

BENTLEY



Student Organization Guidebook

Bentley University

2021-2022

Updated September 3, 2021

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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

CampusGroups: https://bentley.campusgroups.com/feeds?type=club&type_id=37267&tab=home

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/UCrhVwlxg6F4d_e3Zw8AcTgg

Primary Contact for Student Organizations

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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.

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

Policies in this Guidebook are subject to change based on University and local guidance in response to the ever-changing nature of the COVID-19 pandemic. Should policies change to accommodate for COVID-19 safety, Student Programs & Engagement will communicate the policy change to organization officers as soon as possible. For any questions, please contact Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu.

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 regularly, for both Executive Boards and general members, to Student Programs & Engagement by keeping the organization's rosters up to date on CampusGroups. Accurate membership information listed on CampusGroups is required in order to maintain Active Organization status. The members listed on your CampusGroups roster should be reflective of your organization's definition of an active member as outlined in your organization's constitution. Organizations should not add students to their CampusGroups membership that do not meet the organization's definition of an active member.

CampusGroups Contacts

CampusGroups users may be internally listed as Contacts of organizations they interact with on the platform. For example, users who register for an organization's event – regardless of membership status -- on CampusGroups will be listed as a Contact for the group. The Contact list of an organization can only be seen by organization officers and does not mean that user is a member of the group. It is important for organization officers to be mindful of when it is appropriate to list a user as a member, or when they should remain a contact. For guidance, please reference the "Reporting Membership" section above, or contact Riley Fickett, Assistant Director of Student Programs and Engagement, at rfickett@bentley.edu.

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: Riley Fickett
- **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: Riley Fickett
- **Arts & Recreation:** Organizations tied to specific extracurricular hobbies and interests
 - SP&E Advisor: Riley Fickett

- **Club Sports:** Athletic teams that compete in intercollegiate competition
 - The department of Athletics is the manager of these organizations, and all operations and questions related to Club Sports should be address with Athletics.
- **Fraternity & Sorority Life:** National Panhellenic Council and Interfraternity Council organizations and the associated governing bodies
 - SP&E Advisor: Matt Galewski & Alexa Erb
- **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: Riley Fickett
 - SGA: Matt Galewski
 - AIA: Riley Fickett
 - Organization Management Committee: Riley Fickett
 - Senior Class Cabinet: Michelle Dabenigno
 - 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_SGA@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_SGA@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.

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.

Professional, academic, or service-affiliated Greek letter organizations are approved through the Organization Recognition Process managed by the Student Government Association.

Culturally-based social fraternities and sororities (typically those that do not fall exclusively within the purview of the North-American Interfraternity Conference (NIC) or National Panhellenic Conference (NPC), and are instead or additionally affiliated with one of National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), National Asian Pacific Islander American Panhellenic Association (NAPA), will utilize expansion process outlined below (Culturally-Based Chapter Expansion Requests).

Culturally-Based Chapter Expansion Requests

Starting Campus-Based Chapters for Groups Affiliated with the National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), or National Asian Pacific Islander American Panhellenic Association (NAPA)

A request for the university to consider the establishment of a new culturally-based social fraternity or sorority may be initiated by a group of interested students or the national office (the “petitioning group”). Either party may submit the request to the Office of Student Programs & Engagement in writing and must include the following information:

- An explanation of the intent of the organization and its interest in establishing a chapter at Bentley University.
- Confirmation from the national organization of its knowledge of the interest group and the support the national organization will provide the group, as well as the national organization’s requirements for chartering. The petitioning group must also list all currently recognized chapters and a list of local support, such as alumni in the area, regional officers/advisors, or other local chapters.
- Names of current students interested in affiliating with the group, including class years, emails and phone numbers. A demonstration of the long-term sustainability and interest in the organization among students must also be documented.
- National Bylaws and Constitution
- Verification if the national organization is affiliated with any of the following:
 - National Pan-Hellenic Council (NPHC)
 - North-American Interfraternity Conference (NIC)
 - National Association of Latino Fraternal Organizations (NALFO)
 - National Multicultural Greek Council (NMGC)
 - National Asian Pacific Islander American Panhellenic Association (NAPA)
 - National Panhellenic Conference (NPC)
- Notification of any pending legal action being taken against other chapters and/or the national organization
- If the organization is attempting to reactivate a previously approved but since suspended or revoked charter (instances of noncompliance or misconduct), documentation of the group’s financial and judicial standing and history with both the university and the national organization must be provided and verified. If the organization is attempted to reactive a previously approved but since inactive or re-recognized charter (instances of lack of interest), the organization may work with SP&E on reactivation per the Student Organization Guidebook.

Upon receipt of the request, the Office of Student Programs & Engagement will convene an expansion committee to consider the request. The expansion committee will be made up of six members: three staff members chosen by the Senior Associate Director of Student Programs & Engagement and three undergraduate students: one student chosen by the FSL Presidents Council, one student chosen by the Identity & Advocacy Leadership Council, and one student chosen by the Student Government Association executive board. One member of the committee will serve as chair of the committee. A simple majority is required for all expansion committee decisions.

SP&E will document and disseminate information relevant to the following considerations for the expansion committee to consider alongside the information contained in the petitioning group's request.

- 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

The expansion committee will consider the above information and the petitioning group's request before voting on whether to invite the petitioning group to present to the expansion committee. A vote not to invite the petitioning group to present to the committee effectively terminates the process. The chair of the expansion committee then writes to the petitioning group, outlining the committee's rationale for its denial. A vote to invite the petitioning group to present to the committee moves the process forward. At that point, the group must prepare a presentation that includes the following:

- Organization Information
 - Name of organization
 - Founding date and location
 - Membership statistics:
 - Current number of chapters and new chapters
 - Current number of undergraduate members and alumni/ae
 - Average chapter size
 - Number of chapters closed in the last five years and their reasons for closing
 - Membership costs: new member, initiation fees, membership dues
 - National organization leadership and location
- Program Policies
 - Plan of consultations and supervision for establishing a new chapter
 - Position statements and trainings on hazing, alcohol and other drugs, sexual violence prevention, health education, and diversity, equity and inclusion
 - Recruitment/intake policies
 - Complete new member program
 - Minimum standards for potential new members
 - Scholarship/academic support programs
 - Community service and philanthropy programs/requirements
 - Sample chapter constitution and bylaws
 - Leadership/member development programs
 - Code of conduct/standards/judicial procedures
 - Risk management program and/or policy
 - Proof of insurance
- Organizational Support
 - List of all chapters and locations
 - Volunteer support at the regional/district and local level
 - Approval from the inter/national organization to establish a new chapter

- Nearest chapter(s)
- Number of alumni/ae in the Boston area (a 30-mile radius of campus and a 60-mile radius of campus)
- The name, address, telephone number and email address of a faculty/staff from Bentley University who has agreed to serve as an advisor and a written letter of support from that individual, outlining their intended contributions and support to the organization.
- The name, address, telephone number and email address of the chapter alumni/ae advisor(s) and a written letter of support from that individual, outlining their intended contributions and support to the organization.
- Establishment Process
 - Timeline for establishment as a new chapter
 - Names of current students interested in affiliating with the group as well as students interested in serving as officers, including class years, emails and phone numbers. A demonstration of the long-term sustainability and interest in the organization among students must also be documented.
 - Marketing plan and 5 year recruitment plan
 - What support the organization will need from the University community
 - Support the organization will receive from the national organization during the establishment/new chapter process

The date, time, location, and duration of the presentation will be determined by the expansion committee, with the goal to have the group present during the same academic term in which the initial request was received. The petitioning group must provide all presentation materials and the above information in writing to the chair of the expansion committee at least 2 weeks in advance of the scheduled presentation. The presentation day may also include visits/meetings between the national organization and/or student group and members of the campus community, as determined by the expansion committee. The presentation will be open to all members of the Bentley University community, who may use this as an opportunity to learn more about the organization and ask questions. The expansion committee will solicit feedback from all presentation attendees and, after considering the feedback and all of the information involved in the process, will vote within one week of the presentation on whether to approve the group's request for establishment on Bentley University's campus. If the committee decides to approve the request, the committee will also stipulate parameters for the establishment of the chapter and the recruitment of its founding class, what support for those efforts will look like from the campus and national organization, and other requirements, and these parameters will be documented and signed by representatives of the student group, national organization and SP&E. Once this document is signed, the new chapter is considered a recognized student organization and will maintain recognition unless and until it loses recognition per University policy.

Student Programs & Engagement, in consultation with the expansion committee, may adapt the format or content of any element of this process based on the unique needs of the petitioning group, such as the availability of headquarters staff to assist students with the original request letter or campus presentation, as well as their ability to travel to campus, among other factors.

City-Wide Chapter Expansion Requests

City-wide chapters provide students with the opportunity to join an organization whose membership is not made up of only Bentley students but rather of students from Bentley and area colleges and universities. Each city-wide chapter operates under one constitution/bylaws and one set of elected officers, holds one initiation, and is chartered and recognized by the organization's national headquarters. Recognized city-wide chapters are only those who have been approved for recognition under the University's expansion policy and have Bentley University listed on their charter.

New requests for Bentley University recognition of city-wide chapters not currently recognized by the University must be submitted to Student Programs & Engagement. A request may be initiated by a group of interested students or the national office (the "petitioning group"). Either party may submit the request to the Office of Student Programs & Engagement in writing and must include the following information:

- Organization Information
 - An explanation of the intent of the organization and its interest in adding Bentley University to the chapter's charter.
 - National Bylaws and Constitution
 - Verification if the national organization is affiliated with any of the following:
 - National Pan-Hellenic Council (NPHC)
 - North-American Interfraternity Conference (NIC)
 - National Association of Latino Fraternal Organizations (NALFO)
 - National Multicultural Greek Council (NMGC)
 - National Asian Pacific Islander American Panhellenic Association (NAPA)
 - National Panhellenic Conference (NPC)
 - Number of chapters closed in the last five years and their reasons for closing and notification of any pending legal action being taken against other chapters and/or the national organization
 - If the organization is attempting to reactivate a previously approved but since suspended or revoked charter (instances of noncompliance or misconduct), documentation of the group's financial and judicial standing and history with both the university and the national organization must be provided and verified. If the organization is attempted to reactive a previously approved but since inactive or re-recognized charter (instances of lack of interest), the organization may work with SP&E on reactivation per the Student Organization Guidebook.
- Program Policies
 - Position statements and trainings on hazing, alcohol and other drugs, sexual violence prevention, health education, and diversity, equity and inclusion
 - Recruitment/intake policies
 - Complete new member program
 - Minimum standards for potential new members. Membership costs: new member, initiation fees, membership dues
 - Code of conduct/standards/judicial procedures
 - Risk management program and/or policy
 - Proof of insurance
 - Marketing plan and 5 year recruitment plan
- Organizational Support
 - Confirmation from the national organization of its knowledge of the request and the support the national organization will provide the group, as well as the national organization's requirements for

adding Bentley University to the charter. The petitioning group must also list all current member institutions of the charter, regional officers/advisors, or other local chapters

- Names of current members and their institutional affiliation, as well as any Bentley students interested in affiliating with the group, including class years, emails and phone numbers

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.

Constitution Review and Amendments

It is recommended that student organizations review their constitution and other governing documents on a regular basis to ensure that the organization's operations are reflected in writing. If your organization plans to make amendments to your constitution the following steps are required. Organizations should follow the amendment process outlined in their constitution, while also meeting the following requirements:

1. When editing your document, either turn Tracked Changes on, or ensure that changes are clearly highlighted by a different font color, strikeouts, etc.
2. When considering or exploring making changes to your constitution, connect with your advisor to involve them in the conversation before any changes are made to your constitution.
3. Send both the current constitution document and a document with the proposed changes to Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu. Ensure that the organization advisor is copied on the message to SP&E.
4. After SP&E review, call a meeting of your membership for a vote on the new constitution. To approve the amended constitution, ensure your organization meets the requirements for quorum and majority rules. If your organization does not have a listed requirement for quorum, SP&E recommends having the majority of your membership present for the vote.
5. Once the document is approved by the membership, finalize the changes to the constitution and submit to Student Programs & Engagement.

SP&E is always available to help with navigating your constitution amendment process. If you have any questions, please don't hesitate to reach out to Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu.

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 (Riley Fickett, Assistant Director, rfickett@bentley.edu)
- Contract review, processing and signature for vendor services at events (Riley Fickett)

- Travel and liability & indemnity waiver forms (Riley Fickett)
- CampusGroups access and questions (Riley Fickett)
- Changes to the organization's constitution or Faculty/Staff Advisor (Riley Fickett, Assistant Director of Student Programs & Engagement, rfickett@bentley.edu)
- Access to organization storage and printing resources (GA_SPE@bentley.edu)

Student Organization Storage Policy

Student Programs & Engagement (SP&E) provides storage options for student organizations recognized by the department. There are several storage locations available in the Student Center for use by organizations. Storage will be managed each academic year through an application process and will be allocated based on factors such as need and organization activity.

Storage Locations

Current storage locations in the Student Center include:

- Bubble Closet – small cabinet – (39" W x 21" D x 29" H)
- Bubble Closet – large cabinet – (36" W x 24" D x 80" H)
- Back Bay A Closet – small locker – (12 ¼" W x 37 7/8" D x 15" H)
- Back Bay A Closet – medium locker – (25 ½" W x 37 7/8" D x 25 ½" H)
- Back Bay A Closet – large locker – (25 ½" W x 37 7/8" D x 38 7/8" H)

Eligibility

To be eligible to receive access to storage space in the Student Center, organizations must:

- Be an SP&E recognized student organization.
- Remain active and in good standing.
- Not have access to storage elsewhere on campus.
- Comply with all storage policies and expectations.

Keys and Access

Student organization members will gain access to their storage location by visiting the Business Center on the third floor of the Student Center. Each storage space will have a key to access the unit, which must be stored and secured at the Business Center at all times when not in use by the organization.

Students needing to access their storage unit located in the Back Bay A closet will also need a Building Manager to accompany them to unlock the closet door. When finished accessing their storage, student organization members should ensure that they close the door behind them when leaving, which will lock the closet door.

To ensure that keys are returned, staff will ask the student organization member for their Bentley ID in exchange for the key. The ID will be kept at the Business Center desk until the key is returned. In the event of a key lost by an organization member, the student organization will be responsible for any costs associated with replacing keys or locks.

Storage Guidelines

Organizations with access to storage must meet all expectations and refrain from storing any prohibited items. Upon allocation of a storage unit, a representative of the organization will sign a storage agreement to acknowledge the policy and agree that the organization will adhere to all expectations. To request an exemption from any of the guidelines outlined in this policy, student organizations may request approval in writing to the Associate Director of Student Programs & Engagement. Advance written approval must be given before proceeding. Violations to this policy may jeopardize the organization's access to storage now and in the future.

Expectations

- All student organizations must meet the following expectations unless granted advance written approval:
- All stored items must be contained completely within the allocated storage unit. Any items left outside of a storage unit without prior written permission will be removed and discarded. Student organization members are encouraged to keep in mind their current storage access when making purchases for upcoming programs and events.
- Storage units must remain clean and organized throughout the duration of use.
- Only university-provided locks and keys may be used on storage units. Any other method of securing the unit will be removed.
- Stored items must be intended for organization-related use.
- SP&E reserves the right to open a storage unit at any time in instances where storage policies are alleged to have been violated, for the purposes of required maintenance, or in the case of an emergency.
- Organizations must report any damage or necessary repairs to SP&E.
- Each organization is limited to a maximum of one storage space at a time.
- Student organizations must remain in good standing with SP&E. Inactive organizations may lose access to their storage space.
- Student organization members must respond to communication in a timely manner with SP&E staff regarding their storage space.
- An organization member must meet with an SP&E staff member a minimum of once per academic year to do a walkthrough of their storage space and ensure that all expectations are being met.
- Items temporarily stored during the summer months must be clearly labeled with the organization name, a contact name, phone number, and email address. All items must be contained in a sealed box or container that is in good condition.

Prohibited Items

The following items are prohibited and cannot be kept in storage without advance written approval:

- Food of any kind, including candy, cooking ingredients, and seasonings.
- Flammable materials, chemicals, or substances, including spray paint, paint thinner, sternos, or propane.
- Unsecured materials such as open sandbags, glitter, confetti, or other similar substances that cannot be easily contained or cleaned.
- Broken, dirty, or damaged items.
- Firearms or weapons of any kind.

- Personal items not being used for student organization related purposes.
- Illegal or controlled substances, including alcohol or drugs.
- Animals, pets, or any other living items.
- Perishable items.

Storage Application

All interested student organizations (including organizations with existing storage space in the Student Center) will be required to re-apply each academic year to indicate that they are requesting or wishing to maintain access to storage. Student organizations seeking access to storage will be able to submit an application each academic year during the spring semester. Organizations will be able to indicate their interest in storage for the summer months and/or year-round storage. The application will allow members to indicate their organization's need for access to storage, any preferences in location(s), as well as the ability to provide descriptions, sizes, and necessity of items to be stored. All items indicated on the application must be in adherence with this policy.

Student organizations that do not need, or do not have current access to, storage throughout the academic year are able to request to temporarily store items during the summer months. Access to summer storage will take place starting two weeks prior to the last day of spring semester classes until the end of the first week of fall semester classes. Organizations who have indicated a request for year-round storage access may utilize summer storage while they wait for more information surrounding their application request. This storage is intended to be temporary and all items must be picked up or relocated to a more permanent location within the first week of fall semester classes.

Year-round storage access will begin at the start of each academic year and will remain in place for the full academic year and subsequent summer months, until the following academic year begins. At that time, organizations will either maintain access to their same storage space, move to another space, or will vacate their items from storage entirely.

Student organizations who do not participate in the annual application process will have the ability to submit a storage interest form via Campus Groups at any point during the year. Storage will be allocated as availability permits.

Allocation Process

Following the storage application deadline, staff members from SP&E, in collaboration with the Student Center Advisory Board (comprised of current undergraduate Bentley students) will allocate all available storage units for the upcoming summer months and the following academic year.

All applicants will receive communication via email no later than two weeks prior to the last day of classes (for summer requests) and no later than two weeks prior to the first day of classes (for academic year requests). Email communication will contain information indicating the decisions for allocated space as well as any next steps including signing a storage agreement, a timeline for moving items, and how to access to the space.

With a limited amount of storage locations, access to storage space, or access to a specific storage unit is not guaranteed each year. Space locations will be re-allocated and moved as needed to maximize storage options for as many organizations as possible. SP&E will do their best to accommodate any preferences indicated in the application.

Selection Criteria

Due to limitations in accessible space for storage, all available storage units will be allocated and prioritized based on the needs of each organization. Some additional factors to be taken into consideration may include:

- Descriptions, sizes, and necessity of items to be stored.
- Quantity, size, attendance, and/or impact of previous programs/events.
- Existing storage space.
- Timeliness of application.
- Length of time as a recognized organization with SP&E.
- Status and standing of the organization with SP&E.

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 Riley Fickett, Assistant Director of Student Programs and Engagement at rfickett@bentley.edu.

Reactivation of an Inactive Organization

Inactive organizations that wish to return to active status must meet with Assistant Director of Student Programs & Engagement. In this meeting, the Assistant Director will determine whether the group will continue with the Reactivation process, or will need to initiate the New Organization Recognition process with the Organization Management Committee. If the mission or purpose of the proposed organization is different from the originally recognized organization, then they should go through the new organization recognition process. Once approved to continue the Reactivation process, the organization must take the following steps:

1. Provide an updated constitution of the organization to Student Programs & Engagement
2. Identify a faculty or staff member to serve as the advisor to the organization. The advisor must email the Assistant Director of Student Programs & Engagement with their intention to serve as the advisor to the organization and copy the leadership of the organization.
3. Update the student organization's CampusGroups page to reflect the new leadership of the organization and upload the updated constitution to the organization's CampusGroups page.
4. Attend a budget training with the organization's designated AIA liaison if the organization wishes to request Student Activity Fee funding.
5. Provide a sustainability plan to SP&E which outlines recruitment and retention plan for membership.

Any questions regarding the Reactivation process can be directed to Riley Fickett, Assistant Director of Student Programs & 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 Assistant Director of Student Programs and Engagement, Riley Fickett (rfickett@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 Assistant Director, Riley Fickett (rfickett@bentley.edu), so the policy can be further explained. The student can then file an appeal by emailing the Assistant Director. 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 Senior 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.

City-Wide Chapters

Bentley University supports the ability of Bentley students to affiliate with Greek letter organizations that are not campus-based chapters. City-wide chapters provide students with the opportunity to join an organization whose membership is not made up of only Bentley students but rather of students from Bentley and area colleges and universities. Each city-wide chapter operates under one constitution/bylaws and one set of elected officers, holds one initiation, and is chartered and recognized by the organization's national headquarters. Recognized city-wide chapters are only those who have been approved for recognition under the University's expansion policy and have Bentley University listed on their charter.

Recognized city-wide chapters must meet the following expectations:

- Provide the University with updated copies of the chapter charter, list of affiliated institutions, copies of the membership intake and education programs and risk management policies, up-to-date membership roster information, advisor contact information, and certificate of liability insurance each year.
- Be in good standing with the national organization
- Identify a liaison to the University who is both a member of the chapter and Bentley University student if no current officer of the chapter is a Bentley University student. If there are no Bentley University students active in the chapter, the chapter advisor will serve as the chapter's liaison to the University. The liaison must meet no less than once per academic year with a staff member in Student Programs & Engagement
- Members who are Bentley University students are expected to meet the same expectations of all members of Fraternity & Sorority Life at Bentley University:
 - Completion of the Anti-Hazing Agreement & Grade Release prior to joining
 - Completion of regular online and in-person educational trainings
 - Maintenance of the minimum required GPA for membership, unless an exemption is approved by SP&E via the academic appeals process
- Recruitment and membership intake process activities may not commence on any campus prior to approval through Student Programs & Engagement. This approval and notification must include the names of all students who will be involved in the intake process and the intake time frame. Prior to beginning the intake process, SP&E must either be invited to attend and speak briefly during at least one informational meeting or have the opportunity to meet with each potential new member to share expectations and resources. SP&E must be notified when new members have satisfied the requirements for membership and have become active members.

- All city-wide chapter events hosted on the University campus must have the advance approval of Student Programs & Engagement. City-wide chapters, through their liaison to the University (only in cases where the liaison is a Bentley student) may use a University-supported chapter account to reserve space on campus. In all other instances, SP&E may make reservations on the chapter's behalf.

Failure to uphold these expectations and/or violations of 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.

- The name, address, telephone number and email address of the chapter alumni/ae advisor(s) and a written letter of support from that individual, outlining their intended contributions and support to the organization
- What support the organization will need from the University community
- Support the organization will receive from the national organization during the establishment/new chapter process

Upon receipt of the request, the Office of Student Programs & Engagement will review the request and consider it alongside enrollment data and trends, recruitment data and trends, the status of the existing Fraternity & Sorority Life community (membership data, number of chapters, FSL community health and safety climate, and related information), and the ability for a new organization to meet the University's expectations for city-wide fraternities and sororities, outlined above. Student Programs & Engagement will present a summary of the request along with its intended decision on whether or not to support the request to the following groups: FSL Presidents Council, Identity & Advocacy Leadership Council, and Student Government Association. These groups will have the opportunity for questions and feedback, which must be considered in SP&E's final decision-making process. SP&E will notify the petitioning group and these three groups of its final decision no later than one month from the initial request.

Non-recognized city-wide chapters may only recruit Bentley students with written prior approval of Student Programs & Engagement.

[Policy developed based on Ohio Wesleyan University policy.](#)

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 Liz Humphries, Director of Student Conduct & Development and Title IX Coordinator, at ehumphries@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, take place outside, 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.

Guidance for Fall 2021

The following protocols will be put into place as essential components of the event planning process for all student organizations in Fall 2021:

- All student organization programs are required to be advertised through Campus Groups. Events should be listed in CampusGroups no later than 2 weeks in advance of the intended event date.
- Student organizations are expected to maintain attendance lists for all sponsored events
- ID swipe access will be available as an option for event organizers to track event attendance.
- The Cooperative Program Board (CPB) will resume operation as a one-stop, campus-wide resource for student organizations in their event planning. Advising support from Student Programs & Engagement will also continue as traditionally structured for student organizations.

Student organization events anticipating over 100 attendees and/or will have attendees who are not members of the Bentley community, will be subject to the following additional requirements:

- All non-Bentley attendees will need to pre-register for the event.
- Event organizers will need to arrange ID swipe access for attendees to enter their event. This will allow us real time awareness as well as long term record keeping of who was in attendance at programs in the event that we need to contact trace. Attendees who are not members of the Bentley Community will need to provide their email and phone number in the event they need to be contacted for contact tracing purposes. Student organizers will be expected to keep this attendance list in their records.
- All attendees will need to sign a waiver/attestation in Campus Groups prior to the program confirming their understanding of liability in joining a large campus event and acknowledging their understanding of university policy relative to facial covering mandates and vaccination status.
- Approval for the events will require a meeting with a staff member in Student Programs & Engagement to ensure the host organization understands policy, protocols, and has the measures in place to ensure the compliance of their event attendees.
- SP&E will be prepared to staff events of higher capacity to provide additional support to student hosts and risk management oversight. As needed per SP&E staff.

**This threshold of 100 attendees and the need for these additional steps will be reviewed as of October 1 and amended or relaxed as needed.*

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 CaterTrax system (bentleycatering.catertrax.com) at least 7 days in advance, with all final changes communicated 3 business

days in advance. 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.

Tips to keep in mind when booking catering for your event include:

- Catering events need to be booked 7 days in advance, with all final changes 3 business days in advance
- All event spaces must be reserved in EMS prior to contacting catering, the reservation # is needed to complete catering orders (unfortunately, these two systems do not communicate with each other)
- A cost center for billing must be included when booking event
- For each catering order/delivery, a separate order will be needed. For example, if there is an all-day meeting with a breakfast, lunch and afternoon snack break, there will be a separate catering order for the breakfast, a separate one for lunch, and a third order for the afternoon snack break.
- Client will be responsible for requesting catering tables via EMS – catering will confirm how many tables will be needed and suggest event setups for your guidance
- Events are confirmed 3 days prior, with all final changes requested then
- 1 day before your event, a final confirmation will be sent via email
- Following your event, all final charges will be sent via email
- Catering is happy to accommodate dietary needs, please just let us know
- Plated meals and receptions with hors d'oeuvres will need to be confirmed through catering prior to booking as these are specialty services
- Additional services that might be needed:
 - Waitstaff: catering will assist with the staffing needs for events and will add to orders upon confirmation
 - Linens: catering will assist with suggestions of what to order
 - Timelines/Service Notes: helpful notes to ensure a smooth event
 - Bars: these are unique service items that need to be requested through catering and permission granted through Conference Services for liquor licenses

If you are seeking something custom, the Catering Team is happy to help you create a special event. As orders are placed, our team will review and communicate any additional information or recommendations that we might find helpful.

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 Riley Fickett, Assistant Director of Student Programs & Engagement 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, Associate Director of Student Programs & Engagement, CPB Chair
- A representative from University Police
- A representative from the Conference Center
- A representative from Facilities Management
- A representative from Bentley Dining

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.

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 Center 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, Associate Director of Student Programs & Engagement, at mdabenigno@bentley.edu.

E. 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 ConferenceServices@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 GA_StudentCenter@bentley.edu. For tabling in other spaces on campus please contact Conference Center at ConferenceServices@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. Student Organizations looking to book the Bentley Arena for an event should reach out to Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu. For known events, reach out prior to August 1st before the start of each academic year. Please note there is no guarantee to book the space mid-year. Please note that booking space in the Bentley Arena may have some costs associated. Before booking, make sure you request a quote from the Arena. 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 5:00pm Monday-Friday, consistent with the Conference Center policy on restricting internal group bookings in the building during business hours. Organizations that have regular meetings in LaCava should note the Conference Center 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 Center 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.

F. 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 celebrate together. 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.

We acknowledge that the nature of the way students engage and interact with this policy may cause certain groups to feel subject to the policy more than other groups. Our commitment is to apply this policy in a way that ensures equitable treatment across all student organizations and events. If a student does not feel their student organization or event is being treated equitably according to this policy, they are strongly encouraged to reach out to GA_SPE@bentley.edu to share feedback or submit a complaint. Due to the ever-changing nature of party events and the campus climate, we commit to reviewing this policy with student organization leadership every two years to ensure equitable practices are being represented and upheld by all involved campus partners.

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 (LaCava Executive Dining Room, Harry’s Pub, Back Bays, etc.) and have an open dance floor and DJ to play music. Examples of non-party events would include dinners, receptions, lectures, speakers, talent shows, and arts and cultural performances. 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 who are 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. Due to the level of planning involved and the resources required to host a tier 3 party, 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 semester dates and April 30th for fall semester dates). Any events submitted after the deadline will not be considered. Requests will be reviewed and approved in a way that recognizes the order in which they were submitted and also prioritizes accommodating as many student organizations as possible.

Registration

All events will be required to use the CampusGroups platform for event registration. Student organizations will be required to include important information in the event details, including ID requirements, cost of entry, time of doors closing. The registration process will also be utilized for non-Bentley guests to electronically sign the guest agreement.

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. All non-Bentley guests will be required to sign a Guest Agreement acknowledging that they will adhere to Bentley rules and policies.

Tier 1 – By definition, this event is attended only by currently enrolled Bentley students.

Tier 2 – The student organization will be permitted to host a pre-determined list of non-Bentley guests who may attend the event. 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 and will be decided upon during the CPB meeting. Registration for non-Bentley guests must close 48 hours prior to the start of the event and the guest list must be submitted to the student organization's cluster advisor prior to the start of the event. CampusGroups will be used to determine that attendees are on the pre-determined list of registrants. Guests must show a form of identification (college or government issued ID) to verify that they are on the guest list provided and that they have signed the Guest Agreement. There is no pre-registration requirement for Bentley students to attend.

Tier 3 – All guests will need to show a current college ID or government issued identification (state ID, license, passport, etc.) as well as sign a Non-Bentley Guest Agreement. Student organizations can choose to limit guests to only those with a college ID if they would like to. 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 detector wands.

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

Tier 2 – Security staffing needs will be at the discretion of University Police based on the expected attendance and/or the presence of alcohol. No bags will be permitted into the event, with the exception of small purses which will be subject to search by University Police or Student Programs & Engagement Event Staff.

Tier 3 – Due to tier 3 parties being open to the general public, additional security measures will be required for the safety of Bentley students hosting and attending the party. University Police officers (and RSIG security personnel as needed) will staff the event to ensure safety and security for all in attendance. University Police will utilize metal detectors wands to screen all attendees upon entrance. No bags will be permitted into the event, with the exception of small purses which will be subject to search by University Police or Student Programs & Engagement Event Staff.

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 meet with the CPB committee if the event falls under the required criteria. Parties are not approved by Student Programs & Engagement until they have met with the committee.

Programs and events are required to meet with CPB if the event:

- 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.

Student Organization Advisor

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 (or substitute) 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 Staff.

Event Times

Student organizations may choose the start and end time for their event, but events must end no later than 2:00 AM. Doors must close no later than one hour prior to the end of the event. Anyone in line at the time that doors close will be allowed entrance (capacity permitting).

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. This meeting will review items decided upon during the CPB meeting, including the event start and end time, time of doors closing, capacity, staffing, wristbands, etc.

Tier 1 & Tier 2 – At the discretion of CPB

Tier 3 – Required

Capacity

All events on campus are required to adhere to space capacities for fire safety purposes. Student Programs & Engagement Event Staff will keep count of the number of attendees entering and exiting the event. Should the maximum capacity be reached before doors close, no additional people will be able to enter until someone leaves the event. Capacity will be determined and managed as "one in/one out". For parties hosted in the LaCava Executive Dining Room, the capacity is 300 people.

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. Some examples include but are not limited to:

- Any event that will require participants to be physically active, such as dancing, running, climbing, or other sporting events
- Any event that will welcome off-campus, non-Bentley community members such as conferences or parties
- Any event that will require its participants to travel off-campus for any reason

If you have any questions on whether or not your event would be classified as a risk event, please contact Riley Fickett, Assistant Director of Student Programs & Engagement, at rfickett@bentley.edu.

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 will apply when any of the following criteria are met:

- The event is funded in full or in part by the Student Activity Fee
- Members of the executive board are present and are serving in the capacity of the executive board throughout the trip
- The organization's name or Bentley University's name is used when registering for any part of the event (e.g. the organization has registered for a competition utilizing the name of their organization or the university)
- In instances where organizations are unsure if their travel should be registered through the travel process, please refer to the Conduct Policy for Student Organizations policy for organizations outlined in the Student Handbook. You can also check with Riley Fickett, Assistant Director of Student Programs & Engagement at rfickett@bentley.edu.

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.
- The Liability and Indemnity Waiver will include language that will affirm that students have read and understand Bentley University's COVID-19 vaccination policies and will voluntarily assume all risk of exposure to illness. The student will agree to be responsible for their own safety and wellbeing and understand that Bentley University cannot guarantee that they will not come into contact with someone who is COVID-19 positive by participating in University sponsored events.
- 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.

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 Content

- All posted materials must include the name of the sponsoring organization, department, or individual and event information, including event name, date, time, and location.
- If an organization is a pending student organization seeking recognition by SGA, the poster must clearly indicate "Pending Organization."
- All materials that do not name the sponsoring group (i.e. teasers) must register with Student Programs & Engagement.
- 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" or "Funded by SAF."
- All materials must contain accurate spelling, grammar, and event information.
- Postings should be appropriate and refrain from any offensive language or images that would contradict the Bentley Core Values.
- Any reference to the availability of alcohol at an event must be consistent with the information found in the Student Handbook. Explicitly, this means that items for posting:
 - Must contain language that states alcohol service will be provided only to individuals who are 21 or old and have valid ID.

2. Cannot contain terms or phrases, such as “Happy Hour,” “Open Bar,” “Bar Trips,” “All you can drink” or any other similar term or phrase.
3. Must not state or imply the quantity of alcohol that will be available at the event.
- H. The Associate Director of Student Programs & Engagement must approve any non-paper material prior to posting.
- I. Final discretionary judgment will rest with Student Programs & Engagement and/or the Residential Center.

Poster Approval

- A. All flyers and posters displayed on campus must be approved and stamped by a staff member in Student Programs & Engagement.
- B. Flyer and poster approval can be requested by emailing Student Programs & Engagement (GA_SPE@bentley.edu) or by visiting the Business Center on the third floor of the Student Center.
 1. Flyers and posters can be electronically stamped and returned via email to the sender.
 2. Materials can also be physically stamped in person by visiting the Business Center.
- C. Approval should be requested prior to printing additional copies.

How to Post

- A. Student organizations, departments, or individuals may post an unlimited number of small, approved flyers, posters, or banners on campus per event, activity, or candidate for student office.
- B. Groups are responsible for hanging their own items.
- C. Posters, flyers, and banners should be posted for no longer than two weeks. Exceptions can be made by Student Programs & Engagement staff.
- D. All postings must be well secured to avoid the possibility of becoming loose or falling off the wall.
- E. Tape is not permitted on any surfaces, with the exception of brick walls.
- F. Permanent adhesives are not to be used to post anywhere on campus property.
- G. Screens may not be removed to post any approved materials.
- H. Spray paint in any form is not allowed to be used on any indoor or outdoor surface.
- I. Chalk is allowed to be used on sidewalks with the advance approval from Facilities. Chalk displays are intended to be temporary and wash away with a reasonable amount of water or rainfall. Chalk should not be used on exterior building walls or on the ground where an overhang or roof might prevent it from easily washing away.
- J. Decorative balloons may be used on campus inside certain buildings, but the ribbon and balloons must be removed the same day. Balloons must be securely tied down or fastened using a weight to ensure that balloons will not become loose in the building or stuck on the ceiling.
- K. Messages made from using only tape (i.e. words spelled out using tape) are not allowed for posting on any surface.
- L. Any additional décor requests require a minimum 48 hour advance notice to Student Programs & Engagement.

Where to Post

- A. All approved materials must be placed on brick surfaces or bulletin boards.

- B. Buildings with exterior covered porches can have approved flyers, posters, and banners posted under the porch roof. This includes inside of porch columns but not outside arch walls.
- C. Approved flyers, posters, and banners may be posted on painted concrete block only in the residence halls.
- D. Approved flyers, posters, and banners can be posted on the exterior to the Student Center or residential buildings within five feet of the building entrances.
- E. In the residence halls, flyers, posters, and banners may be posted on painted concrete block and other wall surfaces in lobbies, stairwells, and throughout the hallways, using painter's tape.

Where Not to Post

- A. Posted materials are not permitted to be posted on:
 - 1. Painted walls, glass surfaces, wood, windows, or doors.
 - 2. The exterior or interior of the Bentley Library.
 - 3. The pedestrian bridge.
 - 4. Cars, under doors, on the ground (sidewalks, roadways, grass, etc.) or in any location that may cause a safety, fire, or litter problem.
 - 5. Any permanent university directional, entrances, electronic signs, lampposts, or traffic signs.
 - 6. Doorways, archways, windows, peepholes, heaters, or air vents.
 - 7. Locations higher than 20 feet above the ground (including fastening materials). All materials to be posted above what one could reasonably reach by standing on the ground must be hung by Facilities. Facilities will hang requested items free of charge.
 - 8. Any trees, bushes, shrubs, flowers, or other living landscapes.
 - 9. Outdoor benches, tables, chairs, or light posts.
- B. LaCava Executive Dining Room
 - 1. Materials hung from the balconies in the LaCava Executive Dining Room must be secured using a soft rope to the railings only.
- C. Residence Halls
 - 1. You may not distribute fliers or other materials door to door within the residence halls.
 - 2. Hanging flyers, posters, or banners on the exterior of any residence hall exteriors, windows, or doors requires permission from the building Residence Director.
 - 3. Materials may not post directly on residence hall, suite, or apartment entrance doors or on student doors.

Commercial Postings

- A. Any individual, group, or company offering a product or service not directly funded or sponsored by a Bentley University student organization, department, or individual is considered a commercial posting.
- B. Commercial postings cannot receive an approval stamp.
- C. Commercial postings are restricted only on bulletin boards in academic buildings with green signs that indicate for "Bulletin Board for All Postings".
- D. Commercial advertisements can be approved and posted if they are endorsed by a student organization. The name of the contact person and their phone number from the sponsoring student organization endorsing them must appear on the poster or flyer.
- E. Failure to comply with the posting policy may result in either or both of the following:
 - 1. Financial charges equivalent to property damage.
 - 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 Acceptable Use Policy](#).

Poster Removal

- A. Posters, flyers, and banners should be posted for no longer than two weeks.
- B. Groups and individuals are responsible for removing outdated postings no later than 24 hours following the conclusion of a program or event.
- C. The sponsoring organization, department, 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. Flyers, posters, and banners in violation of this policy will be removed and discarded.
- B. Groups will be notified via email of any violations and repeat offenses may impact the ability to post in the future.
- C. Failure to comply with any of the guidelines may result in: (1) Loss of scheduling campus facility privileges for up to one semester and/or (2) loss of posting privileges on campus.
- D. Any person or group in violation of the posting policy may be referred to the Office of Student Conduct.
- E. Final decisions regarding posting policy issues rest with the administrative staff of Student Programs & Engagement.

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 Acajalon, Administrative Assistant, Student Programs & Engagement (macajalon@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 Acajalon, 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. 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: <https://cglink.me/2hn/s50932>

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.

XI. 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/role/current-student>

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, Treasurer, Marketing Director,

and four additional general Class Cabinet Member positions. 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) First Year Class Cabinet Members
- Seven (7) Sophomore Class Cabinet Members
- Seven (7) Junior Class Cabinet Member
- Seven (7) Senior Class Cabinet Members

The first year class, sophomore class, junior class, and senior class have individual elections but share the following process:

Each class will elect a President, Treasurer, Marketing Director, and four other cabinet members under a general class cabinet umbrella. The President, Treasurer, and Marketing Director positions are considered to be executive level positions. Candidates may choose to run for an executive level position (President, Treasurer, or Marketing Director) or as a general class cabinet member. Candidates may also choose to run for one executive level position and as a general class cabinet at the same time. Candidates will not be able to run for more than one executive level position.

Should a candidate run for both an executive level position and a general level position and be elected into both positions, they will serve in the executive level position. Should they only be elected into one of the positions, they will serve in the role to which they are elected.

If there are any vacancies for a cabinet's executive level position, the cabinet will elect the correct amount of general cabinet members to ensure the cabinet has 7 total members. The cabinet would then decide amongst themselves which vacant executive roles to assign to the general cabinet members. For example:

- The Junior Class Cabinet elects a President and a Treasurer, but no one runs for the Marketing Director position.
- In this situation, 5 general class cabinet members will also be elected to the Junior Class Cabinet so that the cabinet will have a total of 7 members.
- The Junior Class Cabinet will decide amongst themselves who of the 5 general class cabinet members will serve in the Marketing Director position.

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 Spring 2022.

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 Center 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.