



# ASSOCIATION OF BENTLEY ACTIVITIES

Policy Document

SEPTEMBER 7, 2016  
BENTLEY UNIVERSITY



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## Table of Contents:

Association of Bentley Activities Roles:

Recognition Process

Re-Petitioning Process

Criteria to be classified as an Organization:

Recognition Meetings:

7

Assignment of Recognition Board to Newly Recognized Organizations:

7

Successful Organization Presentations

## Association of Bentley Activities Roles:

### ❖ Chair

- Further the mission and vision of ABA by creating a long-term plan that will span not only during his/her term, but also in terms to come
- Govern the overall policies and process of recognizing new organizations
- Create new initiatives around energizing the student body in starting new organizations
- Empower and Engage the Recognition Board in various to initiatives to keep them energized
- Act as a liaison between the Association of Bentley Activities and Student Programs & Engagement
- Maintain quality relationships with the various departments and Presidents of Governing Organizations
- Preside over all Executive and Recognition Board Meetings
- Maintain neutrality during Recognition Presentations and act as a tie-breaker in case of absences
- Maintain the Google Drive

### ❖ Vice-Chair of Operations

- Preside over meetings in the absence of the Chair
- Manage the Recognition Process for petitioning organizations from start to finish
- Act as a liaison between petitioning organizations and the Recognition Board
- Provide insight and coaching to petitioning organizations in order to prepare them for presentation
- Act as the face of ABA to petitioning groups

### ❖ Vice-Chair of Finance

- Provide a sustainability outlook on petitioning organizations
- Teach petitioning organizations on budgeting processes and on Allocation and Internal Audit Committee's policies
- Manage the finances for the Association of Bentley Activities according to AIA policy
- Act as a liaison between ABA and AIA

### ❖ Recognition Board Member

- Analyze petitioning organizations in order to create a more diverse set of student-run organizations
- Provide insight into student need on campus for organizations
- Analyze organizations to ensure that each organization meets the expectations and mission/vision of ABA
- Attend petitioning organizations' informational meetings to measure effectiveness and preparedness
- Act as a liaison between ABA and newly recognized organizations during their first full semester to provide support and ensure sustainability/continuity

## Recognition Process

1. The Recognition Process begins when a student emails GA\_ABA expressing interest in starting a student organization
2. The Chair emails the 10 Questions worksheet to the student
3. Upon receiving the 10 Questions the Vice-Chair of Operations analyzes the document in order to determine if the organization matches the definition of a student organization
4. Regardless of the response to Step 3, the Vice-Chair of Operations sets up a meeting to determine more information about the organization in order to see if upon new information the petitioning organization meets the ABA's definition of an organization. If the organization does not meet ABA's definition of an organization then the Vice-Chair of Operations provides the student with clear direction or approach to encourage the student to make changes in order to meet the definition. The Vice-Chair of Operations will also outline the recognition process during this meeting, as well as mentioning the option to petition as an organization with limited funding (see *Criteria for financial restriction - opt in/out* section below) but deferring further details to step 7 of the process.
5. Following the meeting, the Vice-Chair of Operations reports back to the eboard who then votes on whether or not the organization meets the requirements of an organization under ABA Policy. If the eboard unanimously votes that the organization does not meet the criteria for an organization, then the Vice-Chair of Operations sends an email to the student detailing why their proposed organization does not fit ABA's definition. If the eboard votes any other way, then the Vice-Chair of Operations emails the New Organization Packet and CC's the advisor for ABA so that a meeting may be set up for the next stage of the process.
6. The Student requests a meeting with the advisor for ABA. In this meeting the Advisor gains an understanding of the petitioning organization and provides guidance to the student on Organization Policy
7. Following the meeting with ABA's advisor the student meets with the Vice-Chair of Finance. In this meeting the Vice-Chair of Finance describes AIA's policies that are relevant to that particular organization and to new organizations in general. The Vice-Chair of Finance also provides the AIA policy manual and Budget form to the student and describes how to accurately fill out the form. The Vice-Chair of Finance will also answer any questions that the students have regarding the financial restriction option (see *Criteria for financial restriction - opt in/out* section below)
8. In order to continue onto Step 7, the students must have 1) completed the organization's draft constitution, 2) secured an advisor, and 3) have a basic understanding of the events they want to organize. If all of these steps are complete, then the student meets with the Chair of ABA. In this meeting the Chair confirms that each of these steps has been completed before scheduling a tabling session and informational meeting for the organization. Tabling sessions should occur either from 12:30-3:30 in the LaCava Cafe (email Karen Murphy [KMurphy1@bentley.edu](mailto:KMurphy1@bentley.edu) to schedule) or during dinner outside seasons (email Nicole Chabot Wieferich [NCHABOTWIEFERICH@bentley.edu](mailto:NCHABOTWIEFERICH@bentley.edu) to schedule). Tabling sessions and informational sessions should be scheduled at the same time to allow the ability to market for the informational meeting at the tabling sessions). It is also decided in this step whether the organization is petitioning to be recognized as one with or without funding and will be indicated on their constitution.

9. The Students must get their signature sheets for tabling from ABA's mailbox. These forms must be signed out and signed back in (shortly before and after the tabling session) and signed off by a Business Center employee. This is to ensure that students do not go door-to-door in order to get signatures.
10. The Informational Meeting for student organizations should count as a mock-presentation to ABA. Each informational meeting will be attended by at least one person on the Recognition Board in order to assess the group's preparedness, professionalism, and overall enthusiasm. These informational meetings must have a sign in sheet that indicates the interest level the attendees have in the organization (do they want to be a General Member or Executive Board Member). Occasionally the Chair will attend an informational meeting to assess its effectiveness in order to determine if improvements to the process can be made. If no Recognition Board member is able to attend the informational meeting then the group is to meet with the Executive Board to discuss their presentation.
11. After all the documents have been completed the organization schedules a joint meeting with the Chair and Vice-Chair of Operations in order to ensure completeness and to schedule the Recognition Presentation meeting. All documents are due 1 week prior to the Recognition Presentation.
12. Recognition Presentation: Each Group is to have 30 minutes including question/answer time to present. Following the presentation, the Recognition Board is given 20 minutes to deliberate. After 20 minutes, the organization is put to a vote of yes, no, or too many questions. If three or more board members vote too many questions then the organization will be asked to return during the following week in order to answer the Board's questions in 10 minutes. Following which, a vote will be conducted of either yes or no. A Simple majority vote is needed to pass an organization. (See Recognition Presentation Section for further specifics on Recognition Presentations). If a group is approved or denied, the chair sends an email to the group with their ABA liaison CC'd.

\*Please note: The Executive Board has the ability to stop a group from furthering the Recognition Process for unprofessionalism or failure to maintain the definition of an organization. If an organization is similar in nature to other organizations on campus the students should then be directed towards the other organization in order to merge or strengthen differences.

## Re-Petitioning Process

- If organizations are denied the opportunity to become a new organization they can petition the recognition decision in the second semester following the denial
  - The process becomes modified due to the redundancies presented
  - Organizations that are petitioning for recognition follow a 2 step meeting process
    - The first meeting is with the Chair of ABA in which the Chair will go over the recognition decision and concerns of the Recognition committee with the organization and create a timeline of completion. The Chair will also outlay the modified process for the recognition
      - The organization must write a letter from the executive board stating how they have chosen to address the Association of Bentley Activities concerns and they must also obtain letters of support from the

organizations specific by ABA's Executive Board (no more than 5 of letters of support can be assigned).

- In order to petition they must plan and execute an event (without funding)
  - This event must be attended by at least two recognition board members
  - The Executive board of the petitioning organization must complete a one-page write-up of the event (how it went, attendance, what they learned, do's and don'ts)
- The organization must also address any additional concerns brought forth by the recognition committee
- The second meeting is with the Vice Chair. In this meeting the Vice-Chair will ensure that all their documents are in order. These documents are the same minus all the demonstrated need documents that differ from the ones stated above as well as ensure that they are ready to present in front of ABA in order to be recognized
- The organization will have 50 minutes to present and will be the only organization presenting during that meeting. The 50 minutes can be allocated towards however it may like. Following will be a 30 minute discussion by the Recognition Board.

## Criteria to be classified as an Organization:

- ❖ An organization's primary purpose must be to serve Bentley Students in a way that cannot be better serviced underneath another department.
  - For example, an organization focused on getting students jobs is the focus of Career Services and therefore cannot be a student organization
- ❖ The organization cannot be a for or non-profit organization
  - Exceptions include Non-profit organizations that have a direct impact on Bentley's campus and provide leadership programming that for its general members that contribute to personal and professional development.
- ❖ All organizations must provide leadership development opportunities for its members
- ❖ Club Sports Specific Policies:
  - 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 ABA and may be allowed to initiate the recognition process.
  - Requests for recognizing a club sport that does not have an establish 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 ABA's other requirements for recognition. The ABA Advisor will communicate Athletics-related needs (facility usage/storage, among others) to staff in Athletics prior to the petitioning group presenting before ABA to ensure needs can be accommodated before moving the group further in the recognition process.
  - In assessing the organization's financial impact on the SAF and other Club Sports, it should be analyzed based on the organization's impact on other Club Sports
  - All Club Sport's Recognition Decisions are pending based on approval by the Vice President of Student Affairs and Dean of Students

## Criteria for financial restriction - opt in/out

- ❖ A group while going through the process will make the decision (before presenting to the board) to either opt in for financial restriction or to have no financial restriction
- ❖ Financial Restriction - opt in
  - If a group decides that they are going to go through the recognition process opting in for financial restrictions then they will have a cap on the amount of money they can request in their budget. The cap is as follows:
    - \$250 each year for promotional items
    - \$50 each semester for the first general body meeting
    - \$150 per year for extra costs (at the discretion of AIA)
      - The total an organization can request is \$500 per year
- ❖ If a recognized organization with the financial restriction would like to change their status to an organization without financial restrictions they must follow these steps:
  - 1. Submit a request to ABA to change their status
  - 2. Meet with ABA executive board to discuss the change
    - Present to ABA recognition board
      - ◆ 15 minute presentation and 5 minute question period
        - The recognition board will approve or deny the request
  - If an organization is approved then they no longer have financial restrictions and can request on their budget any amount then the decision of allocation of funds goes to AIA
  - If an organization is not approved then they can appeal the second semester after the original request. The appeal process is the same as the original request process.
- ❖ Financial Restriction - opt out
  - If a group going through the process decides to opt out then they will have no financial restrictions on what they can request on their budget. AIA will decide the allocation of funds.

## Recognition Meetings:

- ❖ During Recognition Presentations all organizations are given a total of 30 minutes to present
- ❖ During Question and Answer time it is the role of the Chair to ask questions that get the Recognition Board to think of not only the positive factors of recognizing the organization, but also the negative factors.
- ❖ During the 20 minute discussion, the Chair is to remain as a neutral third party and guide the discussion based on the flow. The Chair is to act as the devil's advocate to eliminate the halo/horn effect from occurring.
- ❖ During the meeting, the assigned secretary will take meeting notes and note all positive and negative aspects of the organization to ensure proper documentation.
- ❖ After 20 minutes, the Chair is to put the organization to a vote with either yes, no, or too many questions. Only a simple majority vote is needed to secure a vote.
  - If three or more Board members vote too many questions then the organization must be brought in the following week and given 10 minutes to answer all questions at which the organization will be put to a vote.
- ❖ Following the vote the Chair sends out the appropriate email



- ❖ If the organization is recognized, a Recognition Board member is assigned to them as a form of support during their first full semester to ensure continuity.

### Assignment of Recognition Board to Newly Recognized Organizations:

- ❖ Once the organization has been recognized, the ABA liaison will be included in the decision email
- ❖ Recognized organizations will be assigned evenly among the ABA recognition board
- ❖ The ABA liaison must meet with the president of their assigned organization and attend at least one event
- ❖ There should also be one meeting between the organization, the ABA liaison, and the SP&E Cluster Advisor
- ❖ The purpose of this assistance is to give the newly recognized organization support during their first semester. The ABA liaison will **NOT** help with policies since that is the purpose of the Cluster Advisor

### Successful Organization Presentations:

- ❖ Successful organization presentations adequately address all of ABA's Concerns regarding sustainability, preparedness and the organization's ability to contribute to overall life at Bentley.
- ❖ The organization must have a mission and vision statement that is clearly articulated and prevalent throughout the presentation and in the events that the students want to create.
- ❖ The organization must have a clearly articulated continuity plan that ensures that the organization will not only survive for this coming year, but for years to come with adequate procedures around elections and managing turnover despite graduation or study abroad.
- ❖ Presenters must have a clear understanding of the organization and be able to express their own interest to the board and show their passion.
- ❖ See drive for successful presentations.