

# 2015/2016 Student Leader Handbook

Office of Student Life  
Boston Architectural College



**BOSTON  
ARCHITECTURA  
COLLEGE**

OFFICE OF STUDENT LIFE

# TABLE OF CONTENTS

- I. Welcome**
  - a. Welcome Letter from the Office of Student Life
  - b. Student Life Mission Statement
  
- II. BAC Student Leader Policies**
  - a. Minimum Academic Standards for Participation in Student Leadership at the BAC
  - b. The Role of a Student Leader
  - c. Ethical Standards for BAC Student Leaders
  - d. Tips for Student Leaders
  
- III. Student Organization Policies**
  - a. Student Organization Definition and Requirements – Office of Student Life
  - b. Annual Organization Recognition/Registration Process
  - c. Atelier Definitions – Provisional Organizations vs. Established Organizations
  - d. Changes within an Organization
  - e. Student Organization Constitution/Statements
  - f. Student Organization Advisors
  - g. Elections
  - h. Email Accounts and Mailing Lists
  
- IV. Federal, State and College Guidelines**
  - a. Criminal Liability for Student Organizations
  - b. Title VI of the Civil Rights Act of 1964
  - c. Title IX of the Educational Amendments of 1972
  - d. Buckley Amendment/ Family Education Rights and Privacy Act of 1974 (FERPA)
  - e. Digital Millennium Copyright Act
  - f. Alcohol and Substance Abuse Policy
  - g. Campus Compact
  - h. Hazing Policy
  - i. Raffles and Bazaars
  
- V. Meetings and Events**
  - a. Planning Meetings and Coordinating Events
  - b. Events Guidelines and Registration
  - c. Contracts with Outside Vendors
  - d. Reserving Space on Campus
  - e. Off-Campus Events
  - f. Food and Beverages at Events
  - g. Alcohol at Events
  - h. Publicity
  - i. Posters, Signage, Banners
  - j. Web Pages, Blogs, and Social Media
  - k. Use of BAC Name, Trademarks, and Logos
  - l. Movies or Music at Events
  - m. Travel for Off Campus Events
  
- VI. Conferences and Travel**
  - a. Conference and Travel Packet
  - b. Travel and Liability
  
- VII. Funding and Student Groups**
  - a. Appropriate Use of Funding
  - b. Who Can Request Funding
  - c. Requesting Funds – Request for Funds Form
  - d. External Bank Accounts for Organizations
  - e. Fundraising, Grants, and Seeking Funds Outside of Atelier
  - f. Professional Organizations & Dues
  - g. Tax Exempt Status

# I. WELCOME

## a. Welcome Letter from the Office of Student Life

The information in the Student Leader Handbook is provided as a resource to help student leaders organize their student organizations and plan properly for events.

Involvement in student organizations creates opportunities to develop new ideas, discover hidden talents, cultivate interpersonal skills, and provide a way to accomplish collectively what could not be done individually.

At the BAC there are a number of ways we encourage student involvement in activities such as student government, professional organizations, social and cultural clubs, and committee work that will enhance students' connection to the BAC community.

The staff within Student Life provides support to each student organization, with the hope of promoting participation, leadership, and personal growth. Contact or visit us in person in the main BAC building at 320 Newbury Street at any time to ask questions and get information about joining an organization. If you have ideas for a new student group, we will be happy to explore ideas with you. In short, we are committed to your ultimate success, both as a student and as a contributing force within the BAC community.

Best of luck to you and your organization!

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## b. Office of Student Life Mission Statement

The Office of Student Life's goal is to create a healthy, supportive environment for student success and engage students in a vibrant, inclusive campus community. We respect and encourage the individuality, creativity, and diversity of all BAC students, and strive to make all students feel welcomed, heard, supported and celebrated.

We aim to assist students with balancing work, school, and life. Often serving as advocates, we strive to break down barriers for students to enable their success.

As an office, we work as a catalyst for students to individually and collectively foster essential life skills to complement their academic and practice education. Our office supports, challenges, and empowers all BAC students to become design professionals as well as leaders who realize the responsibility of employing their skills to better both the BAC community and the world.

## II. BAC STUDENT LEADER POLICIES

### a. Minimum Academic Standards for Participation in Student Leadership at the BAC

Participating as a student leader at the BAC can bring a professional education to life, permitting students to take an active role in shaping the life of the College. It strengthens professional bonds with colleagues, both fellow students and BAC educators and staff. When leadership experience appears on a BAC student's resume, it portrays a person on a path toward leadership in the profession. However, participation in student leadership is a privilege, not a right. A BAC student leader is an ambassador of the college. Their words, actions, decisions, and their ability to work with others must portray a sense of community and ethical behavior.

The Boston Architectural College is an educational institution first and foremost. If a student must choose, academic work must come first. For this reason, the BAC has created a policy for minimum academic standards for participation in student leadership. All students interested in participating in a leadership role must meet these requirements:

- S/he is currently enrolled as a full-time student, with two prior semesters of full-time enrollment.
- S/he maintains a 3.0 minimum cumulative G.P.A.
- S/he maintains Practice Compliance: all modes of practice assessment such as skill level are up to date.
- S/he is not delayed in the portfolio review sequence and schedule: meaning a student's path to graduation is not being delayed by the submission or resubmission of a portfolio.

**\*NOTE: students who do not meet all of these requirements may participate as a leader with the permission of the Dean of Students, in consultation with Academic and Practice Advising.**

### b. The Role of a Student Leader

As role models to other students at Boston Architectural College, student leaders are expected to embody the institution's highest ideals, values, and aspirations, and to uphold its community standards. Therefore, students placed on academic probation in the college will lose privileges, including their ability to campaign or hold leadership positions within organizations approved by the Office of Student Life.

Here at the BAC, we hold our Student Leaders in high esteem – and from that, we have expectations which dictate appropriate and inappropriate behavior from students involved in extracurricular activities.

### c. Ethical Standards for BAC Student Leaders

#### **Treat Others with Respect and Dignity**

Student Leaders should not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. This includes: race, color, national origin, religion, sex, sexual orientation, gender identity and expression, veteran status, age, socioeconomic status, and disability. The BAC is an inclusive environment which recognizes the importance of understanding, approaching, and owning diversity and equality.

#### **Maintain Good Communication**

Sending timely responses to emails, asking for help when needed, following policies set by the Office of Student Life, proper planning before an event, using clear purpose or intent—each of these are great communication practices. Communicate with the Office of Student Life – early and often!

#### **Act with Integrity & Professional Ethics**

Student Leaders should seek to be honorable and forthright members of the Boston Architectural College community at all times. All student leaders must comply with legal and ethical obligations seen forth by Massachusetts and Federal law, but also must comply with The College's high standard of ethical conduct. The BAC does not condone any form of dishonesty such as fraud, cheating, plagiarism, or theft. BAC Student Leaders should seek to keep their commitments at all times.

#### **Use College Resources Respectfully**

College resources must be used appropriately. Student Leaders have access to a number of resources on campus – from borrowed electronic equipment, to College facilities, to the financial resources allotted for an organization. As a Student Leader, it is expected that you will be a good steward and use these resources appropriately.

Any resource of the College which is used by Student Leaders must not be used for personal or financial gain. Any financial transactions on behalf of your organization must comply with the Office of Student Life's guidelines and have proper documentation of funds spent. Clear and correct financial records must be kept for each organization, and may be subject to investigation by the Office of Student Life at any time.

#### **Comply with Legal and Professional Obligations**

As a Student Leader, you should not partake in interests or commitments—financial or otherwise—without proper consent from The Office of Student Life. Student Leaders are not able to employ anyone on behalf of the College, nor accept gifts, services, or favors from entities other than the BAC, on behalf of their work as Student Leaders.

#### d. Tips for Student Leaders

- Be organized – don't get overwhelmed.
- Learn the history of your student group.
- Delegate tasks – don't try to do it all yourself.
- Set a good example for your organization.
- Remain in good contact with the Office of Student Life.

### III. STUDENT ORGANIZATION POLICIES

#### a. Student Organization Definition and Requirements – Office of Student Life

A student organization is defined as a group of BAC students who unite to promote or celebrate a common interest. While student organizations of the college may include members from other schools, faculty, staff, or community members, the bulk of the organization must be BAC students.

Organizations seeking recognition or seeking renewal must follow the following criteria:

- Hold at least one event per semester, with a maximum of five per semester (not including operational meetings).
- Hold at least one general body meeting per semester, with a maximum of four per semester.
- Have an Organization Constitution or Mission Statement on file with the Office of Student Life.
- Have at least four members willing to serve as active officers or members of said club or organization.
- Mission must not conflict with College policies, the College mission, or Strategic Plan.
- Mission must not duplicate the missions of other BAC approved organizations.
- The organization's activities will be appropriate to a professional college, as deemed by the staff of the Office of Student Life.

If paid membership is a requirement for the student organization, a membership list must be supplied to the Office of Student Life, and updated each semester prior to elections.

#### b. Annual Organization Recognition/Registration Process

All clubs that utilize the name of the Boston Architectural College must first be recognized by the College. The process of renewal generally comes at the beginning of the academic year during the fall semester, when all clubs must fill out an Application for Organization Recognition/Renewal.

This form must be submitted to the Office of Student Life before any funding can be made available, or events can be held in the name of the group. A membership list must be supplied to the Office of Student Life along with the Application for Organization Recognition/Renewal, and updated each semester.

To register your organization, please complete the Application for Organization Recognition/Renewal on the Office of Student Life's page on the-bac.edu. Throughout the year, student organizations can update their information with this form. Any leader listed on the organization's registration is permitted to make updates. The Office of Student Life encourages organizations to update the information whenever there are changes.

If you wish to start a new organization, you may do so at any time during the academic year, provided the requirements for recognition set by the Boston Architectural College have been met.

#### c. Definitions – Provisional vs. Established Student Organizations

Student Organizations shall be defined in two ways; provisional and established.

Provisional – a student group, club or organization affiliated with the College that has not yet received an established status.

- As student organizations can begin any time during the school year, any new organization will be considered provisional until the next semester.
- A new organization will remain provisional until a new semester has begun following the application date for that organization.
- A Provisional Student Organization may request funds from Atelier at any time, but approval must be obtained from Atelier prior to usage. (See Section VII - Funding and Student Organizations)

Established – a student group, club or organization affiliated with the College that has successfully met the recognition criteria in the previous section for two consecutive semesters. As an Established Student Organization, the group is entitled to:

- A pre-set operating budget, determined by Atelier. For details, see Section VII - Funding and Student Organizations.

#### d. Changes within an Organization

Student Organizations must notify the Office of Student Life in the case of a change of leadership or contact information for the leadership of your organization. The Office of Student Life should have the most updated contact information for all leaders of the organization on file at all times. Please contact the Office of Student Life if changes happen within your organization such as a change in leadership, or a change in contact information.

**e. Student Organization Constitution/Statement**

All Student Organizations must have a constitution, mission, or statement of purpose on file with The Office of Student Life. A framework for elections, as well as a list of elected positions should be outlined within this document. Please work with the Office of Student Life to file a constitution or statement for your organization.

**f. Student Organization Advisors**

A BAC staff (or faculty) advisor is not required for all recognized student organizations; however, if a student organization wants to have an advisor outside of the Office of Student Life, this can be discussed with the Office of Student Life. A faculty advisor serves to promote student/faculty/staff interactions outside of the classroom and allows the faculty/staff to stay connected to students' extracurricular lives.

It is important for student organizations to select an advisor who will bring a level of expertise as appropriate to the mission of the organization. The advisor should help the organization meet its goals, provide guidance along the way, and maintain an awareness of all planned activities. Each year, student organizations should determine what role they might want their advisor to assume for the upcoming period and to have a conversation with their advisor about these expectations. Similarly, each advisor may have their own expectations for the group or for the role they are willing to play. It is a two-way street and both the advisor and the student organization should ensure that they are well matched for one another.

If you feel like you need a new advisor for your organization, please speak with a representative of the Office of Student Life.

**g. Elections**

Prior to elections, candidates for positions should follow the nominations process outlined within the organization's constitution. Elections may be held – depending on the nature of the group and the number of student members – at the discretion of the student leadership, faculty/staff advisor, and the Dean of Students, unless outlined within an organization's constitution. Student organizations are required to hold elections in the end of the spring semester in conjunction with Atelier's elections.

**h. E-Mail Account and Mailing Lists**

As an officially approved student organization of the BAC, you may apply for an e-mail address. The Office of Student Life can assist you through this process. Mailing lists are not available to student leaders and are only used internally by the staff at the BAC. This is put in place to protect your rights as a BAC student.

## IV. FEDERAL, STATE AND COLLEGE GUIDELINES

### a. Criminal Liability for Student Leaders

Members of a student organization may be convicted of an offense under any of the following circumstances:

- The offense is a minor misdemeanor committed by an officer, agent, or employee acting on its behalf and within the scope of his/her office or employment.
- The offense of an omission to discharge a specific duty imposed by law on the organization.
- If, acting with the kind of culpability otherwise required for the commission of the offense, its commission was authorized, requested, commanded, tolerated, or performed by the board of directors, or by a high managerial officer, agent or employee acting in behalf of the organization and within the scope of his/ her officer or employment.

Organization advisors, officers, and members are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.

Organization officers and members may be civilly liable for harm resulting from either dangerous organization activities, activities that create an unreasonable risk of injury, or violate federal copyright laws. All persons involved in organizations are advised to plan activities carefully, comply with all laws (especially those related to the consumption of alcohol/drugs, copyright, the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.

### b. Title VI of the Civil Rights Act of 1964

No person in the US shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

### c. Title IX of the Educational Amendments of 1972

The regulations governing Title IX of the Educational Amendments of 1972 state that: "No persons shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an educational program of activity receiving federal financial assistance."

### d. Buckley Amendment/ Family Education Rights and Privacy Act of 1974 (FERPA)

The portion of the Act that is relevant to student groups and organizations is in relation to the Office of Student Life. The Office of Student Life may not release to any source, personally identifiable records or files (or personal information contained therein) of students, without their written consent.

### h. Digital Millennium Copyright Act

It is illegal under Federal Law to download, upload, or distribute copyrighted material in any form without express permission or a license to do so from the copyright holder. The BAC will take appropriate actions to insure the integrity of copyrighted materials. Full text of the Digital Millennium Copyright Act can be found at [www.copyright.gov/onlinespl/](http://www.copyright.gov/onlinespl/).

### f. Alcohol and Substance Abuse Policy

This policy statement is designed to address the Boston Architectural College's (BAC) concerns about drug and alcohol abuse, and to ensure that BAC faculty, administrators, and students comply with the Drug Free Schools and Communities Act Amendments and Drug Free Workplace Act. All members of the BAC community are expected to assume and exercise responsibility for their own behavior consistent with the Interpersonal Responsibility Policy.

The BAC strongly promotes an educational environment free from the acts and effects of alcohol and substance abuse. The use and abuse of illegal drugs and other controlled substances is strictly prohibited. The use of alcohol at the BAC is subject to strict regulations, in compliance with state and federal laws. The consumption of alcohol while engaged in the workplace or in a classroom or studio setting is unacceptable, since it can adversely affect the health, safety, integrity, and security of students, faculty, and staff. It can have an adverse effect on the judgment, productivity, and attendance levels of the faculty, staff and students and undermine public confidence and trust in the institution.

BAC students, faculty, and staff are responsible for observing all Commonwealth of Massachusetts and federal laws governing alcohol and drugs. Any community member held to be in violation of the BAC's Alcohol and Substance Abuse Policy will be subject to disciplinary proceedings and may be subject to legal prosecution.

### Alcoholic Beverage Policy

The BAC's policy regarding alcohol consumption is as follows:

- The distribution or consumption of alcoholic beverages on campus is prohibited except at organized and approved institutional or BAC functions that are sanctioned by the BAC Senior Administration;
- No person under the legal drinking age of 21 is permitted to consume alcoholic beverages at the BAC;

## Event Requirements

Any group that holds an organized and approved institutional or BAC event must adhere to the following guidelines:

- All groups are required to provide and maintain at its own expense Comprehensive General Liability Insurance. Such insurance shall have a limit of liability of not less than one million dollars (\$1,000,000) per occurrence for bodily injury and damage to property.
- The Comprehensive General Liability Insurance shall be maintained for the period of the facilities rental/use agreement. The group shall provide the BAC with a Certificate of Insurance covering the rental/use agreement period and naming the BAC as an additional insured party.
- If the serving of alcohol beverages is approved by the BAC, the group is required to provide and maintain, at its own expense Liquor Liability Insurance. Such insurance shall have a limit of liability of not less than one million dollars (\$1,000,000) per occurrence. The Liquor Liability Insurance shall be maintained for the period of the facilities rental/use agreement. The group shall provide the BAC with a Certificate of Insurance covering the rental/use agreement period and naming the BAC as an additional insured party.
- The group is required to sign a hold harmless agreement indemnifying BAC and their Landlords from liability resulting from loss or injury.
- It shall be the responsibility of the licensee (individual or group) sponsoring the activity or service at or through which alcoholic beverages are served to ensure that all participants possess proper identification (e.g., driver's licenses with photographs) verifying that they are of legal age;
- The individual or group supplying the alcoholic beverages is required to be "TIPS" (Training for Intervention Procedures by Servers of alcohol) certified.
- Alcoholic beverages may not be taken from an area in which an event/service is approved for the distribution and or consumption of alcoholic beverages to an area that is not so approved;
- At any event during which alcohol is served, nonalcoholic beverages and food must also be available.
- The only alcoholic beverages that are permitted at BAC events are wine and beer.
- Events at the BAC at which alcoholic beverages are to be served must not be advertised in such a way as to place emphasis on alcohol.

## Disciplinary Action

Cases in which a student, faculty member, or member of the administrative staff appears to have engaged in inappropriate behavior, defined as contrary to the policy articulated above, should be reported immediately to the Associate Provost for Student Affairs or the Director of Human Resources as appropriate, who will initiate disciplinary proceedings as necessary. Disciplinary actions may include, but are not limited to, warnings, suspensions, expulsions, and referral for legal prosecution, as well as requiring the completion of a rehabilitation program as a pre-requisite for readmission to the degree program or for re-employment. A staff member or temporary employee convicted of violating a criminal drug statute in any workplace shall notify the Director of Human Resources within five days of that conviction.

## g. Campus Compact

The information provided in this section is only the parts of the Campus Compact that apply specifically to Student Leaders at the BAC. For the full text, please see <http://the-bac.edu/resources/student-development-page/campus-compact>.

The BAC is committed to creating an educational environment that promotes opportunities for learning. Such an environment can only occur when every individual in the BAC community takes an active role in respecting the integrity of others.

## Principles of Interpersonal Responsibility

The BAC expects that, while participating in any activity associated with the BAC, members of its community will adhere to high standards of personal and professional conduct. They will understand that mutual respect, civility, and ethical behavior are core principles and values at the BAC.

This Compact directs each individual to be intentional in considering the spirit of these principles in all interactions with other members of the BAC community. This document is not intended to address comprehensively every aspect of individual behavior. Instead the BAC requests, and expects, that everyone who is a part of the BAC community exercise good judgment, fairness, and logic.

## Consequences of Unacceptable Behavior

If the behavior of a member of the BAC community does not, in the eyes of the BAC, meet the BAC's expectations, the BAC, obeying the law and its own policies, rules, and regulations, will take appropriate action against that member of the community up to and including expulsion.

## Expectations of BAC Community Members

The BAC expects members of its community to:

- Obey the law and all BAC policies, rules, and regulations;
- Promote a learning environment; and
- Respect the safety and well-being of themselves and others.

The remainder of this document provides detailed descriptions of these expectations.

## Obeying the Law and all BAC Policies, Rules, and Regulations

The BAC expects the members of its community to obey all local, state, and federal laws and all BAC policies, rules, and regulations.



### **Promoting a Learning Environment**

The BAC expects everyone - students, staff, faculty, observers, or visitors - engaged in the learning environment of its colleges and Continuing Education programs to behave as professionals. They should interact with others in the academic setting of 320 Newbury St. and 100 Mass Ave. exactly as they are expected to do in the Practice Curriculum setting of the professional firms in the region.

### **Respecting the Safety and Well-Being of Community Members**

It is the BAC's goal to promote a place of learning that is respectful of every person and his/her work. Specific areas requiring respect include but are not limited to the following:

**Intellectual Integrity:** The BAC expects intellectual activities to be conducted with honesty and integrity. Work submitted or presented as part of a BAC course:

- Shall be the original creation of its author;
- Is allowed to contain the work of others so long as there is appropriate attribution; and
- Shall not be the result of unauthorized assistance or collaboration.

### **h. Hazing Policy**

The Boston Architectural College hazing policy will be in accordance with the laws of the Commonwealth of Massachusetts. The College has a zero tolerance policy for hazing. Boston Architectural College students found in violation of Massachusetts' hazing laws will be subject to disciplinary action, up to and including expulsion.

BAC student organizations recognized by the Office of Student Life are also prohibited from engaging in hazing activities. Upon club registration, each student organization is provided with a copy of Massachusetts General Laws (Chapter 269, Sections 17, 18 and 19) and is required to sign a formal statement acknowledging receipt of the College's hazing regulations. Any BAC student organization found to be involved in hazing or harassment of members or prospective members will have its recognition as an organization withdrawn immediately, organization funds returned to Atelier and the organization will be required to disband. Individual organizers and participants in hazing will be subject to strong disciplinary action, including immediate dismissal from the College.

Under Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who witness or have knowledge of hazing incidents and fail to report them are also subject to similar penalties. Please see the law listed below.

"Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both by such fine and imprisonment."

"The term 'hazing,' as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment of forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

"Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action."

"Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000."

"Section 19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of said sections 17 and 18, and shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections 17 and 18."

"Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Higher Education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Higher Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

## **i. Raffles and Bazaars**

### **MA State Law: Chapter 271: Section 7A Raffles and bazaars; conduct by certain organizations**

Section 7A. In this section the following words shall have the following meanings:

"Raffle" an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.

"Bazaar" a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each.

Notwithstanding any other provisions of law, raffles and bazaars may be promoted, operated and conducted under permits issued in accordance with the provisions of this section.

No organization, society, church or club which conducts a raffle or bazaar under the provisions of this section shall be deemed to have set up and promoted a lottery and nothing in this chapter shall authorize the prosecution, arrest or conviction of any person connected with the operation of any such raffle or bazaar; provided, however, that nothing contained in this section shall be construed as permitting the game commonly known as "beano" or any similar game regardless of name.

No raffle or bazaar shall be promoted, operated or conducted by any person or organization, unless the same is sponsored and conducted exclusively by (a) a veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; (b) a church or religious organization; (c) a fraternal or fraternal benefit society; (d) an educational or charitable organization; (e) a civic or service club or organization; and (f) clubs or organizations organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder. Such organization shall have been organized and actively functioning as a nonprofit organization in the commonwealth for a period of not less than two years before it may apply for a permit. The promotion and operation of the raffle or bazaar shall be confined solely to the qualified members of the sponsoring organization and no such member shall receive remuneration in any form for time or effort devoted to the promotion or operation of such raffle or bazaar. All funds derived from any raffle or bazaar shall be used exclusively for the purposes stated in the application of the sponsoring organization which purposes shall be limited to educational, charitable, religious, fraternal or civic purposes or for veterans' benefits. An organization which meets the qualifications required by this section and which desires to conduct or operate a raffle or bazaar within the commonwealth shall apply for a permit to conduct raffles and bazaars from the clerk of the city or town in which the raffle will be drawn or the bazaar held. The application form shall be approved by the commissioner of public safety and shall include the name and address of the applicant, the evidence on which the applicant relies in order to qualify under this section, the names of three officers or members of the organization who shall be responsible for the operation of the raffle or bazaar, and the uses to which the net proceeds will be applied. Unless otherwise established in a town by town meeting action and in a city by city council action, and in a town with no town meeting by town council action, by adoption of appropriate by-laws and ordinances to set such fees, a fee of ten dollars shall accompany each such application and shall be retained by the city or town, but in no event shall any such fee be greater than fifty dollars. Upon receipt of such application, the clerk shall determine whether it is in conformity with this section. If the clerk so determines, he shall forward the application to the chief of police of the city or town, who shall determine whether the applicant is qualified to operate raffles and bazaars under this section. If the chief of police so determines, he shall endorse the application and return it to the clerk, who shall forthwith issue a permit, which shall be valid for one year from the date of its issuance. The clerk shall retain a copy of the application and shall send a copy to the commissioner of public safety. If there is any change in the facts set forth in the application for a permit subsequent to the making of such application, the applicant shall forthwith notify the authority granting such permit of such change, and such authority shall issue such permit if the applicant is qualified, or, if a permit has already been issued and the change in the facts set forth in the application disqualify the applicant revoke such permit.

If an application is not acted upon within thirty days after it is submitted, or if the organization is refused a permit, or if a permit is revoked, any person named on the application may obtain judicial review of such refusal or revocation by filing within ten days of such refusal or revocation or within ten days of the expiration of such thirty day period a petition for review in the district court having jurisdiction in the city or town in which such application was filed. A justice of said court, after a hearing, may direct that such permit be issued, if he is satisfied that there was no reasonable ground for refusing such permit, and that the applicant was not prohibited by law from holding raffles or bazaars.

An organization issued a permit under this section shall within thirty days of the expiration of its permit submit a report on a form to be approved by the commissioner of public safety. Such form shall require information concerning the number of raffles and bazaars held, the amount of money received, the expenses connected with the raffle or bazaar, the names of the winners of prizes exceeding twenty-five dollars in value, the net proceeds of the raffles and bazaars, and the uses to which the net proceeds were applied. The organization shall maintain and keep such books and records as may be necessary to substantiate the particulars of such report, which books and records shall be preserved for at least one year from the date of such report and shall be available for inspection. Such report shall be certified to by the three persons designated in the permit application as being responsible for such raffle or bazaar and by an accountant. Two copies of said report shall be filed with city or town clerk. The clerk shall send one copy to the commissioner of public safety. Failure to file said report shall constitute sufficient grounds for refusal to renew a permit to conduct raffles or bazaars. The fee for renewal of such permit shall be ten dollars.

The authority granting any permit under this section shall immediately revoke the same for a violation of any provision of this section and shall not issue any permit to such permittee within three years from the date of such violation. Any person aggrieved by the action of such authority revoking such permit may appeal to the district court having jurisdiction in the city or town where the permit was issued; provided that such appeal shall be filed in such court within twenty days following receipt of notification by said authority. The court shall hear all pertinent evidence and determine the facts and upon the facts so determined annul such action or make such decision as equity may require. The foregoing remedy shall be exclusive.

Any organization conducting or operating a raffle or bazaar under this section shall file a return with the state lottery commission, on a form prepared by it, within ten days after the raffle or bazaar is held and shall pay therewith a tax of five per cent of the gross proceeds derived from such raffle or bazaar.

All sums received by said commission from the tax imposed by this section as taxes, interest thereon, fees, penalties, forfeitures, costs of suits or fines, less all amounts refunded thereon, together with any interest or costs paid on account of such refunds, shall be paid into the treasury of the commonwealth. Whoever violates any provision of this section or submits false information on an application or report required under this section shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one year, or both.

No person who prints or produces tickets, cards or any similar article used in the conduct of a bazaar or raffle pursuant to a permit issued under the provisions of this section shall be subject to any penalty therefor, provided that a certified copy of such permit was presented to him prior to his undertaking to print or produce such tickets or cards.

No organization issued a permit under this section shall conduct more than three bazaars in any single calendar year nor shall such organization conduct more than one bazaar in any single calendar day. The operation of a bazaar shall be limited to five consecutive hours.

## V. MEETINGS AND EVENTS

### a. Planning Meetings and Coordinating Events

The success of your organization's events will rely on how prepared you are and how organized the event or meeting is. Obviously, smaller meetings are less complex than campus-wide events. You should recognize the scope of your event and plan accordingly. To avoid last minute stress, anxiety, or even the need to cancel your event, follow these guidelines.

### b. Events Guidelines and Registration

When planning an event calendar it is important to consider the balance of school, work life, and extracurricular activities. The Office of Student Life has observed that three to four significant events per semester is a lot to handle, but is do-able with good planning, delegation and communication.

Each event being held (including organization meetings) by a BAC recognized student organization will need to be registered with the Office of Student Life. This is accomplished by completing an Event Registration Form on the Office of Student Life's website for each event and submitting **at least two weeks prior to your event**.

Filling out these forms will reserve a room on campus, and allow proper time for the BAC to prepare for the event. It is imperative that all requests for additional resources (Media, Facilities, Security) be noted on the Event Registration Form. As soon as these requests are confirmed, the Office will send an e-mail to the student organization either requesting more information or confirming each aspect of the event.

### c. Contracts with Outside Vendors

Any contracts for food, venues, performers, or anything else related to an event or service needed by a BAC recognized student organization should submit this to the Office of Student Life for approval prior to filling out the *Additional Request for Funds* form on the Office of Student Life's webpage. BAC students should never sign contracts for an event sponsored by a student organization, or the College.

### d. Reserving Space on Campus

One goal of the Office of Student Life is to plan a range of events out a semester in advance. For that reason, student groups must plan ahead to avoid conflicts. The *On Campus Event Registration* form allows our office, in coordination with Operations, Facilities, and Media Services to properly plan for your event.

Our campus is an active place without a lot of spare meeting areas. When you request a space, please remember that this is only a request. Rooms are not guaranteed until an approval e-mail confirmation of your event is delivered to you. Do not advertise meeting or event locations until the Event Registration Form has processed and confirmed.

In addition to securing the room for your event or meeting, filling out the *On Campus Event Registration* form allows you the following additional BAC resources to make your event a success:

1. Media Resources can provide a laptop, screen, sound, appropriate lighting, etc.
2. Facilities can provide appropriate set-up such as additional tables, trash barrels, chairs, theatre-style seating, etc.
3. Student Development can assist in providing timely publicity for your event.

### e. Off-Campus Events and Travel

The Office of Student Life must be notified of any trips or travel activities planned by student organizations prior to publicizing the event. Itineraries, waivers, and/or releases must be signed by all members prior to the trip. The Office of Student Life can assist in collecting these and any other necessary information for making your trip a success. An *Off Campus Event Registration* form must also be filled out.

### f. Food and Beverages at Events

Please remember to clean up all foods and beverages left over from an event. Please do not leave leftover food in the room, hoping that someone will eat it. Often, putting leftover food at the front desk of 320 Newbury Street is an easy way to make sure it is eaten. As a courtesy to our Facilities and housekeeping staff, please leave the area as clean as you found it.

### g. Alcohol at Events

The BAC is not permitted to serve alcohol at on-campus events. Alcohol is not permitted on campus, as noted in the Alcohol and Substance Abuse Policy (<http://the-bac.edu/resources/student-development-page/campus-compact/alcohol-and-substance-abuse-policy>).

The BAC's policy regarding alcohol consumption is as follows:

- The distribution or consumption of alcoholic beverages on campus is prohibited.
- Events the BAC hosts at which alcoholic beverages are to be served must not be advertised in such a way as to place emphasis on alcohol.
- No person under the legal drinking age of 21 shall be served alcoholic beverages at the BAC.
- It shall be the responsibility of the licensee (individual or group) sponsoring the activity or service at or through which alcoholic beverages are served to ensure that all participants possess proper identification (e.g., driver's licenses with photographs) verifying that they are of legal age.

- Alcoholic beverages may not be taken from an area in which an event/service is approved for the distribution/consumption of alcoholic beverages to an area which is not approved.
- At any event during which alcoholic beverages are served, nonalcoholic beverages and food must also be available.

#### **h. Publicity**

Perhaps the most important part of planning an event is the way in which you communicate it to the BAC community. There are a number of resources available for publicity through the Office of Student Life.

#### **BAC Student Development Blog/All-Student Email**

E-mail all publicity material to [StudentLife@the-bac.edu](mailto:StudentLife@the-bac.edu) to advertise your event on The BAC Blog. Anything forwarded to be posted on the blog should be clearly written and directed to the blog audience. A logo or image which you have copyright to use or a jpg of the flyer is appreciated. The Blog serves as the college's newsletter, where students can go to learn about events, exhibits, news, lectures, films, sports, competitions, and more.

All relevant BAC community items posted to the blog are also sent out in the all-student email each Wednesday. The email will provide a link to a post on the BAC Blog. **All-student e-mail announcements must be sent to the Office of Student Life by noon on Tuesday for distribution on Wednesday.**

#### **BAC Plasma Screen**

A brief message about your event (500 characters or less, including spaces) and some simple graphics can be posted on the plasma screens around campus. Email a PowerPoint slide with this information to [StudentLife@the-bac.edu](mailto:StudentLife@the-bac.edu) at least two weeks prior to the event to get this on the plasma screens. **Plasma Screens are updated weekly on Fridays, so please send this email by Thursday at noon.**

#### **i. Posters, Signage, and Banners**

Once the event is approved and a space confirmed, you may advertise your event on the various BAC bulletin boards that are near the elevators at 320 Newbury Street and the 951 Boylston Street buildings. Please adhere to the following regulations regarding signage:

- Do NOT place posters or flyers on doors, window, or the walls of elevators or painted trim surfaces.
- Place only ONE poster at each bulletin board near the elevators.
- Do NOT use copyrighted materials on the flyer unless you have obtained the rights to use these images. This includes images found in online searches, or pulled from social media sites.
- All posters must be approved, and stamped by the Office of Student Life.
- All posters must include the name of the event sponsor's organization, contact information, and BAC logo.

#### **j. Web Pages, Blogs, and Social Media**

The rules for appropriate usage of the BAC name apply in the electronic context as well. The internet address for an officially recognized student organization should mirror the approved group name in its entirety and be attached to the appropriate BAC domain. Similarly, in cases where student organizations choose to register a domain name outside of BAC.edu, the College requires that the domain name accurately reflect the officially recognized name of the student organization.

It is imperative that all electronic publicity be kept up to date. A webmaster should be assigned within each organization to ensure correct information.

The following are some guidelines for using social media websites in conjunction with your Student Organization. Before starting an account for your organization, please contact the Office of Student Life for permission.

#### **Be Respectful**

- Be a leader, exercise good judgment and take the high ground – do not spam or flame people posting to your page
- Converse like a real person and remember the people who are reading your posts are real people
- Audiences who may be reading your posts could include current and prospective students, faculty, staff, donors, alumni, legislators, parents, school counselors, the media, or future employers

#### **Be Transparent**

- Be accurate when posting information
- Clearly state your name, title, organization name
- Respect copyrights and fair use, and attribute/cite sources when you borrow content

#### **Be Appropriate**

- Any photos posted to the organization should be deemed appropriate by the Office of Student Life
- Any inappropriate photos, graphics or materials posted on a social media site or page of a BAC Recognized Student Organization will need to be removed immediately. This includes "tagging" on Facebook.
- Do not post anything that is not within the mission or spirit of the BAC

### **Post Information of Value**

- Do not post personal interests on behalf of your organization
- Posts can never be eradicated because of archival systems, forwards, re-tweets, etc., so think before you post, especially when discussing something potentially sensitive

### **Be Responsive to Feedback and UPDATE!**

- Build your community and membership by using social media to attract new members
- Change photos (appropriateness will be measured and reviewed by the Office of Student Life)
- Group members/followers/fans will leave your page quickly if they see that it is an ineffective mode of communication – so update!

### **Link to the BAC Website**

- Please link the organization to [www.the-bac.edu](http://www.the-bac.edu) in some way (profile, info tab, etc.)

### **Know Your Rights and Liability**

- You are legally liable for what you post, no matter if it is your own site or that of your organization. Possible criminal liabilities include: copyright infringement, breach of confidentiality, defamation, libel, and obscenity.

### **k. Use of BAC Name, Trademarks and Logos**

Student Organizations wishing to purchase or sell any items (t-shirts, mugs, water bottles, etc.) bearing their student group name and the BAC name and/or logo must get approval from the BAC Communications Department before proceeding. This is done through the Office of Student Life. All products must receive approval from the BAC Communications Department prior to production.

Please do not use the BAC logo on any social media website or page without permission from the Office of Student Life.

### **l. Movies or Music at Events**

BAC Student Organizations shall refrain from using any copyrighted media without paying for the copyright first. When holding a movie viewing, a film cannot simply be rented and shown, or broadcast from the internet. Even if a copy of the film is owned by a person, the BAC could be held liable for copyright infringement if it is shown as an event. The BAC Library has an extensive list of films that can be used for screenings at any time during the school year.

If a license cannot be obtained from one of the distributors, you need to figure out who owns the rights. There is an online database at the Copyright Office that is easy to use for works registered after 1978: [www.copyright.gov/records](http://www.copyright.gov/records) and the Library of Congress: [www.catalog.loc.gov](http://www.catalog.loc.gov).

Before using a song (off a copyrighted CD, mp3 file, or any other copyrighted material) please contact The Office of Student Life.

### **m. Travel for Off Campus Events**

If students are using their own vehicles and/or are operating a motor vehicle during the event,

- Two weeks prior to the event, please submit a copy of the driver(s) Automobile Coverage from their automobile insurance policy
- All drivers will need to sign a form, acknowledging their liability in the event of an automobile accident. Please speak with the Office of Student Life to obtain this form.

**A Student Organization Event Checklist can be found at the end of this document.**

## **VI. CONFERENCES AND TRAVEL**

### **a. Conference and Travel Packet**

The Office of Student Life must have an *Off Campus Registration* form filled out with names of all conference attendees at least three weeks prior to the conference start date. This information will be kept on file with the Office of Student Life in case of an emergency.

### **b. Travel and Liability**

Please refer to Section V, e. and m. for information regarding travel, and liability.

## VII. FUNDING AND STUDENT GROUPS

### a. Appropriate Use of Funding

Atelier votes on the provision of funds collected from student activity fees and the Office of Student Life distributes and accounts for it.

When reviewing requests for funding, Atelier seeks proposals that benefit the greatest number of students possible and are compliant with the guidelines of this document. It is important to use these resources for a maximum benefit. Failure to comply with timelines and funding rules could jeopardize future allocations of funds to your organization.

Prohibited expenses:

- Alcohol or over-the-counter medication
- Personal expenses not related to the student organization

### b. Who Can Request Funding

In order to facilitate the disbursement of funds in an equitable and timely manner, Atelier has created two distinct student group categories. Student Organizations should follow the procedures outlined under their Group Category. Guidelines and procedures are also established for non-student groups such as staff, faculty and individual students.

#### i. Established Student Organizations

There are two types of funding that an Established Student Organization can request. Organizations that fall under this category are entitled to an unlimited amount of funding at the discretion of Atelier (fall & spring semesters). This budget is intended for General Operations of the organization, and for events that benefit the organization only. For prohibited expenses, please see Section VII, a.

General Operations include expenses related to:

- Marketing
- Supplies not related to a special event
- Organizational meetings, even when open to all students
- Supplies necessary for the operation of the organization
- Funds to support the growth and training of a student organization

Established Student Organizations are also eligible for requesting funds that are for the benefit of the entire student body; funds outside of the organization's general operating budget. Established Student Organizations are asked to indicate this on the Request for Funds form.

#### ii. Provisional Student Organizations

Organizations that fall under this category, as explained in Section III, C., are not entitled to a pre-determined operating budget. Provisional Student Organizations are given access to funding on a case-by-case basis. A Request for Funds form must be submitted electronically to both the Office of Student Life, and the Treasurer of Atelier. A Request for Funds form needs to be submitted for every request made by Provisional Student Organizations.

The Atelier board reviews the submitted request to approve disbursement of funds. The review process is established in order for funding to be disbursed equitably and in a manner that fosters growth and community.

#### iii. Staff and Faculty

Staff and Faculty at the BAC are also encouraged to request funding for events, programs and initiatives that are for the 100% benefit of the student body. Atelier will determine the benefit of such request. Staff and Faculty are given access to funding on a case-by-case basis. A Request for Funds form must be submitted electronically to the Coordinator of Student Activities and Leadership, and the Treasurer of Atelier. The Request for Funds form is in Appendix IV of this handbook. A Request for Funds form needs to be submitted for every request made.

Atelier reviews the request to approve disbursement of funds. Atelier will determine the benefit of funding initiative and whether or not it is for the full benefit of the student body.

#### iv. Individual Students

Individual Students are also encouraged to request funding for events, programs and initiatives that are for the 100% benefit of the student body. Individual Students are given access to funding on a case-by-case basis.

Atelier may also seek the support of the Office of Student Life in order to help determine whether or not the initiative is overlapping with other School Departments or Student Organizations. At which point Atelier may or may not determine that funding for the initiative is unnecessary.

Atelier reviews the request to approve disbursement of funds. Atelier will determine the benefit of funding initiative and whether or not it is for the full benefit of the student body.

### **c. Requesting Funds – Request for Funds Form**

All student organizations (Established and Provisional), faculty, staff and individual students seeking funding for an event, program or initiative (outside of their previously approved budgets) must follow the sequence of steps outlined below in order to receive funding from Atelier.

1. Fill out an *On Campus Event Registration* form and an *Additional Request for Funds* form **at least two (2) weeks** in advance to your event.
2. Submit these forms electronically or personally to the Office of Student Life, and the Treasurer of Atelier.
3. Atelier will notify the student organization if funds were approved and notify the Office of Student Life of approval.
4. Arrangements must be coordinated with the Office of Student Life to pick up payment through petty cash, check, or use of corporate credit card. The Office of Student Life reserves the right to place orders and make purchases with an institutional credit card whenever possible. It is the responsibility of the student organization to coordinate the purchase method with the Office of Student Life ahead of time. Purchases made without coordination may be ineligible for reimbursement.
5. Upon the conclusion of the event, all receipts associated with the event must be submitted to the Office of Student Life within ten (10) business days.

Failure to comply with these requirements may, at the discretion of the Office of Student Life and Atelier, result in denial of future funding.

### **d. External Bank Accounts for Organizations**

Student Leaders are forbidden to maintain or open any type of bank accounts for their organizations with funds obtained from Atelier, the BAC, through dues or professional organizations.

### **e. Fundraising, Grants, and Seeking Funds Outside of Atelier**

Student organizations must consult the Office of Student Life before soliciting agencies other than Atelier for funding. The BAC conducts many fund-raising campaigns for a variety of initiatives beyond those of student organizations. It is important to the success of the institution that solicitation efforts be coordinated at the institutional level.

### **f. Professional Organizations & Dues**

Student Organizations tied or affiliated with a larger professional organization that requires dues to be paid must coordinate with the Office of Student Life to collect dues. Student Organizations are not allowed to hold dues and are forbidden from opening a bank account on behalf of the organization.

### **g. Tax Exempt Status**

The BAC has tax-exempt status in the Commonwealth of Massachusetts. Please make sure to sign out the Tax Exempt Forms from the Office of Student Life before purchasing anything with College or Atelier funds.



# STUDENT ORGANIZATION EVENT CHECKLIST

1. **Plan:** The key to a successful event is organization. Where BAC space, equipment and resources are required, adequate lead time must be provided for organizers, community members, and guests, but also to negotiate potential conflicts with other groups and institutional events. Choose your date and time of the event at this time.
2. **Brainstorm:** Keep in mind why you are having the event, the mission of the organization, what your organization can provide to the BAC community, and how you can collaborate with other student organizations to plan an event. When brainstorming, check in with classmates about dates and the idea to ensure a critical mass. Make sure that your event will illustrate and represent the mission and reputation of the BAC. Determine who your audience is and what you can offer them through this event.
3. **Delegate and Collaborate:** Make sure that all members of the organization are committed to the same idea. You will need the help of your membership to plan this event. Work with other student organizations to choose an idea or co-sponsor an event.
4. **Budget:** Establish a budget and determine if your organization has enough money to cover the expenses of the program. If not, A RFF will need to be made out to the Office of Student Life and Atelier.
5. **Register Event with the Office of Student Life:** Fill out an Event Registration on the Office of Student Life's website at least two weeks prior to your event. This will need to be filled out for every single event being held by a BAC Recognized Student Organization, no matter the funding, cost, or size of the event.  
  
Filling out this form will help you reserve a location as well as any other campus resources necessary. Do not continue in the planning process if you have not received permission to hold this event or are unable to secure a venue.
6. **Equipment Requests:** Make necessary equipment requests including the need for sound, light, maintenance, etc. at least ten days in advance of the event.
7. **Catering/Food:** Order catering, food, etc., well in advance of your event. (Note: No alcohol is permitted on campus.) Contact The Office of Student Life for catering resources.) Any contracts should be forwarded to the Office of Student Life for signatures and approval. Students or advisors should NOT be signing contracts from outside vendors.
8. **Publicity:** Develop publicity materials (written blurb about your event for The BAC Blog & plasma screens, and approved flyers) well in advance of your event. Email all event materials to [StudentLife@the-bac.edu](mailto:StudentLife@the-bac.edu).
9. **Liability:** If your event requires liability waivers or releases, please ensure that these are completed prior to the event. If you are not sure if your event will require these, please see the Office of Student Life. All off-campus events and activities will require students to sign liability waivers. Make arrangements with the Office of Student Life prior to your event to pick up copies of necessary liability waivers.
10. **Set-Up:** Meet about an hour before your event to set up what you will need for your event. This extra time allows for early arrivals, last minute runs to the store, proper greeting to outside vendors (speaker, DJ, performer, etc).
11. **Clean-Up:** Be sure to coordinate adequate attention to clean up and wrap up. It is the responsibility of the student organization holding the event to ensure cleanliness after each event. Please make sure not to leave perishable food out in public spaces.
12. **Follow-Up Meeting:** Hold a quick de-brief meeting after the event to critique the event and propose improvements for future activities. Document this within your organization files in order to pass this information along to future club members.
13. **Security:** During an on-campus event, if there is an emergency, contact Security at 617-585-0200.