

STUDENT PROGRAMS & ENGAGEMENT



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ORGS @ BENTLEY

**Student Organization Guidebook**

Bentley University

2018-2019

*Updated October 12<sup>th</sup>, 2018*

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## I. Student Programs & Engagement Overview

### A. Mission & Vision

#### *Mission*

The Office of Student Programs & Engagement enriches the Bentley student experience through programs and resources that promote student and community development. We facilitate student skill advancement, sense of self, leadership capacity, social connections and pride. Our motto - explore, engage, empower - is reflected in our dynamic programming, diverse student organizations, transformational leadership opportunities and innovative Student Center.

### B. Contact Information

#### *Student Programs & Engagement*

330 Student Center  
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Waltham, MA 02452  
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#### *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) in order to promote organizations that are well-informed, in compliance with University and departmental policy, and ultimately successful.

Student Programs & Engagement holds all student organizations to the same standards and expectations and is committed to working with all of our groups to develop programs that represent the diversity and discourse appropriate to the Bentley Beliefs. In order to do this effectively, we expect each member of our community to embrace the values of civility and ethical conduct, stand against bias-based hate against groups of students, and share in the responsibility of the promotion of these values.

As a leader in global higher education, Bentley University is deeply committed to the creation of a civil and respectful environment for all students where the free exchange of ideas can occur. As ambassadors of that commitment, student organizations at Bentley University are positioned to represent a broad range of ideas and viewpoints that are indicative of our global society. The privilege to exercise these rights must come with a commitment to treating others with respect, fairness, and dignity, and proactively addressing group-based hate that may arise against members of the Bentley community.

### 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. 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 the Bentley University Non-Discrimination Policy guidelines in regard to all organizations and programs, extending its affirmative action, non-discrimination policy on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, and military/veteran status to the recognition of student organizations.

### C. Revisions to this Guidebook

This Guidebook will be reviewed annually by Student Programs & Engagement, in conjunction with the leadership of SGA and AIA. Changes to this document may be made at any time; 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](mailto:rfickett@bentley.edu).

### III. 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 an organization mailbox in the Business Center, use of a Bentley General Account for email, and other benefits.
- Eligibility for “No Frills” catering orders offered by Bentley’s Catering Department; 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 suspension or termination of access to them.

##### *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 Center and Student Center policies), and methods of communications (following the posting policy, all student email policy, social media policies, and other processes).
- 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 ABA.
- 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 Cluster Advisor 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.

In addition to 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 official suspension or de-recognition of the organization. See Part E and F 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 Bentley undergraduate student term 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. This policy is based off of 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](mailto: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 improves time management, workload and keeps more members of the organization engaged and involved. 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 and have previously successfully completed at least 15 credits at Bentley or be a full-time transfer student. First-semester first-year students are not eligible to participate in requirement 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 need to meet a minimum GPA requirement. This policy applies to all social, professional, service, and theatre Greek letter organizations (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 parameters for active membership.

Organizations should consult their constitution, by-laws, or other governing documents if removal of a member is being considered or if, after being removed, should a former officer be eligible to run for a position within the organization again.

### ***Reporting Membership***

All organizations must ensure membership within their organizations is reported each semester, for both Executive Boards and General Members, to Student Programs & Engagement. This is managed through a self-reporting form where individuals can submit their status as members within any organization. Organizations should remind all members to complete this process each semester. Accurate membership information is required in order to maintain Active Organization status.

## **C. Clusters**

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

- Academic: organizations associated with a formal academic program of study, an aspect of the academic curriculum, or academic and/or professional enrichment.
- Athletic: a Club or Non-Club organization that involves participation in an athletic activity. Club Teams participate in intercollegiate competitions. Non-Club Teams may play or compete with other Bentley students or non-club teams in the local area.
- Campus Activities Board: an organization committed to large-scale, campus-wide programming.
- Campus Arts & Media: organizations connected to an art form.
- Class Cabinets: four similar organizations whose purpose is to bring a sense of unity within each of the four class-years of the University.
- Commuter: an organization that aims to establish a community among commuter students.
- Cultural: organizations that provide identity-based connection and broaden the cultural experiences of students.
- Fraternity & Sorority Life: organizations based on the four pillars of scholarship, service, leadership, and brotherhood/sisterhood.
- Governance: organizations responsible for student representation and advocacy.
- Recreational: organizations that provide students with an outlet for any hobby or special interest.
- Religious & Service: organizations that provide students with opportunities for community outreach, philanthropic programming, or faith-based initiatives.
- Social & Political: organizations that seek to promote and educate the Bentley community about social/humanitarian initiatives or aspects of politics and civics.

#### D. Starting a New Organization

The section below incorporates policy language from the SGA Organization Management Committee's New Organization Recognition Packet regarding starting a new undergraduate student organization. For more information, please contact the SGA Organization Management Committee at [GA\\_ABA@bentley.edu](mailto:GA_ABA@bentley.edu).

##### ***Requirements for Recognition***

Students interested in starting a new organization on campus should contact the Student Government Association (SGA) Organization Management Committee at [GA\\_ABA@bentley.edu](mailto:GA_ABA@bentley.edu). Petitioning groups must meet with members of the Organization Management Committee and the Assistant Director of Student Programs & Engagement in order to learn more about the process and receive the recognition packet prior to initiating the process.

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 suspend 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 the SGA Recognition Board, 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 and/or SP&E retain the right to end an organization's petitioning process at any point if it is determined that the pending organization is discriminatory, does not adhere to our

Bentley Beliefs, and/or excludes members of the Bentley community based on bias. While Student Programs & Engagement supports a multitude of organizations and ideals, neither the department nor the university tolerate hate speech or actions based on bigotry or bias. Refer to the Bentley University Anti-Discrimination Policy for additional information.

### ***Club Sports Recognition Policy***

The following policy applies to petitioning groups seeking recognition as a Club Sport at Bentley University and was developed in collaboration between the Organization Management Committee, Student Programs & Engagement, and Athletics.

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

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

### ***Fraternity & Sorority Life Expansion Policy***

Requests for new social fraternities and sororities at Bentley University are not approved through the Organization Recognition Process managed by the Student Government Association. New chapters are approved through a joint process governed by Student Programs & Engagement and the respective governing council. Please contact Matt Galewski, Associate Director of Student Programs & Engagement at [mgalewski@bentley.edu](mailto:mgalewski@bentley.edu) for additional information on this process.

## **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. Hold at least one program or event
3. Meet regularly with full membership
4. Submit budget information to AIA by stated deadlines
5. Ensure membership information for executive board and general members is submitted
6. Meet with the respective SP&E Cluster Advisor at least once

7. 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
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.

### **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 (Riley Fickett, Assistant Director of Student Programs & Engagement, [rfickett@bentley.edu](mailto:rfickett@bentley.edu))
- Updates to access to the organization's email account (General Account or GA) (Miriam Acajabon, Administrative Assistant for Student Programs & Engagement, [macajabon@bentley.edu](mailto:macajabon@bentley.edu))
- Support in planning organization events and navigating relevant organization policies (Cluster Advisor)
- Contract review, processing and signature for vendor services at events (Cluster Advisor)
- Travel and liability and indemnity waiver forms (Cluster Advisor)
- Access to MyBentley ticketing for events (Cluster Advisor)
- Changes to the organization's constitution or Faculty/Staff Advisor (Cluster Advisor & Riley Fickett)
- Regular updates on membership records, including Executive Board and General Membership (Riley Fickett, Assistant Director of Student Programs & Engagement, [rfickett@bentley.edu](mailto:rfickett@bentley.edu))
- Access to organization storage, mailbox, and printing resources ([GA\\_SPE@bentley.edu](mailto:GA_SPE@bentley.edu))

### **F. Inactive Organizations**

Active Organizations that fail to meet the basic requirements of recognized student organizations outlined in the section above may be designated as Inactive Organizations by the Assistant Director of Student Programs and Engagement. Prior to determining an organization is Inactive, the Assistant Director will make all possible attempts to contact the organization, SGA, AIA, and the organization's advisors to provide notification of the pending change in status. At that time, the involved parties may present information and supporting documentation that demonstrates Active Status. This may include last known executive board and general membership information, budget information, and a recommendation from the respective advisors on

whether or not to designate the organization as Inactive. The Assistant Director will review this information and make a determination about the organization's status and will then inform the involved parties whether or not the organization has been designated as Inactive.

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

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 advisors, will work collaboratively with the organization's leadership to improve the status of the organization.

## **G. 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 & Engagement, Riley Fickett ([rfickett@bentley.edu](mailto: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) can file an appeal by emailing the Associate Director, Matt Galewski ([mgalewski@bentley.edu](mailto:mgalewski@bentley.edu)) following an initial meeting with the Assistant Director, where the policy is explained. Once sufficient information is received, the Associate Director will set up a meeting with the organization to review the appeal. The Associate Director will consider the appeal in consultation with the 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.

## IV. Fraternity & Sorority Life Policies

### A. FSL Community Standards Program

In accordance with the mission, vision, and values of FSL and the rights and responsibilities of Chapters, the purpose of the Fraternity & Sorority Life (FSL) Community Standards Program (“Standards Program,” “the program,” or “Standards”) is to provide a proactive, comprehensive, and consistent framework to support and measure chapter accountability and success. Standards set clear expectations for all chapters, regardless of council membership or affiliation with a national organization. The intention of this document is not to duplicate requirements set out by a chapter’s national or international headquarters or other governing bodies. The goal is to set requirements that align with the expectations of these organizations while also promoting a future-focused FSL community that is specific to Bentley University’s student, chapter, and institutional cultures.

***For the document containing the full Fraternity and Sorority Life Standards, please visit***

***<https://www.bentley.edu/campus-life/student-life/campus-involvement-and-leadership/fraternity-sorority-life>***.

## V. Advisor & Coach 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 Student Affairs. This individual serves as the primary advisor to the student organization.
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 Cluster Advisor in Student Programs & Engagement. A faculty/staff advisor’s tenure within an organization is determined by their willingness to participate, 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 (at least once per month) 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 Alex Hirs, Deputy Title IX Coordinator for Students, at [ahirs@bentley.edu](mailto:ahirs@bentley.edu), for more information.
  - Student Handbook: <http://www.bentley.edu/campus-life/the-student-handbook>
  - Title IX and Gender-Based Discrimination Policy: <http://www.bentley.edu/campus-life/sexual-assault/title-ix-and-gender-based-discrimination-policy>
  - Title IX Resource Flyer: <http://www.bentley.edu/files/2015/11/10/Title%20IX%20Resource%20Flyer.pdf>

- Report to the Assistant Director of Student Programs & Engagement and respective Cluster Advisor 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](mailto:rfickett@bentley.edu) or 781-891-3128.

#### B. Club Sports Coaches

##### *Club Coach Requirements*

All recognized Club Sports teams at Bentley University are required to have at least one coach. Coaches are required to possess necessary credentials to coach the team in order to compete within a league, conference, or other competitive organization. Information on required credentials for a club sport can be obtained by contacting Matt Galewski, Associate Director of Student Programs & Engagement, at [mgalewski@bentley.edu](mailto:mgalewski@bentley.edu). Coaches must apply and be interviewed and hired through the Bentley Human Resources process, in coordination with SP&E. Club Sports may have both a coach and faculty/staff advisor, or the coach may function as the advisor, given that coaches are employees of Bentley University. If a Club team is interested in receiving coaching or instruction by a non-Bentley employee, the terms of that agreement must first be processed in writing by Student Programs & Engagement.

##### *Club Coach Expectations*

All Club Sports Coaches are expected to perform the following functions for their respective teams:

#### 1. Communicate regularly:

- Meet with the organization's captain(s) and/or executive board members on a regular basis (at least once per month) to guide team decision-making, offer feedback, and assist in facilitating team-dynamics.
- Maintain regular contact with the Associate Director of Student Programs & Engagement, including attendance at meetings, responsiveness to email and telephone communication, and proactive and prompt communication in the event of team member injuries, health concerns, or other team issues.

#### 2. Support administrative processes:

- Ensure team rosters, travel schedules, and practice information are submitted to Student Programs & Engagement each semester and are updated as needed.
- The coach should be aware of the organization's financial transactions and their budget status. The coach should periodically review organization finances with the organization treasurer. The coach (in the absence of an advisor) may be required to sign and submit budget requests to AIA (Allocation & Internal Audit Committee) for their team(s) each semester per AIA policy.

### 3. Provide for team member safety:

- Be present at all scheduled practices, competitions, and other team events, especially those that take place off-campus, involve alcohol service or entail significant levels of risk. For Rugby, Ultimate Frisbee, and Hockey teams, a competition or scrimmage is not to occur unless a coach is present.
- Initiate and follow the Club Sports Emergency Response and Injury Response protocols, outlined in VI. Risk Management Policies, B. Club Sports Risk Management, in the event of any emergencies or injuries.
- Ensure appropriate first aid and risk management resources are available at practices and competitions; these may include safety equipment and gear, first aid kits, AEDs, athletic training staff, and/or EMS personnel. Coaches for Rugby, Ultimate Frisbee, and Hockey teams should ensure athletic training staff are hired for and present at all home competitions and scrimmages and that trainers possess appropriate credentials.
- Remain up-to-date on all relevant and required coaching and safety certifications (Adult First Aid and CPR by American Red Cross (<http://www.redcross.org/take-a-class/first-aid>) and Concussion Training by the Centers for Disease Control & Prevention (CDC) (<http://www.cdc.gov/headsup/youthsports/training/index.html>)) and provide documentation of certification(s) to the Assistant Director of Student Programs & Engagement. Promote your own ongoing education related to student wellness, health and safety best practices for the sport. Encourage team members to do the same; the CDC offers a fact sheet on concussions that all coaches and athletes should review: [http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_fact\\_sheet\\_for\\_athletes.pdf](http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_athletes.pdf)
- Submit a signed Club Coach Agreement Form each year, affirming your understanding of and compliance with risk management responsibilities and protocols, as outlined in the Student Organization Guidebook.
- The coach 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 Alex Hirs, Deputy Title IX Coordinator for Students, at [ahirs@bentley.edu](mailto:ahirs@bentley.edu), for more information.
  - Student Handbook: <http://www.bentley.edu/campus-life/the-student-handbook>
  - Title IX and Gender-Based Discrimination Policy: <http://www.bentley.edu/campus-life/sexual-assault/title-ix-and-gender-based-discrimination-policy>
  - Title IX Resource Flyer: <http://www.bentley.edu/files/2015/11/10/Title%20IX%20Resource%20Flyer.pdf>
- Be knowledgeable about and adhere to University policies and procedures which pertain to student organizations and inform the organization president and team captain(s) of their responsibility to do the same. Report to Matt Galewski, Associate Director of Student Programs & Engagement any activities which may or will violate University policies.

### 4. Promote individual and team development:

- Know the captains, officers, and current members of the organization, as well as the team’s process for obtaining new members. This process should be included in the organization’s constitution.
- Encourage the team to be a student-driven organization. This includes empowering the team’s student leadership (captains and officers) to lead tryout and audition decision-making, have an active role in developing the team’s competition schedule, and advocate for the needs of their teammates. Coaches should mentor, guide, and share relevant expertise with the students. When teams make, or are likely to make, a decision that violates University policy, coaches should act in accordance with expectations detailed in “Provide for team member safety” above.
- Coaches should assist students with officer transition each year, including supporting the election process for new officers and captains.

### C. Cluster Advisors

Cluster Advisors are Student Programs & Engagement staff members who serve as resources and advocates for organizations within their assigned clusters. A list of Cluster Advisor assignments can be found in the Contact Information section in the beginning of this Guidebook. Cluster Advisors complement the role of Faculty/Staff Advisors by offering expertise on student organization policies, event planning, and leadership development. Cluster Advisors are resources for navigating:

- Organization event planning and relevant organization policies
- Contract review, processing and signature for vendor services at events
- Travel and liability forms and access to MyBentley ticketing for events
- Changes to the organization’s constitution or advisors

Student organizations, through their president or another officer, are required to meet at least once per semester with their respective Cluster Advisor in order to maintain Active Organization status.

### D. Fraternity & Sorority Student Affairs Advisors

In order to maximize support to fraternity and sorority chapters at Bentley University, all chapters are required to have an advisor who is a staff member within the Division of Student Affairs. The requirements for and expectations of Fraternity & Sorority Student Affairs Advisors are consistent with those of Faculty/Staff Advisors in general, with the exception that this advisor must be a staff member within Student Affairs. A chapter’s Student Affairs Advisor may support the chapter in addition to or in lieu of a Faculty/Staff Advisor.

### E. 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 Cluster Advisor. 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.

All recognized Bentley University student organizations are to adhere to Bentley policy as presented in this guidebook. An organization that is connected to an outside organization is still expected to meet the mission as stated in the organization’s constitution. Recognized Student Organizations that receive funding from the

Student Activities Fee have a duty and obligation to adhere to University, departmental, and organizational missions and expectations.

## VI. 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.
- Cluster Advisors in Student Programs & Engagement and the organization's faculty/staff advisor are excellent resources for program planning support.
- Events that anticipate attendance of 100 students or more, are open to the public, or include the service of alcohol must work with the Cooperative Programming Board (CPB) (see Part E below).
- Student organizations are only permitted to hold programs from the first day of class until the day before Reading Day each semester. Student organizations are encouraged to balance high-quality programming efforts with self-care and their other commitments. Members should consider how regularly they are sponsoring events, the times of day in which they hold events, and how responsibilities for event planning are shared among the membership to promote balance.
- Organizations are encouraged to co-sponsor and collaborate with other organizations for more effective programs. Collaborations often attract more attendees and lessen the financial burden on each organization.
- If a student organization wishes to co-sponsor an event with an organization external to Bentley University, all event arrangements and financial transactions must be completed through the Bentley University student organization's financial account. All profits or proceeds from the event must be deposited into the student organization's account and cannot be used as a donation or profit split with the outside organization. However, in the case that the external organization is a registered 501(c)3 with nonprofit status, the Bentley student organization may make a donation to the external organization based on sales, provided they take the proper steps beforehand with Student Programs & Engagement. The recognized student organization assumes responsibility for all aspects of the event, and must take measures to ensure that all policies and regulations of Bentley University are followed, especially by external organizations or vendors.
- The most successful programs are planned early, well-advertised, and provide a meaningful experience to attendees; 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 MyBentley Ticket Request Forms should be completed, and Liability and Indemnity Waivers should be obtained, at least 10 business days in advance.

- Check Request & Petty Cash Reimbursement Forms should be submitted no later than 10 business days in advance.

## B. Catering

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

## 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 your respective Cluster Advisor), any contract language from the vendor, and the vendor's certificate of insurance (COI) and/or W-9 (consult your Cluster Advisor 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 their Student Programs & Engagement Cluster Advisor of an event for which they need a contract at least 6 weeks in advance of the event. 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. The Cluster Advisor will prepare the contract and return it to the student organization for the vendor to sign and return. Only a Student Programs & Engagement staff member (your Cluster Advisor) is authorized to edit and issue contracts for student organization events.
3. The student organization returns the signed contract to the Cluster Advisor for Bentley signature. Contracts are then signed by the Director of Student Programs & Engagement and Bentley's General Counsel.
4. The all-signed contract is returned to the student organization who will then forward to the vendor. The contract is then considered fully-executed.
5. 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 of \$100 or more 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.
6. 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 and administration 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 the activity period in the Student Center.

CPB is comprised of the following staff:

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

### **CPB Guidelines**

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.

### **Application**

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

### **Event Preview & Review Meetings**

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

During a preview meeting, a student organization representative will share all necessary details of the event to make sure that all parties are informed in advance of the event date. CPB members and the student organization representative will also have the opportunity to ask any questions they may have. The student representative should come to the meeting prepared to discuss all event details. Information that will be discussed during the review meeting includes: event times, 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. Cluster Advisors, 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, Assistant Director of Student Programs & Engagement, at [mdabenigno@bentley.edu](mailto:mdabenigno@bentley.edu).

## E. MyBentley Ticket Requests

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

## F. Reserving Space

### ***EMS***

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

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

### ***Tabling***

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

## ***Bentley Arena***

The Bentley Arena is a multi-purpose facility that supports campus-wide programs, events, and traditions for students, faculty and staff. The following guidelines for usage of The Bentley Arena have been developed to ensure success and feasibility for events being planned in the building. Review and approval for events proposed in The Bentley Arena will be conducted by a committee comprised of staff from the Arena, Student Programs & Engagement, and the Athletics Department. For additional guidelines for use and scheduling of the building please go to: [www.bentley.edu/bentley-arena](http://www.bentley.edu/bentley-arena)

## ***LaCava Booking Restrictions***

Please note that student organizations may not reserve any space in LaCava prior to 5:30pm Monday-Friday, consistent with the Conference Center's 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 Services can assist with podium removal.
- No outside food or drink may be provided or sold by an organization inside an EMS-reservable space, unless the organization has obtained a signed food waiver from the Catering Department.
- The lobby front desk on the third floor of LaCava is not to be used during events.

## **G. Student Organization Party Policy**

Student organization hosted parties are an important part of campus life at Bentley University and offer the opportunity for members of the community to socialize and 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.

## ***Definition***

A student organization “party” will be defined as events that do not have fixed seating and do not have a specific agenda, program, or schedule. They are typically hosted in a large open space (EDR, Pub, Back Bays, etc.) and have an open dance floor and DJ to play music. 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 not affiliated with Bentley

## ***Scheduling***

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

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

## ***Guests***

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

**Tier 1** – N/A

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

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

### ***Security***

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

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

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

### ***Security Meeting***

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

**Tier 1 & Tier 2** – At the discretion of CPB

**Tier 3** – Required

### ***Alcohol***

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

**Tier 3** – Alcohol is not permitted

### ***Cooperative Programming Board (CPB)***

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

### ***Cluster Advisor***

The Cluster Advisor's role is to advise the student organization in the planning and successful implementation of their events, work with the students to coordinate all aspects of the event, and serve as a resource for them.

## ***Advisors***

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

**Tier 1 & Tier 2** – At the discretion of CPB

**Tier 3** – Advisor presence is required

## ***Event Staffing***

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

## **H. Inclusive Accommodations**

Organizations should 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
- Building breaks into events or trainings that are larger 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](mailto:SBRODEUR@bentley.edu).

## **VII. 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. Student organizations sponsoring Risk Events must obtain an event liability and indemnity waiver from their respective Cluster Advisor at least 10 business days prior to the event taking place. 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. Upon notification of the Risk Event, the organization's respective Cluster Advisor 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 the respective Cluster Advisor 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 their respective Cluster Advisor to develop additional methods to ensure safety.

### ***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
- Club sport matches or tournaments (see General Requirements for Club Sport Travel below)

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 Association of Bentley Activities (ABA), 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 Policy and the faculty/staff advisor and emailing

the SP&E Cluster Advisor 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 their SP&E Cluster Advisor 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 and sign off on their responsibilities in writing with the Student Programs & Engagement office no later than ten (10) business days before the start of the trip.
- All students traveling must agree in writing to the Liability and Indemnity Waiver. Guests of Bentley students must complete the Liability and Indemnity Waiver and turn into the Trip Organizer before travel commences.
- Not all University travel is required to have a staff member/advisor attend, though it is highly recommended for trips that include traveling a significant distance, overnight travel, the service of alcohol, 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 their SP&E Cluster Advisor office no later than ten business days before the start of the trip.
- Depending on the presence of alcohol at off-campus events and the distance required for travel, Student Programs & Engagement may require the sponsoring organization to utilize bus transportation and/or have their faculty/staff advisor attend the trip. For organizations using personal vehicles, drivers are required to submit a copy of their license to Student Programs & Engagement prior to 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 discipline through the University Judicial System as outlined in the Student Handbook.
- Approved student organization travel may not include use of rideshare applications (i.e Uber, Lyft, etc.) for off-campus travel.
- 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.

### General Requirements for Club Sport Travel:

All recognized club sport travel must meet the following additional requirements (all of the above also applies):

- Every participating student in club sport travel must complete a Release of Liability Form. These forms are to be completed by the participating membership once per semester or participating season (whichever applies) and will suffice for the entire semester or season. This information is to be completed by every

participating student and submitted by the club team president to the Office of Student Programs & Engagement.

- A complete roster of names, Bentley email, and Bentley ID numbers must be submitted to the Office of Student Programs & Engagement within two (2) weeks of the start of the season. Any changes to membership must be updated immediately with the Office of Student Programs & Engagement.
- A schedule of travel with dates and locations must be submitted to the Office of Student Programs & Engagement within two (2) weeks of the start of the season.
- A Bentley employed coach must attend all travel with members of the team.

## **B. Club Sports Risk Management**

Club Sports members, officers, and coaches all have responsibilities for promoting and maintaining a safe experience and addressing safety concerns appropriately. The following Responsibilities and Protocols outline risk management policies for Club Sports and assign relevant duties to the respective parties.

### ***Risk Management Responsibilities***

#### **1. Responsibilities of Club Sports Members**

- Members must submit a completed liability waiver each academic year to participate in any Club Sport.
- Members must immediately report any injuries to the respective coach.
- Members should engage in their respective club sport with their own safety and the safety of their teammates and other athletes in mind at all times.

#### **2. Responsibilities of Club Sports Executive Board Members**

- Executive Boards (generally the President or Captain) must submit a complete team roster, home and away competition schedules, and practice schedules for each season at the beginning of each semester. Any updates must be communicated promptly.
- Executive Boards (generally the President or Captain) must submit a completed Travel Authorization Form for all away competitions and follow all other requirements for student organization travel, outlined in Section VI. Risk Management Policies, Part A. Travel & Liability.

#### **3. Responsibilities of Club Sports Coaches**

- Meet all Club Coach Expectations as outlined in Section IV. Advisor & Coach Policies, Part B. Club Sports Coaches.
- Follow all Risk Management Protocols (Emergency Response and Injury Response) as outlined in Section VI. Risk Management Policies, Part B. Club Sports Risk Management.
- Submit a signed Club Coach Agreement Form each year, affirming your understanding of and compliance with risk management responsibilities and protocols, as outlined in the Student Organization Guidebook.

### ***Risk Management Protocols***

#### **1. Club Sports Emergency Response Protocol**

- In the event of an on-campus emergency situation the Club Coach immediately contacts Bentley University Police at 781-891-3131. This applies to emergencies involving Bentley team members and visiting or “away

team” athletes. University Police are first responders and will request emergency medical services if necessary, and make any other appropriate determinations. On-site trainers or EMS personnel, if available, may also provide treatment. University Police can provide transportation to an area hospital and if the emergency does not require a response from emergency medical services. In the event of an off-campus emergency situation, the Club Coach immediately contacts 911 for emergency response.

- Following University Police and/or EMS personnel being contacted, promptly contact the Associate Director of Student Programs & Engagement by phone or by emailing [mgalewski@bentley.edu](mailto:mgalewski@bentley.edu). For situations involving injury, the Injury Response Protocol will be initiated as well.

## 2. Club Sports Injury Response Protocol

- The Club Coach responds to the injury and initiates the Emergency Response Protocol if necessary. On-site trainers or EMS personnel, if available, may provide treatment. University Police can provide transportation to an area hospital and if the emergency does not require a response from emergency medical services.
- The Club Coach immediately reports the injury to the Associate Director of Student Programs & Engagement by phone or by emailing [mgalewski@bentley.edu](mailto:mgalewski@bentley.edu).
- The Associate Director logs and forwards the injury report to the Center for Health & Wellness. The Center for Health & Wellness will reach out to the injured student to offer treatment resources.
- The Associate Director also reaches out to the injured student (and copies coach(es) on the email) to offer treatment resources and remind the student of the Return to Play process.
- If the injured student is seen by a physician or receives any medical care related to their injury, the following Return to Play requirement must be met prior to the student returning to practice, competition, or other physical activity:
  - The student must provide a completed Return to Play Form to the Associate Director, Student Programs & Engagement ([mgalewski@bentley.edu](mailto:mgalewski@bentley.edu)), which includes a physician’s signature and credentials, affirming the student’s readiness to return to play.
  - The Return to Play Form should include any conditions related to returning to play that the student must satisfy in order to participate in the Club Sport.
- Student Programs & Engagement will log and forward to the Center for Health & Wellness the Return to Play Form. The purpose of sharing the completed form with the Center for Health & Wellness is not to obtain a medical opinion from that office; rather, the purpose of sharing the completed form is so that the Center can assess the physician’s credentials on the completed form.
- Once a completed Return to Play Form has been successfully obtained and reviewed, the Associate Director of Student Programs & Engagement will confirm this change in status with the student and coach(es). It is the responsibility of both the student and coaching staff to ensure any injured students who have received medical treatment do not return to play until this process is completed.

## VIII. 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 10 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, 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 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 (please stop by our office to attain one) 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 obtain at least 6 weeks in advance of the program. Contact your Student Programs & Engagement Cluster Advisor 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](mailto: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 for 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 obtain 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>

## ***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  
Development Office  
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](http://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. The Center for Alumni, Parents & Friends is a great resource in facilitating relationships with alumni. Please use this link to request alumni engagement with your organization:

<http://falconnet.bentley.edu/s/1696/advancement/index.aspx?sid=1696&gid=2&pgid=888&cid=1812>

## 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>).

## IX. Communication Policies

### A. Posting Policy

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

\*Poster policy is subject to change. Please check (website link) for the most updated version of the policy.

#### ***Poster Content***

- A. The name of the sponsoring organization or individual must appear clearly on all materials to be posted. If the organization is a pending student organization seeking recognition by ABA, the poster must clearly indicate "Pending Organization."
- B. All materials that do not name the sponsoring organization or individual (i.e. teasers) must register with Student Programs & Engagement.
- C. All events sponsored by student organizations that are funded by the Student Activity Fee, must clearly state on all materials "Funded in part by the Student Activity Fee."
- D. All materials must contain accurate spelling, grammar, and event information before being approved.
- E. Any reference to the availability of alcohol at an event must be consistent with the Alcohol & Other Drug Policy found in the Student Handbook. Explicitly, this means that items for posting:
  1. Must contain language that states alcohol service will be provided only to individuals who are 21 or old and have valid ID.
  2. Must not state or imply that alcohol is the major focus of the program. (Exceptions to this policy will be made for programs educating the community on alcohol use or abuse.)
  3. Cannot contain terms or phrases, such as "Happy Hour," "Open Bar," "Bar Trips," "All you can drink" or any other similar term or phrase.
  4. Must not state or imply the quantity of alcohol that will be available at the event.

- F. Materials found offensive, demeaning or discriminatory against any demographic group may not be approved. Final discretionary judgment will rest with Student Programs & Engagement and/or the Residential Center.
- G. The Assistant Director, Student Programs & Engagement, must approve any non-paper material prior to posting.

### ***Poster Approval***

- A. All posters, flyers, and banners to be hung on campus must be approved and stamped by a staff member in Student Programs & Engagement (for the Student Center and other non-residential buildings) or the Residential Center (residence halls) during business hours (8:30 a.m. to 4:30 p.m.) prior to posting.
- B. For “professionally produced posters” there will be an electronic version of the Campus Posting Policy approval stamp to be incorporated in the design of the poster. Otherwise, the poster must be stamped individually if not professionally preprinted. You may apply for this use of the electronic approval stamp by contacting Student Programs & Engagement ([GA\\_SPE@bentley.edu](mailto:GA_SPE@bentley.edu)) or by visiting Student Center 330.

### ***How to Post***

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

### ***Where to Post***

- A. All approved materials must be placed on brick surfaces, wood doors, or bulletin boards.
- B. Approved posters, flyers and banners can be posted on the Student Center’s exterior.
- C. Approved posters, flyers and banners can be posted on the exterior of Residence halls only within 5 feet of the Residence Hall entrances.
- D. Buildings with exterior covered porches can have approved posters, flyers and banners posted under the porch roof (this includes inside of porch columns but not outside arch walls).
- E. Chalk is allowed to be placed on sidewalks only.
- F. Decorative balloons may be used on campus, but the ribbon and balloons must be removed the following day.
- G. After Registering, tarps are allowed to be posted on Quad walls, the outside brick wall of the west staircase of Smith in Lot #14, and the outside brick wall between Lindsay Hall, Smith Academic Technology Center in Lot #14.
- H. Exception to painted surfaces restriction: Approved posters, flyers, and banners may be posted on painted concrete block in the residence halls.

- I. All table tent advertisements do not need to be stamped for distribution in LaCava Lower Café or the Student Center 921 Dining Room. These table tents must be approved by the office of Student Programs & Engagement. Bentley Dining manages the schedule for posting approved table tent advertisements.

### ***Where Not to Post***

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

### ***Commercial Postings***

- A. Definition: any individual, group or company offering a product or service not directly funded or sponsored by a Bentley University department or student organization.
- B. Postings are allowed only on bulletin boards with green signs that indicate for “All Postings”.
- C. Posting for available rentals, roommates wanted, items for sale, trips and commercial advertisements will be restricted to bulletin boards on campus with the exception of commercial advertisements who are endorsed by a student organization. Items will not be stamped unless the name of the contact person and their phone number from the sponsoring student organization endorsing them appear on the poster or flyer.
- D. Failure to comply with the posting policy may result in either or both of the following:

1. Financial charges equivalent to (1) property damage and/or (2) a minimum of one hour of Physical Plant's labor (for removal of illegally posted materials).
2. "Private property "trespass" charges.

### ***Electronic Posting***

Posters and flyers sent via electronic mail and/or posted on social media or other digital platforms must adhere to the university's Posting Policy, Computer Ethics Policy (<http://www.bentley.edu/offices/it/policies/computing-and-network-policy>), and Social Media Policy (<http://www.bentley.edu/offices/marketing-communications/resources-and-guidelines/social-media-community-guidelines>).

### ***Poster Removal***

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

### ***Failure to Comply***

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

## **B. Organization General Accounts (GAs)**

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

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

1. Open an internet browser and type Portal.office.com
2. Click on the Outlook icon
3. On the left hand side you are going to see your name (Last Name, First Name) above your Inbox. Right click on your name.
4. Click Add Shared Folder
5. A dialog box opens up
6. Type your GA account name (i.e. GA\_AIA@bentley.edu)
7. 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 (<http://www.bentley.edu/offices/IT/Policies/acceptable-use-policy#4.0>) and Electronic Mail Policy (<http://www.bentley.edu/offices/information-security-and-data-privacy/bentley-university-email-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 to their Cluster Advisor no later than one week in advance of the desired date for sending the email.

The following email types qualify as eligible for all student email:

1. Student Government Association announcements.
2. Emails that advertise events/programs that are able to accommodate the participation of at least 1,000 undergraduate students.
3. Emails that advertise spirit events open to the entire Bentley community, such as athletic collaborations, community celebrations, campus traditions, and philanthropic events as approved by Student Programs & Engagement on a case-by-case basis.

The following email types are not eligible for all student email:

1. Fundraising events or initiatives.
2. Recruitment messages or general body meeting announcements.
3. Programs that are already advertised via email by other campus entities.
4. 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.

### **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 (<http://www.bentley.edu/offices/marketing-communications/resources-and-guidelines/guidelines-social-media-managers>) and Social Media Guidelines

<http://www.bentley.edu/offices/marketing-communications/resources-and-guidelines/social-media-community-guidelines>).

Student organizations are encouraged to Like, Follow, and Tag other Bentley social media accounts when appropriate. Use the Bentley Social Media Directory for account information for different organizations and offices on campuses (<http://www.bentley.edu/social-media-directory>). The Directory also has information on how to request your organization's accounts be added to the Directory if they are not currently listed.

## 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:** [BentleySPEak.com/hypeservices](http://BentleySPEak.com/hypeservices)

## ***Learn More About HYPE***

To learn more about HYPE, who they are, and what we have worked on, visit [BentleySPEak.com/hypeservices](http://BentleySPEak.com/hypeservices) and [BentleySPEak.com/the-hype-team](http://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](mailto:GA_HYPE@bentley.edu) or Direct Message on Instagram at @bentley\_spe

## ***Stay Up To Date***

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

## **X. Conduct Policies**

### **A. Student Organization Conduct Statement**

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

### **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 Association of Bentley Activities 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:

<http://www.bentley.edu/campus-life/the-student-handbook>

#### **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.

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 BentleyID when completing a liability and indemnity waiver. In accordance with our FERPA Policy, student organization members should take care to protect students' BentleyIDs 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.

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 organization involvement.

Please refer to Bentley University's full FERPA Policy found here: <http://www.bentley.edu/offices/information-security-and-data-privacy/bentley-university-ferpa-policy>

### **XI. 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.

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
- Eighteen (18) Senators

### ***Allocation and 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- 7:00pm in the Student Center. A student cannot be a candidate for an AIA position if outside commitments would prevent them from attending mandatory weekly AIA meetings. Additionally, all members of AIA must attend mandatory budget review meetings on Reading Day each semester. To be eligible for the position of Chair of AIA, a candidate must have at least one year of experience as a member of AIA. Members of AIA cannot concurrently serve as treasurer for any student organization. Available positions include:

- One (1) Chair
- Ten (10) Allocation Liaisons

### ***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 he/she is running for. Each individual Class Cabinet shall consist of a President, Vice President, Treasurer, Secretary, Communications Chair, Events Chair, and Marketing Chair. The candidate for class cabinet who receives the most votes in the election will be eligible to select a designated office on the cabinet. Cabinet members are unable to study abroad during their time in office. The cabinets meet weekly during a designated time chosen by the cabinet and the advisor.

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

## **B. General Qualifications**

### ***Qualifications for All Positions***

- In order to be eligible for a position, a candidate must be enrolled as an undergraduate student of Bentley University, uphold a cumulative 2.5 GPA, not be on academic probation, be in good judicial standing, expect to graduate no sooner than Spring 2019.
- In order to be eligible for a position, a candidate must not have been previously removed from an elected position in the student organization they wish to run for.

### ***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 and ABA recognition board 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.

## **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, ABA, 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](mailto:GA_SPE@bentley.edu)) no later than one week in advance to set up tabling. For tabling in other spaces on campus please contact Conference Services at [ga\\_mcsinfo@bentley.edu](mailto:ga_mcsinfo@bentley.edu).
- **Endorsement Policy:** Candidates are encouraged to campaign to fellow students for support. University departments and offices, including staff and faculty, may **not** endorse individual candidates at any point during the elections process. If a department or office would like to display campaign material for a candidate, they must make fair and equal opportunity for all other candidates upon request.
- **Meet the Candidates Event:** Monday, April 9<sup>th</sup>, 9:30pm-10:30pm in Harry's Pub. This is an optional but recommended event for all approved Final Campaign candidates to encourage interaction between candidates and the student body. Additional information about this event will be shared with Final Campaign candidates.

### ***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](mailto:rfickett@bentley.edu) to set up an individual meeting by the deadline to do so.
- Registration must be completed online by completing the Google 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 prohibited from approaching potential voters with a web-enabled electronic device on which voting software is open.
- Campaigning cannot take place within 25 feet of a Student Programs & Engagement-designated polling station.
- Candidates are required to make sure that all information in their posters and advertisements is factual and not offensive to the Bentley Beliefs and 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. 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 Complaint***

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

### ***If a complaint is lodged against you:***

- If a complaint is filed against you, you will receive an email from the Elections Committee.
- You do not have a right to know the identity of the complainant(s).
- You have 24 hours to respond to the complaint so that the Elections Committee may consider it at its next meeting.
- Complaints are confidential until the Elections Committee publishes them. You may confer privately with others, but it is your responsibility to ensure that they are not publicized early.
- You will be notified if/when the Elections Committee schedules a hearing should you wish to attend.
- When a verdict has been reached, you will receive another email from the Elections Committee with the decision and an outline of disciplinary actions, if applicable.

- If you wish to appeal your case, you may respond by e-mail to the Elections Committee with any new details, not mentioned before, that you feel may have affected the outcome of the decision had they been disclosed. However, as the Elections Committee is the only body to handle these complaints, please be aware that, unless significant new evidence surfaces, our decisions are final.

#### D. Elections Committee

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

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

## XII. Appendix

### A. List of Recognized Student Organizations & Group Accounts

Adamian Law Club   ga_alc@bentley.edu
Africana Student Association   ga_asa@bentley.edu
Allocation & Internal Audit (AIA)   ga_aia@bentley.edu
Alpha Epsilon Pi   ga_alphaepsilonpi@bentley.edu
Alpha Gamma Pi   ga_alphagammapi@bentley.edu

Alpha Kappa Psi (AKPsi)   ga_akpsi@bentley.edu
Alpha Phi   ga_alphaphi@bentley.edu
Alpha Phi Omega   ga_alphaphiomega@bentley.edu
Alpha Psi Omega (APO)   ga_apo@bentley.edu
Alpha Sigma Phi   ga_alphasigmaphi@bentley.edu
Association of Latino Professionals in Finance & Accounting (ALPFA)   ga_alpfa@bentley.edu
BEAR Outdoors Club   ga_bear@bentley.edu
Bentley Asian Students' Association (BASA)   ga_basa@bentley.edu
Bentley Association of Chinese Students (BACS)   ga_bentley_association_of_chinese_students@bentley.edu
Bentley Ballroom Dance Team   ga_ballroomdance@bentley.edu
Bentley Catholic Association   GA_catholic@bentley.edu
Bentley Chamber Orchestra   ga_orchestra@bentley.edu
Bentley Club Hockey   ga_clubhockey@bentley.edu
Bentley Consulting Group   ga_bcg@bentley.edu
Bentley Dance Team   ga_danceteam@bentley.edu
Bentley Democrats   ga_bentley_democrats@bentley.edu
Bentley Economic-Finance Organization   ga_ecofinance@bentley.edu
Bentley Entrepreneur Society (BES)   ga_bes@bentley.edu
Bentley Equestrian Team   ga_equestrian@bentley.edu
Bentley Falcon Cheerleaders   ga_bentley_cheerleaders@bentley.edu
Bentley Film Company   ga_bentley_film_club@bentley.edu
Bentley Indonesian Student Association   ga_bisa@bentley.edu
Bentley Interfraternity Council (IFC)   ga_interfraternitycouncil@bentley.edu
Bentley Investment Group (BIG)   ga_big@bentley.edu
Bentley Islamic Community (BIC)   ga_bic@bentley.edu
Bentley Leadership Society (BLS)   ga_bls@bentley.edu
Bentley Marketing Association (BMA)   ga_bma@bentley.edu
Bentley Microfinance Group   ga_microfinance@bentley.edu
Bentley Non-Profit Society   ga_nps@bentley.edu
Bentley Organization of Russian Speakers (BORS)   ga_bors@bentley.edu
Bentley Panhellenic Council   ga_PanhellenicCouncil@bentley.edu
Bentley Real Estate Group   ga_breg@bentley.edu
Bentley Republicans   ga_bentley_republicans@bentley.edu
Bentley Speech & Debate Society   ga_bsds@bentley.edu
Bentley Student Gaming Organization (BSGO)   ga_bsgo@bentley.edu
Bentley Trading Society   ga_bts@bentley.edu
Bentley Triathlon   ga_bentleytriathlon@bentley.edu
Bentley Wall Street Club   ga_BWS@bentley.edu
Bentley Women's Network   ga_ellevate@bentley.edu
Best Buddies International   ga_best_buddies@bentley.edu

Beta Alpha Psi (BAP)   <a href="mailto:ga_betaalphapsi@bentley.edu">ga_betaalphapsi@bentley.edu</a>
Black United Body (BUB)   <a href="mailto:ga_bub@bentley.edu">ga_bub@bentley.edu</a>
Bentley Wall Street   <a href="mailto:ga_bws@bentley.edu">ga_bws@bentley.edu</a>
Brazilian Student Association   <a href="mailto:GA_BSS@bentley.edu">GA_BSS@bentley.edu</a>
Campus Activities Board (CAB)   <a href="mailto:ga_cab@bentley.edu">ga_cab@bentley.edu</a>
Cape Verdean Student Association (CVSA)   <a href="mailto:ga_cvsa@bentley.edu">ga_cvsa@bentley.edu</a>
Caribbean Ancestry Student Association   <a href="mailto:ga_casa@bentley.edu">ga_casa@bentley.edu</a>
Circle K   <a href="mailto:ga_circle_k@bentley.edu">ga_circle_k@bentley.edu</a>
Climbing Club   <a href="mailto:ga_rockclimbing@bentley.edu">ga_rockclimbing@bentley.edu</a>
Club Volleyball   <a href="mailto:GA_ClubVolleyball@bentley.edu">GA_ClubVolleyball@bentley.edu</a>
College Kindness   <a href="mailto:ga_collegekindness@bentley.edu">ga_collegekindness@bentley.edu</a>
Colleges Against Cancer   <a href="mailto:ga_colleges_against_cancer@bentley.edu">ga_colleges_against_cancer@bentley.edu</a>
Commuter Student Association   <a href="mailto:ga_@bentley.edu">ga_@bentley.edu</a>
CRAZE   <a href="mailto:ga_craze@bentley.edu">ga_craze@bentley.edu</a>
Cru Bentley   <a href="mailto:ga_crubentley@bentley.edu">ga_crubentley@bentley.edu</a>
Culinary Arts Society   <a href="mailto:ga_cas@bentley.edu">ga_cas@bentley.edu</a>
Delta Kappa Epsilon   <a href="mailto:ga_deltakappaepsilon@bentley.edu">ga_deltakappaepsilon@bentley.edu</a>
Delta Sigma Pi (DSP)   <a href="mailto:ga_dsp@bentley.edu">ga_dsp@bentley.edu</a>
Fierce Individuals Reaching Excellence   <a href="mailto:ga_stepsquad@bentley.edu">ga_stepsquad@bentley.edu</a>
Freshman Class Cabinet   <a href="mailto:ga_freshman_class_cabinet@bentley.edu">ga_freshman_class_cabinet@bentley.edu</a>
Future Business Leaders of America   <a href="mailto:ga_fbla@bentley.edu">ga_fbla@bentley.edu</a>
Gamma Phi Beta   <a href="mailto:ga_gammaphibeta@bentley.edu">ga_gammaphibeta@bentley.edu</a>
Golf   <a href="mailto:GA_bentley_golf_association@bentley.edu">GA_bentley_golf_association@bentley.edu</a>
Greek Activities Council   <a href="mailto:ga_greek_activities_council@bentley.edu">ga_greek_activities_council@bentley.edu</a>
Habitat for Humanity   <a href="mailto:ga_habitat@bentley.edu">ga_habitat@bentley.edu</a>
Health and Fitness Club   <a href="mailto:ga_healthfitnessclub@bentley.edu">ga_healthfitnessclub@bentley.edu</a>
HerCampus   <a href="mailto:ga_hercampus@bentley.edu">ga_hercampus@bentley.edu</a>
Hillel   <a href="mailto:ga_hillel@bentley.edu">ga_hillel@bentley.edu</a>
Information Systems Audit Control Association   <a href="mailto:GA_ISACA@bentley.edu">GA_ISACA@bentley.edu</a>
International Student Association (ISA)   <a href="mailto:ga_isa@bentley.edu">ga_isa@bentley.edu</a>
Jazz Band   <a href="mailto:ga_jazzband@bentley.edu">ga_jazzband@bentley.edu</a>
Junior Class Cabinet   <a href="mailto:ga_junior_class_cabinet@bentley.edu">ga_junior_class_cabinet@bentley.edu</a>
Kappa Delta   <a href="mailto:ga_kappa_delta@bentley.edu">ga_kappa_delta@bentley.edu</a>
Kappa Sigma   <a href="mailto:ga_kappa_sigma@bentley.edu">ga_kappa_sigma@bentley.edu</a>
Korean Students Association (KSA)   <a href="mailto:ga_ksa@bentley.edu">ga_ksa@bentley.edu</a>
La Cultura Latina (LCL)   <a href="mailto:ga_lcl@bentley.edu">ga_lcl@bentley.edu</a>
La Societa Italiana di Bentley (SIBC)   <a href="mailto:ga_sibc@bentley.edu">ga_sibc@bentley.edu</a>
Literary Society   <a href="mailto:ga_LiterarySociety@bentley.edu">ga_LiterarySociety@bentley.edu</a>
Mathematical Sciences Club (Math Club)   <a href="mailto:ga_mathematical_sciences_club@bentley.edu">ga_mathematical_sciences_club@bentley.edu</a>
Men's Rugby   <a href="mailto:ga_mens_rugby@bentley.edu">ga_mens_rugby@bentley.edu</a>

Men's Ultimate Society   <a href="mailto:ga_BUS@bentley.edu">ga_BUS@bentley.edu</a>
Model UN   <a href="mailto:ga_bentleymun@bentley.edu">ga_bentleymun@bentley.edu</a>
Momentum   <a href="mailto:ga_momentum@bentley.edu">ga_momentum@bentley.edu</a>
National Association of Black Accountants (NABA)   <a href="mailto:ga_naba@bentley.edu">ga_naba@bentley.edu</a>
Noise Slam Poetry Team   <a href="mailto:ga_slampoetry@bentley.edu">ga_slampoetry@bentley.edu</a>
Off the Clock   <a href="mailto:ga_otc@bentley.edu">ga_otc@bentley.edu</a>
People Respecting Individuality & Diversity through Education (PRIDE)   <a href="mailto:ga_PRIDE@bentley.edu">ga_PRIDE@bentley.edu</a>
Phi Sigma Sigma   <a href="mailto:ga_phisigmasigma@bentley.edu">ga_phisigmasigma@bentley.edu</a>
Programming Club   <a href="mailto:ga_programmingclub@bentley.edu">ga_programmingclub@bentley.edu</a>
Project CI   <a href="mailto:ga_projectci@bentley.edu">ga_projectci@bentley.edu</a>
Recognizing Everyone's Attributes & Lifestyles   <a href="mailto:ga_real@bentley.edu">ga_real@bentley.edu</a>
Senior Class Cabinet   <a href="mailto:ga_senior_class_cabinet@bentley.edu">ga_senior_class_cabinet@bentley.edu</a>
Sigma Chi   <a href="mailto:ga_sigmachi@bentley.edu">ga_sigmachi@bentley.edu</a>
Sigma Gamma Delta   <a href="mailto:ga_sigma_gamma_delta@bentley.edu">ga_sigma_gamma_delta@bentley.edu</a>
Sigma Pi   <a href="mailto:ga_sigmapi@bentley.edu">ga_sigmapi@bentley.edu</a>
Ski/Snowboard Club   <a href="mailto:ga_skiclub@bentley.edu">ga_skiclub@bentley.edu</a>
Sophomore Class Cabinet   <a href="mailto:ga_sophomore_class_cabinet@bentley.edu">ga_sophomore_class_cabinet@bentley.edu</a>
South Asian Student Association (SASA)   <a href="mailto:ga_sasa@bentley.edu">ga_sasa@bentley.edu</a>
Students Advocating Gender Equality   <a href="mailto:ga_SAGE@bentley.edu">ga_SAGE@bentley.edu</a>
Student Athlete Advisory Council (SAAC)   <a href="mailto:ga_saac@bentley.edu">ga_saac@bentley.edu</a>
Student Government Association (SGA)   <a href="mailto:ga_sga@bentley.edu">ga_sga@bentley.edu</a>
Students for Sustainable Business   <a href="mailto:ga_ssb@bentley.edu">ga_ssb@bentley.edu</a>
Tamid   <a href="mailto:ga_tamid@bentley.edu">ga_tamid@bentley.edu</a>
The Vanguard   <a href="mailto:ga_vanguard@bentley.edu">ga_vanguard@bentley.edu</a>
WBTY Radio   <a href="mailto:ga_wbty@bentley.edu">ga_wbty@bentley.edu</a>
Women's Ice Hockey   <a href="mailto:ga_womensicehockey@bentley.edu">ga_womensicehockey@bentley.edu</a>
Women's Rugby   <a href="mailto:ga_womens_rugby@bentley.edu">ga_womens_rugby@bentley.edu</a>
Women's Ultimate Society (Frisbee)   <a href="mailto:ga_wobus@bentley.edu">ga_wobus@bentley.edu</a>
Young Arab Leaders Association (YALA)   <a href="mailto:ga_yala@bentley.edu">ga_yala@bentley.edu</a>