

Boston University Student Activities

Policies and Event Guidelines

Failure to comply with any policies contained herein can result in the cancelation of the event in question or other sanctions as deemed appropriate by the Student Activities Office. The Student Activities Office reserves the right to update and modify these policies as we determine if and when appropriate.

- I. **Recognition Policies:** The following are required of all student organizations in order to maintain recognition with the Student Activities Office.
 - a. Undergraduate student groups are a part of The Square recognition and support initiative. Groups are placed in a Road (Bay State, Beacon, Commonwealth or Brookline). Their Road designation outlines requirements, expectations, and opportunities. Graduate groups are not a part of The Square initiative and must meet all basic requirements as outlined in this handbook. For a complete list of The Square program guidelines, please visit the Student Activities website <http://www.bu.edu/studentactivities/thesquare/>
 - b. Student Involvement Board (SIB) is a committee of student leaders that work jointly with Student Government and the Student Activities Office as a board that makes recommendations of recognizing student organizations to the Dean. They review the application, request a meeting with the proposed organizers, and vote on a recommendation for status. They have a set criteria in terms of their expectations and what needs to be met in order to gain recognition. Those expectations are listed in the applications. In addition they also review requests to for student groups to change their roads (or square status: Bay State, Brookline, Beacon, Commonwealth) and make recommendations to the Dean. The hearing for groups will happen at the beginning of October for the academic year. The road switches hearing will happen at the beginning of April for the following academic year.
 - c. Every group must have a President, Vice President, Secretary, and Treasurer. Officers of student organizations must be full-time, registered Boston University students. These four required positions must be held by four different individuals and all must be enrolled at the Charles River Campus. Officers must be reported via the *positions* feature on OrgSync.
 - i. Officers of undergraduate organizations must be full-time, registered Boston University undergraduate students. These officers cannot be studying abroad during their term. If any officer is a graduate student, the organization will be considered a graduate group and therefore is not eligible for Allocations Board funding.
 - d. Membership and joining opportunities should be determined by each club and organization's constitution.
 - e. Advisors are required for Brookline and Commonwealth organizations. Advisors must be a full time or part-time exempt Boston University staff member. Advisors of Brookline organizations are required to approve payments over \$200.00 in OrgSync.

- f. A current constitution (no more than five years old). Constitutions must conform to city, state, and federal laws, as well as Boston University policies. A sample is available on OrgSync in files.
- g. Requesting Status as a New Honor Society: The faculty advisor must send a letter in support of the honor society to the Dean of the School or College to which the honor society is affiliated. The Dean of the School or College must then send a letter of request to recommend the society for approval to the Office of the Provost.
- h. Requesting Status as a new Social Greek organization: The organization must receive support from the respective governing council (Interfraternity Council, Panhellenic Council, or Multicultural Greek Council) prior to submitting an application.
 - i. The Student Activities Office is currently in a moratorium with accepting new social Greek organizations to campus. For more information, please contact Assistant Dean of Students and Executive Director of Student Activities, John Battaglino.
- i. Any student organization affiliated with a national or regional organization must declare that affiliation and submit copies of the larger (parent) organization's constitution for review. In cases of conflicting policies between parent organizations and Boston University, University policies shall prevail.
- j. Student organization web pages must comply with all Boston University publicity and promotion guidelines. <https://www.bu.edu/ethics/>
- k. The Student Activities Office is not currently accepting applications for new graduate organizations outside of the LAW School. Please check with your respective school or college for support as a graduate organization.
 - 1. Requesting Status as a new Law School; the organization must receive support from the respective school and governing body.

II. Event Policies

- a. Student organizations are expected to comply with Boston University's Equal Opportunity/Affirmative Action Policies. (<http://www.bu.edu/eoo/policies-procedures/equal-opportunity/>)
- b. Student organizations must be in good standing in order to register and/or make program arrangements.
- c. Reservations are required for use of University space. All recognized student clubs and organizations are given access to space on campus. Space permissions depend on Square designations. Secretaries are the sole group members given access to book space via <https://25live.collegenet.com/bu/>. Access to 25live is granted upon completion of a blackboard learning course.

- d. Services for events sponsored by a club or organization hosted on campus must be paid for using the groups Student Activities Business account. Groups are not permitted to pay for services with personal or private bank accounts.
- e. There are a number of exclusive campus providers clubs and organization are required to use for programs on campus. See section IV for more information.
- f. The Guest policy is as follows: Boston University events are intended for the benefit of the Boston University community. **Guests** will be considered on a case-by-case basis by the Student Activities Office. Individuals and organizations will be held responsible for the conduct of their guests at University events. All guests must have college IDs or be over 18 years of age with proof of age. Events where the guest policy is in place means that BU students are eligible to sign in no more than two guests at the event. The Student Activities Office reserves the right to designate a program closed to the BU community.
- g. Dance parties and concerts must adhere to the Guest Policy if organizations choose to make these events open to the public.
- h. Event Cancellation is required if a student group needs to cancel an event. Groups must submit an Event Cancellation form under Forms tab on OrgSync. Student groups must personally contact all requested service providers (FM&P, SPS, LETS, Catering on the Charles, BUPD etc.) to confirm the cancellation of services. In addition, the student group is responsible for notifying all off-campus vendors. There may be financial repercussions for cancelling the event, which are up to the discretion of the service providers. The student organization is responsible for paying for these fees.
 - i. In the event classes are canceled due to weather; the Student Activities Office will notify the organization that the University will be closing and their event needs to be postponed. The office will assist with finding a new date for the event. Groups should notify all external vendors in the case of a weather school closing.
- i. Overnight events are currently not permitted on campus.
- j. Practice and rehearsal spaces on campus are limited. Due to the increasing number of performing organizations on campus, practice and rehearsal space is limited to six hours a week per group in spaces like the SAC Gym, SAC Dance Studio, and The Alley. Space is available to rent at FitRec if your organization needs more hours.
- k. **Chaperones** are required on all undergraduate student organization programs that involve the rental of a 12 passenger vehicle, involve alcohol, renting a facility, or traveling outside the country. Students traveling domestically on behalf of a club or organization to may be asked secure a chaperone on a case by case basis determined by the Student Activities Office.
- l. Travel**
 - i. Student groups that require bus needs for travel or chartered services may refer to the Student Activities Vendor Book for University approved bus vendors. Only bus companies listed in the Student Activities Vendor Book may be used for travel; no exceptions.
 - ii. Any student organization renting a vehicle must have their drivers read and sign

the Tips for Van Drivers booklet available in Student Activities and complete the Driver Release Form. **Deadline: two weeks prior to departure. Drivers will also be required to complete a drivers safety exam online via Alert Driving.**

Students traveling as part of a student organization program must complete a Release and Indemnification Form to Student Activities at least one business day before departure on a case by case basis.

- iii. Boston University does not encourage the use of personal vehicles for any student organization business or activity. If a personal vehicle is used in such an instance, the vehicles owner's insurance would provide coverage in the event of any accident.
- iv. Requests for **International Travel** must be submitted at least 4 months in advance. All details will be reviewed by Student Activities and Global Programs. A chaperone is required.

m. Films

- i. The Student Activities Business Office will request a quote for a movie showing on behalf of the student group upon completion of the Film Request Form. Students are not permitted to directly contact companies holding film rights.
- ii. Films may only be advertised on-campus.
- iii. Student organizations may only sponsor films that have been rated G, PG, PG-13, NC-17 or R by the Motion Pictures Association of America. If a film has not been rated by the MPAA, its rental or showing is subject to approval of Student Activities. This also applies to films shown in residence halls.
- iv. If a group is allowed a showing with no rights required, Student Activities must have written confirmation on file prior to showing.
- v. By Federal Law, all motion pictures are subject to copyright laws. Sales or rental of videos from a retail outlet do not confer any public performance rights upon the purchaser or renter. Additionally, student organizations may not rent films from local vendors for public showings. Films privately owned or rented are for home use only.
- vi. Films must be returned to the Student Activities Business Office the next business day after a showing; a film attendance report must be completed.
- vii. Students can also secure films using Kanopy, a film library available via Mugar Library.
- viii. Students may not charge an admission fee to show a film on campus.

n. Theater Performance Rights (theater groups, scripts, etc.)

- i. Rights must be secured and paid for via the Student Activities Business Office prior to the first performance.
- ii. If performance rights are waived Student Activities must have written confirmation from the owner of the script on file prior to the first performance.

- iii. Performer rights may be acquired from an approved vendor via the Student Activities Vendor Handbook.
- o. **Alcohol at Programs Deadline: four weeks (six weeks if venue includes a contract)**
 - i. Student organizations may request to have alcohol served at a program provided that the program will be held at a facility that is licensed to serve alcohol, and that alcohol is not the primary focus of the program. (Note that Catering on the Charles is a licensed vendor for select locations on campus.)
 - ii. The vendor must have a minimum of \$1 million of Liquor Law Liability Insurance in addition to \$1 million of general liability insurance and excess umbrella liability coverage of \$5 million.
 - iii. Organizations are not permitted to have an “Open Bar” at any student organization sponsored event. Alcohol must be purchased with cash from event attendees. Graduate student groups must purchase drink tickets from the venue or host a cash bar.
 - iv. Substantial food must be provided to the attendees by the host organization. Documentation of the food must be submitted with the event submission and is subject to change based on the Student Activities office review.

III. Fiscal Policies

- a. All money in a student organization account must be spent within University guidelines.
- b. A University ID must be presented when receiving any item from SABO.
- c. Student organizations must conduct all of their financial transactions through their account in the Student Activities Business Office and must keep this account in good financial standing. Groups can keep track of their account through their OrgSync portal.
- d. Money required for a program must be in the organization’s account before the program can be approved. If the student organization does not have sufficient funds they must complete a Deficit Agreement and receive approval from the Student Activities Office.
 - i. All deficits are reviewed on an event by event basis.
 - ii. The deficit must be paid off within ten days after the event.
- e. All payment requests must be submitted via OrgSync and authorized by the organizations’ treasurer (and advisor when applicable). In the case of reimbursements, an officer cannot authorize their own reimbursement. Deadline: two weeks for internal vendors, four weeks for external vendors.
- f. All programs, including but not limited to meetings, social events, and workshops, **are required to be** registered on OrgSync under your student group's portal. Expenses may only be approved by the Student Activities Business Office if an event has been approved at least two weeks prior to the event itself, and expenses will be denied if your program is not registered. Registering an event on OrgSync after it has occurred will result in denial of the event. In some cases, certain operational expenses (i.e. board games for Board Game Club) require a separate process.

- g. The treasurer of an organization is the only student who can authorize financial transactions on behalf of the organization. Treasurers are automatic reviewers. If a president needs to review in absence of a treasurer, the submitter must make this request in the notes section including the president's name and BU email address.
- h. Back-up documentation must be included with any payment request. Examples include itemized receipts, quotes, and email communications.
- i. Individuals may not loan money to a student organization.
- j. One student organization cannot loan money to another student organization.
- k. Anytime money is to be collected a Cash Bag must be used or groups may request an Eventbrite page. Cash Bags must be picked up from the Student Activities Business Office no earlier than 24 hours prior to the event (or on Friday for any weekend events). All money collected must be deposited in the Business Office within one business day following sale or event. You may not spend any of the cash collected. A BUPD detail may be required for the duration of the cash sales (plus 30 minutes before and after). Police escorts can be obtained through BUPD.
 - i. Whenever possible it is highly suggested that Eventbrite be used in place of all cash collection including dues collection, event ticketing and t-shirt sales. Eventbrite may not be used for raffles or bake sales.
- l. Programs such as Venmo, Paypal or other forms of electronic collection methods are not permitted on campus.
- m. Undergraduate Student Fee money will not be used for publications that do not conform to the Boston University Publications Policy, for the purchase of alcohol, for donations to charities, for direct benefit of political candidates, for supporting the candidacy of individual students/slates seeking student government office, or for any activity deemed to be illegal by local, state or federal statutes.
- n. The Student Activities Business Office reserves the right to withhold the disbursement of funds which are deposited by check until the checks deposited have cleared.
- o. **Sponsorship of a student group by outside vendors or companies** must be approved by the Student Activities Office. Students cannot sign agreements or contracts with any third party. SAO will review the terms of the sponsorship to ensure everything is in line with University regulations.
- p. Students who need to be reimbursed for money spent out-of-pocket for events, will receive a check reimbursement in the mail. An itemized receipt is always required as backup documentation. Students must complete a withdrawal request via their clubs OrgSync treasury and the reimbursement must be approved by the group's treasurer. In the event the treasurer needs a reimbursement, the president may review and approve the expenditure.
- q. All reimbursements must be connected to a registered and approved event on OrgSync.
- r. **Conflict of Interest**

- i. To avoid conflicts of interest, individuals within a student organization or members of their family cannot benefit financially from services they provide to the group.
- ii. Student organizations and their members may not procure the services of an outside vendor if a member of the student organization or a member of his or her family would benefit financially from the arrangement. In determination that no conflict of interest exists in a particular setting, exceptions may be granted by the Director of Student Activities based on a written request for the waiver/exemption/determination which sets forth and fully and accurately describes the particular relationship/conflict.

s. Contracts

- i. Boston University policy requires that all agreements between a student organization and a paid performer or speaker be made in writing via a contract issued by Student Activities. In the event the performer or speaker is not being paid, a Letter of Agreement can be sent via e-mail using the draft letter posted on OrgSync. **Deadline: six weeks.**
- ii. Student organizations and their members are not permitted to sign any contract with an outside vendor, performer, venue, or company. All contracts must be submitted via OrgSync in both your event registration and a withdrawal request in your club's treasury. This is to be reviewed and signed by the appropriate University designee.
- iii. Contracts are not needed for Boston University faculty and staff. University faculty and staff may not be paid for providing any service to the organization.
- iv. Rider Items (sound, lighting, stage needs, etc.) should be submitted separately by the performer/agent. In most cases it is the group's responsibility to provide these items. The University does not allow the purchase of alcohol or other illegal items that may be included in the rider. For assistance in determine what your organization is responsible for, visit the Student Activities Office for a consultation.
- v. Student organizations are not permitted to work with third party promoters or companies to organizes events on or off campus.

t. Co-Sponsorship

- i. If a student organization wishes to co-sponsor a program with another recognized Boston University student organization or a Boston University department, all arrangements and financial transactions must be completed through one group OrgSync account only. Necessary funds must be transferred to that organization in advance of program approval, and any arrangements between the organizations and/or department, financial or otherwise, must be submitted in writing to Student Activities.
- ii. If a student organization wishes to co-sponsor an event with an organization outside of Boston University, all arrangements and financial transactions must be completed through the student organization's Student Activities Business

Office account. 100% of the profits or proceeds from the event must go into the student organization's account and cannot be used as a donation or profit split with the outside organization. In the case that the outside organization is a registered 501(c)3 organization with non-profit status, the student organization may make a donation based upon sales, provided they take the proper steps beforehand with Student Activities.

u. Charitable Fundraising

- i. The parent group for which funds are raised must be registered with the Secretary of State of the Commonwealth of Massachusetts as a non-profit organization, and be classified as a 501(c)3 organization by the IRS. No more than 20 percent of the monies raised by the parent group may go towards administrative costs.
- ii. The sponsoring student organization is responsible for all costs incurred by the operation of the program.
- iii. Fundraising events must include educational programs about the charity and the services it provides.
- iv. Funds may not be raised for a political candidate, but may be raised for a political party.
- v. Student organizations of fundraising events should not receive any payment from the charities for which they are raising funds.
- vi. Donations to a high school's athletic program, or otherwise assisting with fundraising for a high school's athletics program by an institution is in violation of NCAA recruiting regulations. This includes all institutional departments or groups.
- vii. In order to make a donation to a registered 501(c)3, the organization must complete a charitable donation form and submit it via OrgSync in their treasury. Groups can only donate funds from a recent program or event and must prove funds were raised through tickets sales or suggested donations.
- viii. Clubs and organizations that receive funding from the Allocations Board and plan to make a donation to a registered 501(c)3 must return the funding they received to cover the cost of the event before making a donation.

v. Funding

- i. Funding opportunities for undergraduate organizations are permitted via the Allocations Board in conjunction with the Square Recognition program.

w. Tickets

- i. Tickets for on campus events will be created and sold online using the Eventbrite ticketing system. All student organizations are required to sell their tickets through Eventbrite. Ticket sales must be set up through the Student Activities account and groups can request an Eventbrite page be set up for their event via OrgSync. No alternate methods of ticket sales will be permitted unless

there is a cash bag for cash sales at the door.

- ii. The cost of using Eventbrite is \$0.50 per ticket sold and is charged after the completion of the event (subject to change at any time). There is no charge for using Eventbrite for events that are not charging admission, but for events that require an RSVP eventbrite is the preferred method. The day of your event, attendees will need to either print their tickets or access it on their mobile device using the free Eventbrite app or Passbook. The QR code is scanned for entrance into the event. Student organizations can use their own devices to scan as all necessary apps are free **Deadline: two weeks prior to sale start date**
- iii. The use of Eventbrite in Athletics facilities is limited. Please see SABO for questions.
- iv. For tickets in off-campus venues, groups must submit ticket information to Student Activities three weeks before the event. Individual venue policies will dictate if tickets may be sold using Eventbrite or through another method.
- v. All dues & fees for student groups must be collected via Eventbrite.
- vi. Waivers of Liability are also required to be collected during the ticketing process. Paper waivers are not accepted.
- x. **Cash advances** are only for group trips at the discretion of the Student Activities Business Office. The receipts and any remaining funds must be returned to the Student Activities Business Office upon your return. Your account will be frozen until the cash advance is reconciled. Failure to reconcile Cash Advances will result in a suspended OrgSync portal until reconciliation is completed.
- y. **Facilities**
 - i. Facilities, Management, and Planning (FM&P) must complete all room setups.
 - ii. No open flames - including candles and pyrotechnics - are allowed in University facilities.
 - iii. The University reserves the right to charge the organization for any extra costs arising from the use of the facilities, such as loss or damage to University property, service charges for any staff overtime or room and/or equipment cleaning as required by, or as a result of, the program.
 - iv. Closing and Opening Fees may be required to open buildings in the evenings or on weekends for events or meetings.
 - v. All requests for FMP services must be submitted via OrgSync two weeks prior to your event.
- z. **Student Production Services**
 - i. Student Production Services (SPS) is available to provide sound and lighting setup for student organizations at a discounted rate for on campus events. Additional lighting and sound vendors are available in the Student Activities vendor book. LETS services are also permitted on campus at a higher rate if SPS is not available.

- ii. SPS services can be requested in the forms section of OrgSync. Services must be requests at least two weeks prior to your event.

aa. Catering on the Charles/Dining

- i. Catering on the Charles is the exclusive University food service provider.
- ii. Catering-free zones where outside food can be brought in are the Sargent Activities Center, the basement and the third floor of the George Sherman Union, and the basement of the School of Theology. All food must come from a licensed food vendor.
- iii. Exceptions to the use of Catering on the Charles for any on campus event must be approved by Catering on the Charles at least two weeks prior to an event. Groups must complete a catering exemption form via OrgSync to request this exception.
- iv. Food is not allowed in any classrooms except for the first two floors of LAW and LAW 410. Catering exemption is still required for these spaces.
- v. Student Catering Guide
 - i. The Student Catering Guide is designed to support smaller events hosted by clubs and organization. Menu items are available to clubs at a discounted rate for events under 100 people. The order form for the Student Catering Guide can be accessed in the files section of OrgSync and should be completed and attached to a treasury withdrawal request no later than 72 business hours prior to the event.
 - ii. the Student Catering Guide is available exclusivley to clubs and organizations registered with the Student Activities Office.

bb. Technology/Production Classrooms with computer & projector systems are available for student groups to use at no cost. If additional technology needs are required, services must be secured through Learning and Event Technology Services depending on the location and need.

cc. BU Police Department

- i. Student Activities, in consultation with the Boston University Police, makes the final determination of police and security coverage at a program.
- ii. Boston University Police are paid a minimum of four hours and must be present one half hour before and after the scheduled program time/doors open, whichever is earlier.
- iii. BUPD are not responsible for line management, door management, or any other logistical part of your security plan.

IV. Marketing and Publications Policies

Student Activities Policies and Event Guidelines

- a. Posting signs, posters, and flyers is permitted only on authorized bulletin boards. Materials may not be placed on walls, doors, windows, or trees and may not be attached with permanent adhesives. Info on free expressional board available on appendix I.
- b. All publicity layouts and copy must be approved by Student Activities prior to distribution. All publicity must include the following:
 - i. The full name of the sponsoring organization
 - ii. The nature of the program
 - iii. Date, time, and place of program
 - iv. "Boston University" spelled out
 - v. No personal contact information may be used on publicity.
 - vi. Admission criteria, such as ticket price, BU ID required, and additional items related to your event, if applicable
 - vii. Rain dates and refund policy, if applicable
- c. Digital signage is available free of charge for student organizations. Please visit the Student Activities website for more information on how to submit a digital ad on the screens in the GSU link. <https://www.bu.edu/studentactivities/your-group/digital/>
- d. Any promotional items, such as T-shirts or key chains, must be approved by Student Activities prior to distribution and must be purchased by an approved university vendor.
- e. All student journals of opinion must operate independently of the University and without University financial support.
- f. Leaflets, handbills, circulars (other than those for commercial purpose), and newspapers may be distributed in the areas on campus such as in the lower level of the George Sherman Union and the lounges of the schools and colleges normally designated for this purpose. The distribution of material cannot impede the flow of traffic in these areas or take place in an academic class or at a program or activity of the University (e.g., concert or basketball game)—although distribution may take place in the public areas outside such activities.
- g. The BU logo, seal, and Rhett the Terrier are trademarked by Boston University and cannot be used on advertisements without the consent of the University.

Appendix I

Free Expression Board Locations Building Location

College of Arts & Sciences Boards located on 2nd and 3rd floor

College of Communication COM Lounge, located on the 1st floor Specific groups allowed to post outside their offices on the 3rd floor

School of Education 1st floor across from the elevators

College of Engineering Free expression located by the elevators on the 1st floor towards the left

College of Fine Arts Bulletin boards located throughout the building

College of General Studies Postings allowed on board located outside of room 215. Approval from Melissa in room 211 is required before posting.

NO posting School of Hospitality

Board located outside room 109 School of Management Postings allowed in the undergraduate student lounge on the 2nd floor.

Sargent School of Health & Rehabilitation Services Postings allowed in the student lounge on the 3rd floor.

School of Medicine Boards located in the student lounge and alcove on the 2nd floor.

Approval from the Office of Student Services (room 204C) required before posting.

School of Public Health See requirements for School of Medicine

School of Law Posting allowed on stairwells. Contact Carolyn Hackman at 617-358-1800 for information regarding postings in the School of Law

School of Social Work Posting allowed in the Gelber Student Lounge.

Metropolitan College See requirements for the College of Arts and Sciences