive vice president, executive of internal affairs, and senator; AIA liaison; ABA vice chair and recognition board member; and Class Cabinet candidates) **must obtain 100 signatures.**
 - Class Cabinet candidates must obtain 100 current undergraduate Bentley University student votes FROM THEIR **SAME CLASS CODE** in order to be eligible to run.
 - Candidates who wish to run for multiple positions must obtain separate sets of signatures for each position they are running for, and may not have the same students sign multiple sets of petitions.
- **Tabling:** Candidates are encouraged to table outside of the 921 or anywhere in the Student Center to promote their candidacy and/or collect required signatures. Candidates should contact Student Programs & Engagement (GA_SPE@bentley.edu) no later than one week in advance to set up tabling. For tabling in other spaces on campus please contact Conference Services at ga_mcsinfo@bentley.edu.

Registration and Notification

- **Attendance at one of the informational meetings is required to complete the registration form.** Please see Election Timeline for dates. Registration Forms submitted prior to the opening of candidate registration will not be accepted. If you cannot make a meeting time, you must contact Riley Fickett at rfickett@bentley.edu to set up an individual meeting by the deadline to do so.
- Registration must be completed online by completing the form emailed to you directly. Registration includes indicating the position(s) you are running for, permission for Student Programs & Engagement to conduct a student academic and judicial records check, and a statement of candidacy (250 word max).
- **No registration forms will be considered after the registration deadline stated in the Election Timeline.**
- Notification of acceptance as an eligible candidate will be done via email to candidates.

Campaign Policies

- Only approved candidates are allowed to campaign.
- Campaigning materials may not be posted prior to **Preliminary Campaign & Campaign start dates.**
- Campaigning will be held in accordance with the dates outlined in the Election Timeline.

- Candidates are expected to adhere strictly to guidelines of this packet and maintain good sportsmanship throughout the election. There will be no derogatory reference to opponents or any other individuals in any campaign materials.
- Candidates are required to make sure that all information in their posters and advertisements is factual and not offensive to the Bentley community.
- All rules regarding the proper use of electronic distribution lists also apply, and candidates are not allowed to use distribution lists they may have from a job, organization, etc. for the purpose of soliciting votes.
- All campaign advertising must be in agreement with the Bentley Posting Policy, which is attached to the end of this packet. Candidates are also responsible for taking down their posters as soon as possible after the conclusion of elections.
- Candidates must comply with all Elections Packet policies, the SP&E Student Organization Guidebook, and the Bentley Student Handbook.

Infractions

- Infractions include any violations of the Student Leader Elections Packet, the SP&E Student Organization Guidebook, or the Bentley Student Handbook.
- Infractions will be assessed by the Elections Committee according to the Student Leader Elections Packet, the SP&E Student Organization Guidebook, or the Bentley Student Handbook.

How to Lodge a Complaint

- Complaints must be made via e-mail to the Assistant Director of Student Programs & Engagement. Statements must be signed with the name(s) and e-mail address(es) of the person(s) registering the complaint. Anonymous complaints will not be given consideration. The Assistant Director will forward complaints exactly as received to the committee.
- Your complaint must include a reference to the rule or rules that you allege were violated and a detailed description of the alleged behavior that may have violated them.
- You will receive a confirmation email within 48 hours (discounting weekends) from the Elections Committee.
- Complaints are confidential until the Elections Committee publishes them. You may confer privately with others but it is your responsibility to ensure that they are not publicized early.
- The Elections Committee may also inform you that your complaint does not appear to describe a rules violation, though you may choose to press the complaint anyway and attempt to convince the committee otherwise.
- You will be notified once a hearing has been scheduled should you wish to attend.
- If you have any documentary evidence, please submit it at least one day in advance of the hearing.
- Once the complaint has been decided upon, you will receive another email from the Elections Committee with the verdict.

If a complaint is lodged against you:

- If a complaint is filed against you, you will receive an email from the Elections Committee.
- You do not have a right to know the identity of the complainant(s).

- You have 24 hours to respond to the complaint so that the Elections Committee may consider it at its next meeting.
- Complaints are confidential until the Elections Committee publishes them. You may confer privately with others, but it is your responsibility to ensure that they are not publicized early.
- You will be notified if/when the Elections Committee schedules a hearing should you wish to attend.
- When a verdict has been reached, you will receive another email from the Elections Committee with the decision and an outline of disciplinary actions, if applicable.
- If you wish to appeal your case, you may respond by e-mail to the Elections Committee with any new details, not mentioned before, that you feel may have affected the outcome of the decision had they been disclosed. However, as the Elections Committee is the only body to handle these complaints, please be aware that, unless significant new evidence surfaces, our decisions are final.

D. Elections Committee

The Elections Committee is comprised of outgoing members of organizations involved in elections, who are not seeking election for position. The Committee is convened by the Assistant Director of Student Programs & Engagement prior to the start of the Elections process. The Elections Committee has the authority to:

- Make recommendations regarding revisions to the Elections Packet and policies contained therein
- Represent their respective organizations' interests in the Elections process
- Develop and implement Elections programming to encourage student involvement in the process, such as election events, marketing initiatives, and attendance at information sessions
- Meet as needed throughout the Elections process
- Serve as a forum for filing election complaints, deciding elections disputes, and imposing election sanctions for candidate violations of election policies as necessary, up to and including disqualification of a candidate.

XII. Appendix

A. List of Recognized Student Organizations & Group Accounts

Adamian Law Club ga_alc@bentley.edu
Africana Student Association ga_asa@bentley.edu
Allocation & Internal Audit (AIA) ga_aia@bentley.edu
Alpha Epsilon Pi ga_alphaepsilonpi@bentley.edu
Alpha Gamma Pi ga_alphagammapi@bentley.edu
Alpha Kappa Psi (AKPsi) ga_akpsi@bentley.edu
Alpha Phi ga_alphaphi@bentley.edu
Alpha Phi Omega ga_alphaphiomega@bentley.edu
Alpha Psi Omega (APO) ga_apo@bentley.edu
Armenian Student Association
Association of Latino Professionals in Finance & Accounting (ALPFA) ga_alpfa@bentley.edu
BEAR Outdoors Club ga_bear@bentley.edu
Bentley Asian Students' Association (BASA) ga_basa@bentley.edu
Bentley Association of Board & Tabletop Gaming SM_BABT@bentley.edu
Bentley Association of Chinese Students (BACS) ga_bentley_association_of_chinese_students@bentley.edu
Bentley Ballroom Dance Team ga_ballroomdance@bentley.edu
Bentley Catholic Association GA_catholic@bentley.edu
Bentley Chamber Orchestra ga_orchestra@bentley.edu
Bentley Club Hockey ga_clubhockey@bentley.edu
Bentley Consulting Group ga_bcg@bentley.edu
Bentley Dance Team ga_danceteam@bentley.edu
Bentley Democrats ga_bentley_democrats@bentley.edu
Bentley Entrepreneur Society (BES) ga_bes@bentley.edu
Bentley Equestrian Team ga_equestrian@bentley.edu
Bentley Falcon Cheerleaders ga_bentley_cheerleaders@bentley.edu
Bentley Film Company ga_bentley_film_club@bentley.edu
Bentley Indonesian Student Association ga_bisa@bentley.edu
Bentley Interfraternity Council (IFC) ga_interfraternitycouncil@bentley.edu
Bentley Investment Group (BIG) ga_big@bentley.edu
Bentley Islamic Community ga_bic@bentley.edu
Bentley Leadership Society (BLS) ga_bls@bentley.edu
Bentley Marketing Association (BMA) ga_bma@bentley.edu
Bentley Microfinance Group ga_microfinance@bentley.edu
Bentley Non-Profit Society ga_nps@bentley.edu
Bentley Open Market Committee SM_BOMC@bentley.edu

Bentley Panhellenic Council ga_PanhellenicCouncil@bentley.edu
Bentley Racquet Sports Club SM_BRSC@bentley.edu
Bentley Real Estate Group ga_breg@bentley.edu
Bentley Republicans ga_bentley_republicans@bentley.edu
Bentley Speech & Debate Society ga_bsds@bentley.edu
Bentley Student Gaming Organization (BSGO) ga_bsgo@bentley.edu
Bentley Triathlon ga_bentleytriathlon@bentley.edu
Bentley Wall Street Club ga_BWS@bentley.edu
Bentley Women's Network ga_ellevate@bentley.edu
Best Buddies International ga_best_buddies@bentley.edu
Beta Alpha Psi (BAP) ga_betaalphapsi@bentley.edu
Black United Body (BUB) ga_bub@bentley.edu
Brazilian Student Association GA_BSS@bentley.edu
Campus Activities Board (CAB) ga_cab@bentley.edu
Cape Verdean Student Association (CVSA) ga_cvsa@bentley.edu
Captains of Capital SM_Captains_of_Capital@bentley.edu
Car Club SM_Car_Club@bentley.edu
Caribbean Ancestry Student Association ga_casa@bentley.edu
Chinese Young Professionals Association SM_CYPA@bentley.edu
Circle K ga_circle_k@bentley.edu
Club Volleyball GA_ClubVolleyball@bentley.edu
College Kindness ga_collegekindness@bentley.edu
Colleges Against Cancer ga_colleges_against_cancer@bentley.edu
CRAZE ga_craze@bentley.edu
Cru Bentley ga_crubentley@bentley.edu
Culinary Arts Society ga_cas@bentley.edu
Delta Kappa Epsilon ga_deltakappaepsilon@bentley.edu
Delta Sigma Pi (DSP) ga_dsp@bentley.edu
Freshman Class Cabinet ga_freshman_class_cabinet@bentley.edu
Future Business Leaders of America ga_fbla@bentley.edu
Gamma Iota Sigma SM_GammalotaSigma@bentley.edu
Gamma Phi Beta ga_gammaphibeta@bentley.edu
Greek Activities Council ga_greek_activities_council@bentley.edu
Habitat for Humanity ga_habitat@bentley.edu
HerCampus ga_hercampus@bentley.edu
Hillel ga_hillel@bentley.edu
Information Systems Audit Control Association GA_ISACA@bentley.edu
International Student Association (ISA) ga_isa@bentley.edu
Jazz Band ga_jazzband@bentley.edu
Junior Class Cabinet ga_junior_class_cabinet@bentley.edu
Kappa Delta ga_kappa_delta@bentley.edu

Kappa Sigma ga_kappa_sigma@bentley.edu
Korean Students Association (KSA) ga_ksa@bentley.edu
Kosmos K-Pop Dance Team SM_Kosmos@bentley.edu
La Cultura Latina (LCL) ga_lcl@bentley.edu
La Societa Italiana di Bentley (SIBC) ga_sibc@bentley.edu
Literary Society ga_LiterarySociety@bentley.edu
Mathematical Sciences Club (Math Club) ga_mathematical_sciences_club@bentley.edu
Men's Rugby ga_mens_rugby@bentley.edu
Men's Ultimate Society ga_BUS@bentley.edu
Model UN ga_bentleymun@bentley.edu
Momentum ga_momentum@bentley.edu
National Association of Black Accountants (NABA) ga_naba@bentley.edu
Noise Slam Poetry Team ga_slampoetry@bentley.edu
Off the Clock ga_otc@bentley.edu
People Respecting Individuality & Diversity through Education (PRIDE) ga_PRIDE@bentley.edu
Phi Sigma Sigma ga_phisigmasigma@bentley.edu
Programming Club ga_programmingclub@bentley.edu
Project CI ga_projectci@bentley.edu
Senior Class Cabinet ga_senior_class_cabinet@bentley.edu
Sigma Chi ga_sigmachi@bentley.edu
Sigma Gamma Delta ga_sigma_gamma_delta@bentley.edu
Sigma Pi ga_sigmapi@bentley.edu
Ski/Snowboard Club ga_skiclub@bentley.edu
Sophomore Class Cabinet ga_sophomore_class_cabinet@bentley.edu
South Asian Student Association (SASA) ga_sasa@bentley.edu
Spikeball Club SM_Spikeball@bentley.edu
Students Advocating Gender Equality ga_SAGE@bentley.edu
Student Government Association (SGA) ga_sga@bentley.edu
Students for Sustainable Business ga_ssb@bentley.edu
Sustainable Investing Group SM_ESG@bentley.edu
Tamid ga_tamid@bentley.edu
The Vanguard ga_vanguard@bentley.edu
Vietnamese Student Association GA_VSA@bentley.edu
WBTY Radio ga_wbty@bentley.edu
Women's Ice Hockey ga_womensicehockey@bentley.edu
Women's Rugby ga_womens_rugby@bentley.edu
Women's Ultimate Society (Frisbee) ga_wobus@bentley.edu