Stonehill College

Returning Student Organization Handbook

Office of Student Engagement &

Student Government Association

Updated Fall 2021

Table of Contents

The *Returning Student Organization Handbook* is constructed for the purpose of reminding student organization of the standards required to continue their status as an active student organization at Stonehill College. The policies and mission statements of the Office of Student Engagement and the Student Government Association should remind student organization officers what must be adhered to while running the organization. If at any point there are questions, please contact the Office of Student Engagement or Student Government Association.

The Office of Student Engagement Mission

The Office of Student Engagement provides Stonehill students with transformative experiences that foster social interaction, self-exploration, student engagement, and leadership development. In turn, students will create and participate in a welcoming, supportive, and engaging environment that enriches the academic, social, and personal experience of all students.

Our goal is to provide quality services and programs for our students that will contribute to their academic and co-curricular success by focusing on four key areas:

1. Orientation and first-year programs
2. Student organizations and governance
3. Leadership and professional development
4. Campus-side programming

It is our hope that these areas will facilitate active student participation in co-curricular activities and leadership while also promoting learning, building community, and empowering students.

Student Government Association Mission Statement

Stonehill College Student Government Association (SGA) serves as the voice for undergraduate students. The Association takes an active and integral role in promoting Diversity & Inclusion initiatives, campus-wide programming, legislation, and overall student engagement within the Stonehill community. We strive to embody the College's values of "educating the whole person, so that each Stonehill graduate thinks, acts, and leads with courage towards the creation of a more just and compassionate world."

Stonehill's Statement on Diversity

A Stonehill education prepares students to serve the common good, be responsible and global citizens in a pluralistic democracy, and pursue personal and professional goals. Beyond simply knowing, it liberates students to explore ideas and assumptions, to come to new ways of understanding the world, and to put theory into practice through high-impact experiential learning opportunities. Stonehill strives to be a community of scholarship and faith that affirms the diversity and dignity of all its members.

Policy & Regulations Agreement

All student organizations are responsible for abiding by all federal, state, and local laws and Stonehill College's rules and regulations. Additionally, student organizations are expected to follow and comply with the rules and regulations that govern student organizations.

Annual Registration and Timeline

Each spring, student organizations are required to re-register their club. During this time, they are confirming information, adding new officers, signing off on the SGA Student Organization Diversity Statement, and Confirming the Commonwealth of Massachusetts Ant-Hazing Agreement. Student organizations that do not complete this in a timely manner will not be recognized as a registered Stonehill student organization.

Student organizations should adhere to the following timeline:

March/April:
- Host elections/selection for the following academic year to elect new officers
- Apply for September events funding

June
- Complete the student organization annual registration process

May-July (Summer):
- Plan events, budget, and meetings for the Fall semester

August-September
- Attend mandatory Club Leader Training
- If receiving SGA funding, attend Treasurers'
- Reserve a table for the fall Activities Fair

December
- Update any changes of club leadership

January
- Attend the spring Activities Fair
- Attend the mandatory spring Club Leader Training

Expectations and Requirements to Maintain Active Status

To maintain recognition as a Stonehill College student organization, groups are expected to:

- Adhere to all Student Government Association (SGA) and College financial policies for the administration of all College-approved funds (raised on and off campus)
- Adhere to all federal, state, and local laws in addition to all College policies
- Complete the annual registration process through the Office of Student Engagement (OSE)
- Have a **current** constitution file with OSE
- Have a statement of purpose in accordance with the mission statement of the College
- Have current undergraduate Stonehill College as members
- Have officers who are current full-time students in good academic and disciplinary standing
- Have a list of officers on file with OSE
- Ensure that all officers and members refrain from any hazing activities (physically or psychologically abusive behaviors)
- Follow all College procedures regarding scheduling, posting, and solicitation
- Sponsor at least one campus wide event each semester that is registered with OSE
- Participate in open houses, activities fairs, and other related events as needed
- Have a full-time faculty or staff member as its advisor whose role is determined by the organization and advisor
- Respect college faculty and staff by not disturbing College functions and classes

Revisions or Amendments to a Constitution

Any revisions or amendments to a constitution must be approved by the Student Government Association Constitution Committee prior to implementation. The following process is followed:

1. Organizations must submit any changes (revisions or amendments) and the reasoning for such changes to the Student Government Association. These revisions or amendments and rationale will be forwarded to the SGA Constitution Committee.
2. The Committee will review the alterations and rationale and meet with the organization if additional information is needed. They will then determine whether the changes can be approved within the committee or if full SGA General Assembly approval is required.

Student Organization Recognition

Inactive Status, Loss of Recognition or Reactivation

Below are some circumstances that may cause a student organization to lose its recognized status.
- A club may be deemed inactive by the Student Government Association (SGA) General Assembly based on recommendations from the SGA Executive Vice President
- An inactive status may be applied to clubs that have not:
  - Submitted the annual registration form
  - Submitted an update roster of active members/officers
  - Sponsored any campus events
  - Ceased club operations
- Inactive student organizations are removed from any official listings of student organizations
- Once deemed inactive, a student organization may become active if renewed interest is brought to the attention of SGA or Office of Student Engagement within two (2) years of the beginning of inactive status. To become active once again, the student organization must fulfill all the following:
  - Complete all necessary paperwork, including a Constitution and active list of members
  - Provisional status may be applied pending the history of the student organization
  - The SGA Executive Vice President will make a recommendation to SGA General Assembly which student organizations should be removed from the inactive list and then further reinstated with full recognition

Loss of Recognition for Violation of Policies and Procedures

Student organizations found responsible of violating any SGA, College, local, state, or federal laws or policies/ procedures may lose full recognition status for a pre-determined amount of time.

Reinstatement of Recognition Due to a Violation of Policies and Procedures

Student organizations that have lost recognition for disciplinary reasons may reapply for recognition, in accordance to stipulations that may have been given by both SGA and the Office of Student Engagement. Organizations requesting re-recognition must submit the following directly to the OSE:
- Letter of intent for re-recognition as a student organization signed by the officers and advisor, outlining the steps that will be followed for improvement and what has changed during the suspension period
- OSE will review the request for re-recognition and will make a final decision regarding the recognition status. OSE will then notify the organization and appropriate departments

Student Organization Officer Requirements

All officers of student organizations must meet the following requirements. Failure to do so will be reviewed by the Office of Student Engagement and may result in removal from the position.

- Full-time (taking a minimum of 12 credits) undergraduate student at Stonehill College
- Must be in good academic and conduct standing
- Physically present at Stonehill College to fulfill their role
- At least one officer must attend the mandatory Club Leader Training each semester, and, as needed, Treasurers Training

Student Organization Advisors

Student organization advisors are vital to the success of the organization. To be an advisor, one must be a full-time member of the Stonehill staff or faculty. Advisors should be active members of your club by participating (e.g., attend meetings, work consistently with officers, and assist with the planning or programs and overall development of the organization). Advisors should also help with the growth and betterment of the organization/group, it is best to have a good relationship with them for these purposes.

Advisor Role & Responsibilities

At minimum, an advisor should adhere to the following:

- Take part in and encourage effective communication and interpersonal relationship skills
- Advise the student organization on important matters and ensure the following of Stonehill College policies and mission
- Accessible to all member
- Informed about all activities and programs
- Serve as a role model for club members and officers
- Be a sounding board for ideas
- Create continuity as leadership changes between years
- Encourage different approaches to leadership, membership, and programming
- Connect organization with resources (on and off campus)

Utilizing your advisor

- Effectively communicating
- Meeting regularly to talk through the club as well as goals and initiatives

- Be active in updating them about information pertinent to the organization
- Using them as a resource for problems within the organization

Rights and Privileges Awarded to Student Organizations

Student Organizations work with the Office of Student Engagement to contribute to the growth of the Stonehill College community, and due to their immense prominence in the lives of students, these recognized organizations can enjoy the following privileges:

- Apply for funds from SGA or other campus resources
- Use of campus facilities and services
- Use of the college name, within approved College guidelines
- Fundraise and/or sell on campus
- Use of SGA services and resources (e.g., vans, group activity center)
- Listed on official listing of student organizations
- Sponsor programs and activities

Club Funding and Finances

To be eligible for SGA funding, club treasurers must attend SGA Treasurers' Training and be in good standing with SGA. During training, SGA will review the most up-to-date policies regarding the application and spending of funds.

Most student organizations are eligible to apply for Event Based Budgets. These budget requests are for singular events or other needs requested by a group. When requesting, a description and purpose for each event must be provided. Additionally, a specific breakdown of the exact cost is also required. Budgets lacking sufficient explanation are subject to be viewed as incomplete or unclear and thus inadmissible by the Finance Committee. This form can be found on the SGA Public SharePoint under Finances.

Student organizations may apply for funding throughout the semester, but the SGA Finance Committee meets and approves requests every two weeks. Student leaders who serve on this committee are as follows: the four (4) SGA Class Committee Vice Presidents; treasurers of SGA Programming, Diversity, and Senior Events Committees; selected members from student organizations; and the SGA Finance Chair and SGA Treasurer. The SGA advisor also sits on the committee as a non-voting member.

There are several other polices and regulations with SGA funding. Please see your treasurer, the SGA Treasurer, or SGA Finance Chair for more information.

<u>Provisional Status Funding</u>

Clubs that are granted provisional status are eligible to apply for up to $500 during their provisional period. They follow the same funding policies and required to attend Treasurers' Training.

Planning an Event

Student organizations must request and secure spaces at the College to have hold an event. If your event is more complex and has multiple layers of details, student organizations should set up a time to meet with someone from the Office of Student Engagement so they can help with this process. Below are some tips for success:

1. Ensure that you are granted the funds necessary for the event. These funds are primarily approved by the Finance committee.
2. Request/Book your desired space
   a. It is suggested that this step is done as soon as possible.
   b. To request space visit: https://25live.collegenet.com/stonehill
   c. If the space is available, you will receive a confirmation email. If the space is unavailable for that specific date, it will not show up on the selection screen for the selected date.
3. Submit your event to the Stonehill College Calendar
   a. Make your event public in the 25Live system, doing so allows Conference and Events to publish it on the calendar available to the entire College.

<u>Cancellations</u>

If an event needs to be cancelled, do it as soon as possible by contacting the Office of Student Engagement and Conference and Events. Depending on the circumstances and timing of the cancellation, you may still be required to pay for aspects of the event, including materials, speakers/acts, and food.

<u>Contracts and Agreements</u>

No student organization is permitted to enter any type of contract without approval of the Office of Student Engagement. If your organization needs to engage in a contract or agreement, contact the Office of Student Engagement or the SGA Executive Vice President. **No student should ever sign any type of contract or agreement.**

Hosting Events with Food

Student organizations should contact Sodexo if they want catering for their event. When hosting an event with food, please be aware of your surroundings. When an event is over, food, wrappers, boxes, etc. should NOT be left out. Treat the space like your own!

Student Organization Resources and Policies

Student Organization Storage Space

The Office of Student Engagement may have space to store your organization's supplies on a first-come first-serve basis. Materials purchased with SGA allocated funds are property of Stonehill College. No materials bought with allocated funds should leave the College without special permission.

Student Government Van Policy and Guidelines

Vans are a privilege to recognized student organizations. Anyone driving a Stonehill van must have pass the van certification test. Students must also submit and keep an updated driver's license. Vans are intended for group use and are not to be used for personal purposes.

Vans can only go within a 500-mile radius of Stonehill College (unless given special permission).

Vans are reserved through the OSE website. Once the reservation is approved, van keys can be picked up at the Information Desk during normal working hours. If going out earlier than the desk opens, keys may be available the night before.

You will need to fill out a van use form at the desk, including all necessary information. Certified drivers' names will need to be provided for each van being used. It is the driver's responsibility to bring the van back clean and with a full tank of gas if the gas card is provided. All doors to the van must be locked after each use and all traffic violation fines are the responsibility of the driver.

In case of an accident in a Stonehill College Van

1. Call state or local police immediately, as well as Stonehill Campus Police (508) 565-5555.
2. Obtain the following information from the other driver: name, address, license number, vehicle registration number, and name and phone number of insurance company.
   a. Provide the other operator with same information.
3. Hanover Insurance/Mass Bay is the college's insurance company
4. Obtain the name, address, and telephone numbers of any witnesses or injured persons, the exact location of the accident and the police agency investigating the accident.
5. Insurance and registration information are in the vehicle glove compartment. There is also an accident reporting kit in the glove compartment.
6. If involved in a collision, go to Campus Police when you return so that they can file a report and

have pictures taken of the vehicle.

7. If the vehicle becomes disabled, locate **the Paragon Motor Club** card in the vehicle glove compartment. Call the toll-free number. If safe to do so, the driver should stay with the vehicle if it breaks down.

Disability Services and Accessibility

Student organizations should be cognizant and aware of individuals with disabilities when planning and executing events. All events put on by student organizations should be accessible for all while providing necessary accommodations. Click the following link for information about campus accessibility: https://www.stonehill.edu/offices-services/accessibility-resources/

College Hazing Policy

Stonehill College fully complies with Commonwealth of Massachusetts Laws (Chapter 269) regarding hazing. As such, the College has adopted the following policy against hazing for all students including student leaders and athletes. Stonehill defines hazing as any conduct or method of initiation into any student organization, team, group, etc., whether on or off-campus, which endangers the physical or emotional health of any student or other person no matter the intent. An individual involved in an alleged violation of the Stonehill College Policy against Hazing may not use consent as an acceptable reason for participation. All student organizations should follow this policy.

College Sexual Misconduct Policy

Stonehill College is committed to providing and promoting a learning and working environment that is free from sexual harassment and other forms of unlawful harassment and discrimination. Sexual harassment and other forms of harassment and discrimination violate federal and state civil rights laws and are prohibited by the College. The College is committed to fostering a healthy and safe environment that emphasizes the dignity and worth of every member of its community. All student organizations should follow this policy.

Student Advertising

Procedures regarding Student Advertising and On-Campus Postings

- All posters, banners, or other advertising materials must be approved by the Office of Student Engagement with the official stamp prior to being distributed or displayed in the Commons.
- All posters, banners, or other advertising materials must be approved by the Residence Life Office prior to being distributed or displayed in the residence halls.
- All posters or flyers must include the name of the sponsoring organization. Appropriate college officials must also approve the use of the Stonehill name, logo, or likeness.
- All advertising must conform to Community Standards and must avoid demeaning sexual or discriminatory portrayal of individuals.
- Advertising materials may not be posted on departmental bulletin boards and only posted in approved locations in other buildings on campus.
- Advertising will be approved for a maximum of 14 days. Items must be removed by the sponsoring organization.
- Advertising may not cover more than 25% of a wall area.
- Postings are not permitted in any entryways/foyers within the residence halls.
- The maximum number of flyers hung per building is six (6).
- Advertising may not be hung on the blue signs for the Courts or Pilgrim Heights.
- Large posters sized 24" x 36" are permitted outside of the Holy Cross Cafeteria.
- Advertising must be hung using painters' tape only, except for duct tape for certain brick, unpainted surfaces. Tacks/staples can be used on the bulletin boards.
- Advertising found covering other advertising or in violation of these guidelines will be removed and violators risk the loss of advertising privileges and may face disciplinary action.

All advertising must be approved by the appropriate college official listed below.

- Athletic teams must receive the approval of the Director of Athletics, or designee.
- Club sports teams must receive the approval of the Assistant Director of Athletics for Recreational Sports, or designee.
- Recognized clubs and organizations must receive the approval of the Director of Student Engagement, or designee.
- Residence Hall Councils must receive the approval of the Director of Residence Life, or designee.

Roche Dining Commons:

Approved advertising will be allowed in the following areas of the Roche Dining Commons:

- Brick walls of the main stairwell and Upper Commons lobby/entrance area
- The tray return area outside the cafeteria on the second floor
- The cork board areas by the Mailroom and Information Desk
- The brick pillars in the dining rooms

Advertising will NOT be allowed in the following areas of the Roche Dining Commons:

- The Hill
- The side stairwell leading to Villa Theresa
- Between the double doors of any Commons entrance
- On any windows or doors
- On any painted surfaces

Other Advertising Options

- Table tents are permitted in the Dining Commons and The Hill with approval from the Office of Student Engagement.
- TV ads. Student groups can submit images to be displayed on the TV screens in the Commons by contacting the Office of Student Engagement for specifications.
- Oversized posters. Student groups are allowed only one oversized advertisement made by the Student Engagement plotter printer per event.

Alcohol and Drug Use in Advertising

- Athletic teams, club sports teams, student organizations, residence hall councils and other groups, or individuals are prohibited from creating marketing or promotional materials such as clothing that promotes alcohol, tobacco, or other drug use nor should it place any emphasis on quantity and frequency of use.
- Alcoholic beverages, drugs, or tobacco products may not be advertised in The Summit or on WSHL.
- Images of alcohol, drugs, or tobacco products may be used in advertisement if the program or event is in conjunction with educational/prevention programs.

<u>Social Media</u>

The Office of Student Engagement would like to promote all student involvement opportunities on campus. This includes student organization events, departmental programs, athletic events, and more. The Office of Student Engagement predominantly uses their Instagram to promote programs branching from its office.

To have your organization's posts featured on any of these mediums, tag the Office of Student Engagement using the handle: @stonehillactivities or reach out to our office to feature you or your club!