



PINE MANOR COLLEGE STUDENT ORGANIZATION POLICYBOOK

Division of Student Affairs

PINE MANOR COLLEGE 400 Heath Street, Chestnut Hill, MA 02467

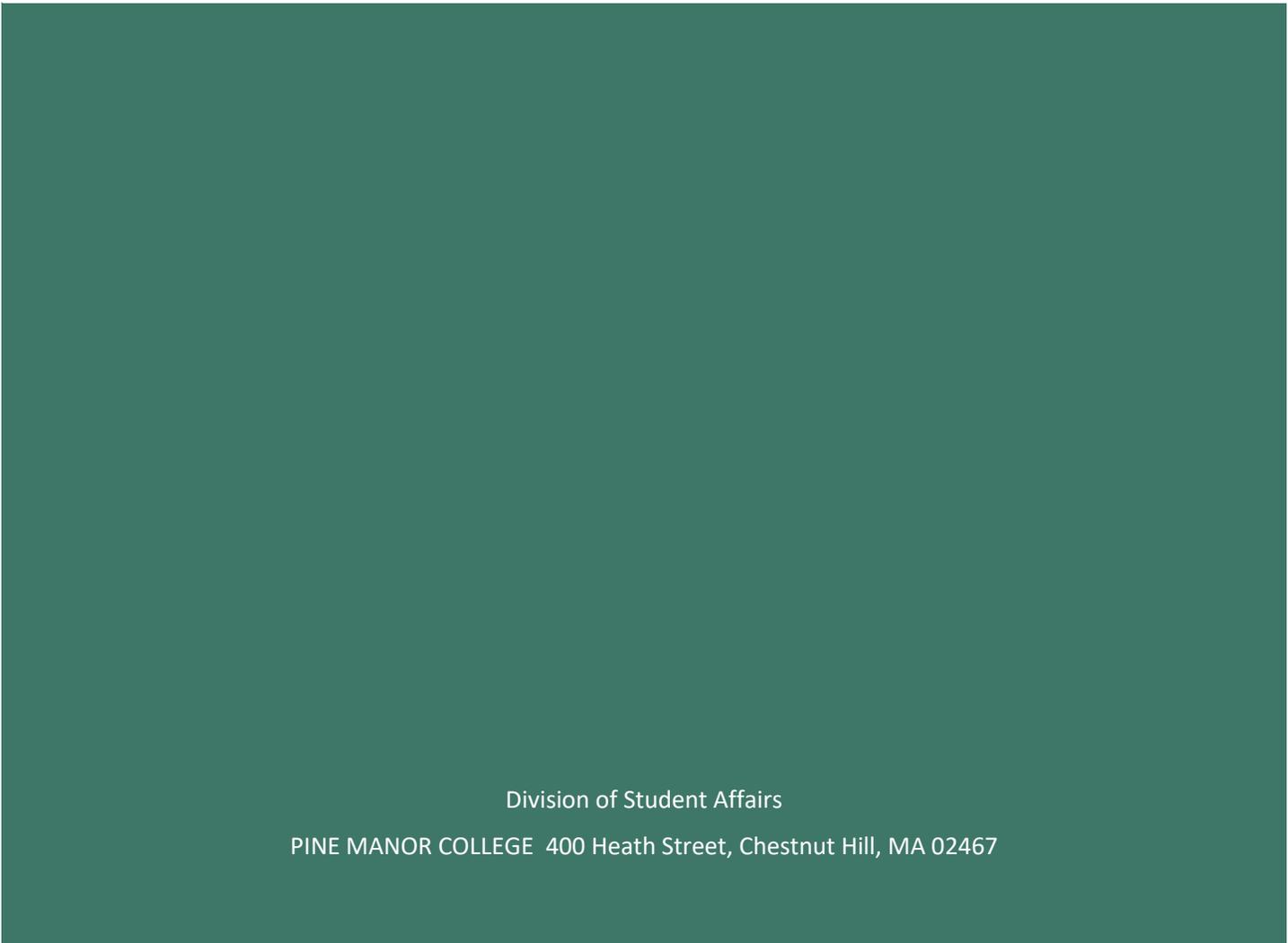


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I. Student Affairs Overview

A. Mission & Vision

Mission

The Division of Student Affairs engages our culturally diverse student body by promoting social responsibility, inclusion, and self-empowerment to make Pine Manor College a welcoming and thriving home for our new students.

Student Affairs, as part of the larger community, makes a home for our students:

- We engage each other holistically: intellectually, physically, emotionally, and spiritually.
- We encourage student voice and student influence.
- We embrace a social justice lens; we celebrate, collaborate, and learn from our similarities and differences in healthy, respectful, and meaningful ways.
- We practice responsibility, civility, and accountability.
- We listen, we communicate, and we build trusting relationships.
- We cultivate formal and informal mentorship.
- We aim to deepen student learning and growth.

We expect and encourage student success on- and off-campus through college, graduation, and beyond.

B. Contact Information

Division of Student Affairs

Ashby Campus Center,
400 Heath Street, Chestnut Hill, MA 02467

Primary Contact for Student Organizations

Liam Rice
Community Engagement and Leadership Coordinator
lrice@pmc.edu | 617-731-7171

II. Policybook Overview

A. Purpose of this Policybook

The purpose of this Policybook is to provide a centralized policy resource for recognized undergraduate student organizations and their members. The Policybook 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 College and departmental policy, and ultimately successful.

The Division of Student Affairs 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 Pine Manor College Mission Statement. 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.

Pine Manor College 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 Pine Manor College 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 Pine Manor community.

B. Scope of this Policybook

The policies and provisions contained in this Policybook govern the conduct and operations of student organizations. This Policybook is largely a collection of student organization-related policies and recommendations administered by different departments and organizations at Pine Manor. 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 Policybook serves as a broad collection of student organization policy, this Policybook does not necessarily include all policies that govern the conduct and operations of student organizations.

This Policybook also emphasizes the Pine Manor College 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 Policybook

This Policybook will be reviewed annually by the Division of Student Affairs. 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 Liam Rice, Community Engagement and Leadership Coordinator, at lrice@pmc.edu.

III. General Organization Policies

A. Rights & Responsibilities of Student Organizations

Rights of Student Organizations

Recognized undergraduate student organizations at Pine Manor College enjoy the right to the following:

- Access to tax-exempt organization status and the ability to request Student Activity Fee funding from the Division of Student Affairs, provided membership is open to all undergraduate students.
- Use of Pine Manor College facilities for organization meetings, events, and activities through their advisor or the Division of Student Affairs.
- Qualification for a Faculty/Staff Advisor, as defined by the Faculty/Staff Advisor section of this Policybook.
- Opportunity to participate in regular membership and leadership development programs, including student organization success programming.
- Support from The Division of Student Affairs in achieving organizational and personal goals.
- Self-governance in accordance with the organization's mission, vision, constitution, and College policies and expectations.

Exercising any of these rights in an irresponsible way or in a manner contrary to College policy may result in suspension or termination of access to them.

Responsibilities of Student Organizations

Recognized undergraduate student organizations at Pine Manor College have an obligation to:

- Be good stewards of organization and College resources, including funding (managing finances in accordance with policy), facilities (abiding by Special Events and Campus 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 the Division of Student Affairs.
- 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 the Division of Student Affairs Org Advisor and partner with those individuals for the success of the organization, through seeking their advice, sharing information, and meeting regularly.
- Follow the Division of Student Affairs and Pine Manor College policies and conduct organizational business as role models and student leaders within the Pine Manor College community.

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 Pine Manor College undergraduate student organizations is open only to registered, full-time undergraduate students who contribute to the Student Activity Fee fund, unless otherwise noted by College policies. Membership policies for all organizations must align with the Pine Manor 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 Pine Manor 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.

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.

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 the Division of Student Affairs. 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. Starting a New Organization

Requirements for Recognition

Students interested in starting a new organization on campus should contact Liam Rice, Community Engagement and Leadership Coordinator, at lrice@pmc.edu. Petitioning groups must meet with the Community Engagement and Leadership Coordinator 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 3 weeks to complete the above items prior to presenting their proposed organization to the Division of Student Affairs. The Division of Student Affairs reserves the right to suspend a petitioning group's progress toward recognition at any time should the Division of Student Affairs decide the group does not align with the Division of Student Affairs parameters for recognized organizations.

The Division of Student Affairs retains 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 Mission Statement, and/or excludes members of the Pine Manor community based on bias. While the Division of Student Affairs supports a multitude of organizations and ideals, neither the division nor the college tolerate hate speech or actions based on bigotry or bias.

D. Active Organizations

Basic Requirements

Active Organizations are defined as recognized undergraduate student organizations in good standing with the Division of Student Affairs. To maintain good standing, 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. Ensure membership information for executive board and general members is submitted
5. Meet with the Community Engagement and Leadership Coordinator at least once
6. Follow all student organization policies, including those contained in this Policybook; any organization, student, faculty, or staff member may communicate to the Community Engagement and Leadership Coordinator their belief that an organization is not complying with student organization policies outlined in this Policybook
7. Follow College policies, including the Student Handbook

Failure to meet any of basic requirements 1-6, as determined by the Division of Student Affairs, may result in the organization being designated as Inactive by the Community Engagement and Leadership Coordinator. Please see the section below for more information on Inactive Organizations.

Failure by any organization to follow College policies (basic requirement 7), 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 College Conduct System. Please refer to the Student Handbook for more information.

Resources

Active Organizations regularly connect with the Division of Student Affairs for the following resources throughout the year:

- Requests to book rooms for meetings and events (Liam Rice, Community Engagement and Leadership Coordinator, at lrice@pmc.edu)

- Support in planning organization events and navigating relevant organization policies (Community Engagement and Leadership Coordinator)
- Contract review, processing and signature for vendor services at events (Community Engagement and Leadership Coordinator)
- Travel and liability and indemnity waiver forms (Community Engagement and Leadership Coordinator)
- Changes to the organization's constitution or Faculty/Staff Advisor (Community Engagement and Leadership Coordinator)
- Regular updates on membership records, including Executive Board and General Membership (Community Engagement and Leadership Coordinator)
- Access to organization storage, mailbox, and printing resources (Community Engagement and Leadership Coordinator)

E. 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 Community Engagement and Leadership Coordinator. Prior to determining an organization is Inactive, the Community Engagement and Leadership Coordinator will make all possible attempts to contact the organization 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 Community Engagement and Leadership Coordinator 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 Community Engagement and Leadership Coordinator.

G. Organization De-Recognition

The De-Recognition process will be initiated by the Community Engagement and Leadership Coordinator when an organization has been Inactive for at least three semesters or is not complying with student organization policies outlined in this Policybook. Any organization, student, faculty, or staff member may communicate to the Community Engagement and Leadership Coordinator their belief that an organization is not complying with student organization policies.

To initiate the process, the Community Engagement and Leadership Coordinator will compile and review supporting documentation relevant to the organization's status and/or compliance with Rights & Responsibilities. They will make all possible attempts to contact the organization 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 Community Engagement and Leadership Coordinator, along with the Division's recommendation on whether or not to de-recognize the organization, will be communicated to the full Division of Student Affairs.

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 Division of Student Affairs, in conjunction with the organization's advisors, will work collaboratively with the organization's leadership to improve the status of the organization.

F. Policy Inquiries and Appeals

Student organizations who have questions or concerns about a policy are welcome to contact the Community Engagement and Leadership Coordinator, Liam Rice (lrice@pmc.edu). Organizations or individuals wishing to seek exemption from a policy or appeal a policy or Student Affairs decision regarding a student organization(s) can file an appeal by emailing the Community Engagement and Leadership Coordinator. Once sufficient information is received, the Community Engagement and Leadership Coordinator will set up a meeting with the organization to review the appeal. The Community Engagement and Leadership Coordinator will consider the appeal in consultation with the Dean of Student Affairs and notify the organization or individual within 5 business days from the time of the meeting.

IV. 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 Pine Manor College? 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 Pine Manor.
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 Pine Manor College.

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 Pine Manor College 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 Community Engagement and Leadership Coordinator. 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 College 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 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.
- Report to the Community Engagement and Leadership Coordinator any activities which may or will violate College 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 College 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 the Community Engagement and Leadership Coordinator. 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.

B. Off-Campus, Alumni, and Non-Pine Manor 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 Pine Manor College must first document that relationship with the Community Engagement and Leadership Coordinator. 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 the Division of Student Affairs.

All recognized Pine Manor College student organizations are to adhere to Pine Manor policy as presented in this Policybook. 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 College, departmental, and organizational missions and expectations.

V. Event Policies

A. Student Affairs 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 connect with the Community Engagement and Leadership Coordinator to identify available spaces and make a reservation.
- Events that anticipate attendance of 100 students or more, are open to the public, or include the service of alcohol must work directly with the Community Engagement and Leadership Coordinator.
- 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 Pine Manor College, all event arrangements and financial transactions must be completed through the Pine Manor College 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 Pine Manor student organization may make a donation to the external organization based on sales, provided they take the proper steps beforehand with the Division of Student Affairs. The recognized student organization assumes responsibility for all aspects of the event, and must take measures to ensure that all policies and regulations of Pine Manor College 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.
- The Division of Student Affairs 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.
- 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

Catering needs for each event should be communicated via the Community Engagement and Leadership Coordinator at least 2 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.

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 Pine Manor contract template (this will be done by the Community Engagement and Leadership Coordinator), any contract language from the vendor, and the vendor's certificate of insurance (COI) and/or W-9 (consult the Community Engagement and Leadership Coordinator to know if a COI and/or W-9 are needed). Students are not permitted to sign contracts on behalf of Pine Manor College. The contract process is as follows:

1. The student organization notifies the Community Engagement and Leadership Coordinator 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 Community Engagement and Leadership Coordinator will prepare the contract and return it to the student organization for the vendor to sign and return. Only the Division of Student Affairs staff member is authorized to edit and issue contracts for student organization events.
3. The student organization returns the signed contract to the Community Engagement and Leadership Coordinator for Pine Manor signature. Contracts are then signed by the Dean of Student Affairs.
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 (for contracts of \$100 or more) should be submitted to the Community Engagement and Leadership Coordinator so that a check can be processed for payment.
6. Processed checks are either mailed or held for pick-up, depending on what the organization indicates as a preference.

D. Reserving Space

Space Reservation

The Special Events Space Reservation form is Pine Manor's web-based application for reserving space on campus. Student organizations cannot book spaces on their own; organizations should contact their advisor to book space.

Tabling

Student organizations wishing to set up a table anywhere in the Campus Center to promote their organization or sell tickets for events and fundraisers should contact the Community Engagement and Leadership Coordinator.

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 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, unless it is blue painter's tape.
- 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. Special Events can assist with podium removal.
- No outside food or drink may be sold by an organization, unless the organization has gotten approval from the Community Engagement and Leadership Coordinator

E. Student Organization Party Policy

Student organization hosted parties are an important part of campus life at Pine Manor College and offer the opportunity for members of the community to socialize and celebrate together. Sponsoring organization members, organization advisors, the Division of Student Affairs staff, and Campus Safety 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 (Founder's Hall, Ashby Campus Center, 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 college residence halls.

Tiered Levels

Pine Manor College has identified three tiers of parties that can be hosted on campus.

Tier 1 – Attended only by currently enrolled Pine Manor students

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

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

Scheduling

Tier 1 & 2 – Connect with the Community Engagement and Leadership Coordinator at least three weeks before the desired party.

Tier 2 – The student organization must compile a guest list containing names of all expected attendees, and send it to the Division of Student Affairs. All guests will be asked to complete a Non-Pine Manor Guest Agreement stating that they will adhere to Pine Manor rules and policies. Guest lists and signed Guest Agreements must be submitted to the Community Engagement and Leadership Coordinator in the Division of Student Affairs 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 Pine Manor student, or affiliated with an invited college or college student group. The number of guests per Pine Manor student will be at the discretion of the Community Engagement and Leadership Coordinator.

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-Pine Manor Guest Agreement. College IDs will not be accepted as a form of ID. Guests will not have to be hosted by a Pine Manor student. A meeting with the Community Engagement and Leadership Coordinator is required at least four weeks before the desired party.

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, the Division of Student Affairs, and Campus Safety. The Division of Student Affairs will cover the cost of all reasonable security measures such as staffing and metal detectors within budgetary planning.

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

Tier 3 – Due to tier 3 parties being open to the general public, additional security measures will be required. Campus Safety officers will staff the event to ensure safety and security for all in attendance. Metal detector(s) may 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 Campus Safety.

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 45 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 the Community Engagement and Leadership Coordinator.

Tier 3 – Required

Alcohol

Alcohol is not permitted

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 Pine Manor faculty or staff member may attend the event to fill this requirement.

Tier 1 & Tier 2 – At the discretion of the Community Engagement and Leadership Coordinator.

Tier 3 – Advisor presence is required

Event Staffing

Required event staff will be at the discretion of the Community Engagement and Leadership Coordinator, and may include student organization members, faculty or staff advisor (or substitute), Campus Safety officers, and/or the Division of Student Affairs.

F. 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
- Putting breaks into events or trainings that are longer than two hours
- Identifying an individual within your organization that someone can request accommodations from

If there are any questions about how an organization can best provide inclusive accommodations, please contact Donna Defuria, Accessibility Services Coordinator, at ddefuria@pmc.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 the Community Engagement and Leadership Coordinator 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 Community Engagement and Leadership Coordinator 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 Community Engagement and Leadership Coordinator prior to the event taking place. Event liability and indemnity waivers must be issued by the Division of Student Affairs; 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 the Community Engagement and Leadership Coordinator to develop additional methods to ensure safety.

Student Organization Travel Policy

Statement of Purpose:

Recognizing that travel provides excellent opportunities to the student experience, Pine Manor College seeks to promote safe travel to events and activities occurring beyond the boundaries of the College property for recognized student organizations. The Pine Manor 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 College (i.e., conferences, competitions, etc.)
- Division of Student Affairs sponsored retreats or workshops

This policy does not apply to travel undertaken by individual students attending events, such as athletic/recreational events as a non-participant (except when traveling on behalf of or with financial support of a recognized student organization as described above), internships, 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 College through the Community Engagement and Leadership Coordinator and maintains Active Status with the Division of Student Affairs.

- A College sponsored event or activity is one that is initiated, actively managed or arranged by a member of the College'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 Pine Manor College.
- 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 College who is either assigned to an organization by College 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 Campus Safety and the faculty/staff advisor and emailing the Community Engagement and Leadership Coordinator 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 Pine Manor College, and a member of the student organization sponsoring the travel. Trip Organizers should also notify the Community Engagement and Leadership Coordinator 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 the SAF must be consistent with the organization's mission statement and constitution on file with the Community Engagement and Leadership Coordinator. 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 Division of Student Affairs 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 Pine Manor students must complete the Liability and Indemnity Waiver and turn into the Trip Organizer before travel commences.
- Not all College 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 the Community Engagement and Leadership Coordinator 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, The Division of Student Affairs 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 the Division of Student Affairs 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 College 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 International Student Success Coach for any additional travel requirements.

VIII. Financial Policies

A. Student Activity Fee

The Student Activity Fee (SAF) is the \$80.00 fee paid by each full-time, enrolled undergraduate student at Pine Manor College. This fee, overseen by the Community Engagement and Leadership Coordinator, funds both divisional student events and student organization events. Each year, student organizations are provided access to requesting a portion of the SAF for programs and events.

To receive SAF funding, an organization must be recognized by the Division of Student Affairs, 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 all students.

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 Community Engagement and Leadership Coordinator approval. Unused funds generally are returned to the SAF fund to be allocated to other organizations and events.

Requesting

Student organizations can request use of the SAF for a program, provided the program is open to all undergraduate students. A closed event cannot be funded using the SAF. Requests for funds must be submitted via email to the Community Engagement and Leadership Coordinator at least seven (7) days before the purchase must be made. If the request would require a contract to be completed, requests must be sent in twenty-one (21) days before the event. The emailed request must contain the date, time, and place of the event, an itemized list of the items for purchase, including price, and a reasoning for the purchases. The student organization will then hear back from the Community Engagement and Leadership Coordinator regarding the status of their request.

Spending

Student organizations may use funds for approved purchases in 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 approved purchases using personal funds, individuals will need to meet with the Community Engagement and Leadership Coordinator to submit reimbursement paperwork. The individual will be notified when they can pick up the check/petty cash in the Division of Student Affairs. Processing may take up to 25 business days to complete. Students may not use personal funds & reimbursement to pay external vendors; this should be managed using the contract process outlined.

Student organizations may also use SAF funds directly. Each student organization has an advisor who has access to a College credit card. A member of the student organization can contact their advisor to use the College credit card to make a purchase. The organization member must be present to complete the transaction. If the advisor does not have access to a College credit card, the student organization can contact the Community Engagement and Leadership Coordinator.

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

For catering orders, student organizations may connect with Aladdin Dining to receive a quote for the catering order. Please contact the Community Engagement and Leadership Coordinator once a quote has been received to submit a request.

B. Prizes & Gift Cards

Prizes must be properly documented and information about recipients including recipient's full name, Pine Manor 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

Student organizations may fundraise in order to supplement their SAF allocation. Fundraising using food must comply with Pine Manor Dining policies. Funds generated from fundraising must be brought to the Division of Student Affairs 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 obtained a license from the Commonwealth of Massachusetts. The organization must also file an annual report listing details of each raffle, file a tax return, and pay 5% of gross proceeds to the state lottery commission.

Please reference the Massachusetts Raffle Policy for these requirements:

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

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

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

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:

*Pine Manor College
Development Office
400 Heath Street
Chestnut Hill, MA 02467*

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

D. Alumni Relations

Student organizations are encouraged to connect with alumni of their organizations and Pine Manor 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. Development and Alumni Relations is a great resource in facilitating relationships with alumni.

IX. Communication Policies

A. Posting Policy

The Posting Policy is designed to allow the Pine Manor College community to post materials on campus in a manner that is consistent with the mission and the values of the college.

*Poster policy is subject to change. Please connect with the Community Engagement and Leadership Coordinator if you have questions.

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 the Division of Student Affairs, 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 the Division of Student Affairs.
- 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:
 - a. Must contain language that states alcohol service will be provided only to individuals who are 21 or old and have valid ID.
 - b. 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.)
 - c. Cannot contain terms or phrases, such as “Happy Hour,” “Open Bar,” “Bar Trips,” “All you can drink” or any other similar term or phrase.
 - d. 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 the Division of Student Affairs.
- G. The Community Engagement and Leadership Coordinator 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 by the Community Engagement and Leadership Coordinator (for the Campus Center and other non-residential buildings) or Residence Life (residence halls) during business hours (8:30 a.m. to 4:30 p.m.) prior to posting.
- B. Postings not approved by the Community Engagement and Leadership Coordinator or Residence Life will be removed; violators are subject to judicial action.

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 Community Engagement and Leadership Coordinator.
- 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/metal surfaces, metal/glass doors, or bulletin boards.
- B. Approved posters, flyers and banners can be posted on the Campus Center's exterior.
- C. Approved posters, flyers and banners can be posted in the interior of Residence halls only with approval of Residence Life.
- 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. Exception to painted surfaces restriction: Approved posters, flyers, and banners may be posted on painted concrete block in the residence halls.
- H. In addition to the Community Engagement and Leadership Coordinator, any advertisements in the Dining Hall of Café 400 must be approved by Aladdin Dining.

Where Not to Post

- A. Approved posters, flyers and banners cannot be posted on the exterior of Pine Manor College buildings (for exceptions, see B and D in "Where to Post").
- B. Approved posters, flyers and banners cannot be taped or secured to glass (with the exception of the Dining Hall hallway), wallpaper, painted surfaces, screens, and fire exit doors.
- C. Approved posters, flyers, and banners cannot be posted on the exterior or interior of Annenberg Library without additional approval from the Annenberg 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 Pine Manor College 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.

- 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. Any additional décor requests require a minimum 48 hour advance notice to the Community Engagement and Leadership Coordinator.
- K. 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 Pine Manor College department or student organization.
- B. Postings are allowed only on bulletin boards.
- 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 approved 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:
 - a. 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).
 - b. “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 college’s Posting Policy, Computer Ethics Policy and Social Media Policy.

Students that wish to post on the Campus Center TVs must contact the Community Engagement and Leadership Coordinator.

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 yhe Division of Student Affairs 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 The Division of Student Affairs.
- B. Any person or group in violation of the posting policy may be referred to the judicial system.

B. 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 the Community Engagement and Leadership Coordinator 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 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. Events that are open to and expect at least 100 undergraduate students in attendance.
2. Traditions events at Pine Manor College that are coordinated in conjunction with a Pine Manor College department or office.

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. The Division of Student Affairs 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.

C. 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 the Social Media Guidelines outlined in the Student Handbook.

Student organizations are encouraged to Like, Follow, and Tag other Pine Manor social media accounts when appropriate, especially @pmc_gators on Instagram.

X. Conduct Policies

A. Student Organization Conduct Statement

Recognized undergraduate student organizations should be familiar with the Student Handbook and College policies related to student organizations. Organizations are responsible, both on the organization and individual levels, for educating their members on, and abiding by, College 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.

B. Non-Discrimination Statement

In the spirit of Pine Manor'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 Community Engagement and Leadership Coordinator during the organization's official recognition process or by the Division of Student Affairs for updates following recognition.

C. Anti-Hazing Statement

Student organizations and their executive boards must ensure organization compliance with the Pine Manor College hazing policy when recruiting and managing organization membership.

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 the Division of Student Affairs staff. Commonly, this includes participants providing their Pine Manor ID when completing a liability and indemnity waiver. In accordance with our FERPA Policy, student organization members should take care to protect students' Pine Manor IDs and other non-directory

information (information that someone would not be able to find in the Directory). Other examples of non-directory information which should be kept private are:

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

Generally, student organizations should not be requesting any information beyond a student's Name and Pine Manor Email. Please contact the Division of Student Affairs for guidance on record-keeping or if you have concerns about the privacy of your personal information related to your organization involvement.