

1 **Boston University**
2 **Allocations Board Responsibilities Acknowledgement**
3 **And Non-Disclosure Agreement**
4

5 **Last Revised: September 24, 2007**
6

7 The purpose of this acknowledgement and agreement is twofold. First, this acknowledgement
8 and agreement is intended to record an Allocations Board member's acknowledgement of his or
9 her understanding of his or her responsibilities as an Allocations Board member as described in
10 the Allocations Board By-Laws and his or her acceptance of those responsibilities. Second, this
11 acknowledgement and agreement is intended to define the responsibilities of an Allocations
12 Board member in relation to his or her access of Boston University records that contain sensitive
13 or confidential information about students, student organizations, employees, donors or other
14 individuals and to record his or her recognition and acceptance of those responsibilities.
15

16 I acknowledge my responsibilities as a member of the Allocations Board as described in the
17 Allocations Board By-Laws and, I agree to the following (please initial each line):
18

19 I have read the entire Allocations Board By-Laws and Allocations Board
20 Handbook. I understand my responsibilities as a member of the Allocations
21 Board as stated in the Allocations Board By-Laws, and to the best of my
22 _____ knowledge I will be able to execute those responsibilities.
23

24 I authorize the Advisor of the Allocations Board to access my Boston University
25 student records for the purpose of verifying my eligibility to be a member of the
26 _____ Allocations Board and for other valid Allocations Board-related purposes.
27

28 I will maintain the confidentiality of the financial information of student
29 _____ organizations to which I have access as a member of the Allocations Board.
30

31 I understand that if I fail to meet the responsibilities associated with my position
32 on the Allocations Board I may be subject to probation and/or expulsion from the
33 Allocations Board, judicial sanctions from Boston University, and/or prosecution
34 _____ by local, state, or federal authorities.
35

36 Pursuant to the General Law of Massachusetts Chapter 269, Section 19, the Boston University
37 Student Activities Office has developed a policy of requiring the executive board of every
38 student organization to sign a statement acknowledging that they have received a copy of
39 Sections 17, 18, and 19 of Chapter 269 of the General Law of Massachusetts and that they shall
40 distribute a copy of this law to every member, plebe, pledge, or applicant for membership of the
41 organization, and that the group, team, or organization understands and agrees to comply with
42 the provisions of this law.
43

44 The Allocations Board is a student organization recognized by the Boston University Student
45 Activities Office. Therefore, the Allocations Board requires all members to acknowledge that

1 they have received a copy of Sections 17, 18, and 19 of Chapter 269 of the General Law of
2 Massachusetts, reprinted here and available on the Allocations Board website:

3
4 **The General Laws of Massachusetts**

5 **Chapter 269: Section 17. Hazing; organizing or participating; hazing defined**
6

7 Section 17. Whoever is a principal organizer or participant in the crime of hazing,
8 as defined herein, shall be punished by a fine of not more than three thousand
9 dollars or by imprisonment in a house of correction for not more than one year, or
10 both such fine and imprisonment.
11

12 The term “hazing” as used in this section and in sections eighteen and nineteen,
13 shall mean any conduct or method of initiation into any student organization,
14 whether on public or private property, which wilfully or recklessly endangers the
15 physical or mental health of any student or other person. Such conduct shall
16 include whipping, beating, branding, forced calisthenics, exposure to the weather,
17 forced consumption of any food, liquor, beverage, drug or other substance, or any
18 other brutal treatment or forced physical activity which is likely to adversely
19 affect the physical health or safety of any such student or other person, or which
20 subjects such student or other person to extreme mental stress, including extended
21 deprivation of sleep or rest or extended isolation.
22

23 Notwithstanding any other provisions of this section to the contrary, consent shall
24 not be available as a defense to any prosecution under this action.
25

26 **Chapter 269: Section 18. Failure to report hazing**
27

28 Section 18. Whoever knows that another person is the victim of hazing as defined
29 in section seventeen and is at the scene of such crime shall, to the extent that such
30 person can do so without danger or peril to himself or others, report such crime to
31 an appropriate law enforcement official as soon as reasonably practicable.
32 Whoever fails to report such crime shall be punished by a fine of not more than
33 one thousand dollars.
34

35 **Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and**
36 **student groups, teams and organizations; report**
37

38 Section 19. Each institution of secondary education and each public and private
39 institution of post secondary education shall issue to every student group, student
40 team or student organization which is part of such institution or is recognized by
41 the institution or permitted by the institution to use its name or facilities or is
42 known by the institution to exist as an unaffiliated student group, student team or
43 student organization, a copy of this section and sections seventeen and eighteen;
44 provided, however, that an institution’s compliance with this section’s
45 requirements that an institution issue copies of this section and sections seventeen
46 and eighteen to unaffiliated student groups, teams or organizations shall not

1 constitute evidence of the institution’s recognition or endorsement of said
2 unaffiliated student groups, teams or organizations.

3
4 Each such group, team or organization shall distribute a copy of this section and
5 sections seventeen and eighteen to each of its members, plebes, pledges or
6 applicants for membership. It shall be the duty of each such group, team or
7 organization, acting through its designated officer, to deliver annually, to the
8 institution an attested acknowledgement stating that such group, team or
9 organization has received a copy of this section and said sections seventeen and
10 eighteen, that each of its members, plebes, pledges, or applicants has received a
11 copy of sections seventeen and eighteen, and that such group, team or
12 organization understands and agrees to comply with the provisions of this section
13 and sections seventeen and eighteen.

14
15 Each institution of secondary education and each public or private institution of
16 post secondary education shall, at least annually, before or at the start of
17 enrollment, deliver to each person who enrolls as a full time student in such
18 institution a copy of this section and sections seventeen and eighteen.

19
20 Each institution of secondary education and each public or private institution of
21 post secondary education shall file, at least annually, a report with the board of
22 higher education and in the case of secondary institutions, the board of education,
23 certifying that such institution has complied with its responsibility to inform
24 student groups, teams or organizations and to notify each full time student
25 enrolled by it of the provisions of this section and sections seventeen and eighteen
26 and also certifying that said institution has adopted a disciplinary policy with
27 regard to the organizers and participants of hazing, and that such policy has been
28 set forth with appropriate emphasis in the student handbook or similar means of
29 communicating the institution’s policies to its students. The board of higher
30 education and, in the case of secondary institutions, the board of education shall
31 promulgate regulations governing the content and frequency of such reports, and
32 shall forthwith report to the attorney general any such institution which fails to
33 make such report.

34
35 Having received and read Sections 17, 18, and 19 of Chapter 269 of the General Law of
36 Massachusetts, I agree to the following (please initial each line):

37
38 I acknowledge that I have received and read a copy of Sections 17, 18, and 19 of
39 _____ Chapter 269 of the General Law of Massachusetts.

40
41 I understand and agree to comply with the provisions of Sections 17, 18, and 19
42 _____ of Chapter 269 of the General Law of Massachusetts.

1 I understand that failure to comply with the provisions of Sections 17, 18, and 19
2 of Chapter 269 of the General Law of Massachusetts shall result in disciplinary
3 action, including expulsion from the Allocations Board, judicial sanctions from
4 _____ Boston University, and prosecution by local and/or state authorities.

5
6 The Allocations Board, as a semi-administrative unit of the Office of the Dean of Students of
7 Boston University, maintains the confidentiality and security of records in compliance with the
8 Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability
9 and Accountability Act (HIPAA), and the Gramm-Leach-Bliley Act (GLBA), in addition to
10 other federal and state laws. These laws pertain to the security and privacy of personal academic,
11 medical and financial information, along with identifying information such as social security
12 numbers. As a member of the Allocations Board, it is important to familiarize yourself with
13 some of the basic provisions of these laws to ensure that you do not violate federal law.

14
15 FERPA protects student records. FERPA requires post-secondary educational institutions and
16 agencies to conform information practices in their handling of student data. Among the
17 provisions of the act are the requirements that data be used only for intended purposes and that
18 those responsible for student data take reasonable precautions to prevent misuse of it.

19
20 HIPAA protects all medical records and other individually identifiable health information used
21 or disclosed in any form, whether electronically, on paper or orally.

22
23 GLBA protects private, non-public, information of individuals. Private, non-public information
24 consists of information such as name, Social Security Number, date and location of birth, gender,
25 credit card numbers, driver's license numbers, and academic schedules.

26
27 Allocations Board members are authorized access to University records only to the extent
28 necessary to perform their official Allocations Board duties and are responsible for protecting
29 such information against unauthorized access or disclosure.

30
31 Recognizing these responsibilities, I agree to the following (please initial each line):

32
33 _____ I will access university records only as required to perform my duties as a
34 member of the Allocations Board.

35
36 _____ I will **not** access Boston University student or employee information that is not
37 necessary to carry out my duties. This includes the records of my children, my
38 spouse, significant other, parents, other relatives, friends and acquaintances.

39
40 _____ I will store information under secure conditions and make every effort to ensure
41 individuals' privacy.

42
43 _____ I will not divulge, copy, release, sell, loan, review, alter or destroy records except
44 as properly authorized by the appropriate university official within the scope of
45 applicable state or federal laws, record retention schedules and internal policies.

1 I will forward all requests for information via an open records request to the
2 Director of the Student Activities Office for guidance. I will not release
3 information covered by these requests until instructed to by the Director of the
4 _____ Student Activities Office or his or her designee.

5
6 When I release student information, I will divulge only the information regarded
7 as “directory” or public information, specifically the student’s name, address,
8 telephone listing, date and place of birth, major field of study, classification,
9 participation in any officially recognized activities and sports, weight or height of
10 members of athletic teams, dates of attendance, degrees and award received, and
11 _____ most previous recent educational institution attended.

12
13 I will *not* release *any* information about a student who has requested a total
14 suppression of information, nor will I release any optional directory information
15 on an employee who has requested to have his/her directory information
16 _____ suppressed.

17
18 I will not release information about students, staff or employees that was
19 requested on the basis of non-public information (for example - names of all
20 _____ international students, names of all students with a GPA of less than 2.0, etc.).

21
22 I have read the Allocations Board Responsibilities Acknowledgement and Non-
23 _____ Disclosure Agreement and agree to comply with its provisions.

24
25 I understand that failure to comply with the Allocations Board Responsibilities
26 Acknowledgement and Non-Disclosure Agreement may result in disciplinary
27 action, including probation and/or expulsion from the Allocations Board, judicial
28 sanctions from Boston University, and/or prosecution by local, state, or federal
29 _____ authorities.

30
31
32 _____
33 Allocations Board Member Name (Print)

34
35
36 _____
37 Allocations Board Member Signature

_____ Date