

MassBay Club and Organization Handbook

PUBLISHED BY: OFFICE OF STUDENT ENGAGEMENT
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Items and policies are subject to change. Please call the Office of Student Engagement for updates or revisions at 781-239-3053.

1 CLUB AND ORGANIZATION INFORMATION

1.1 PURPOSE OF CLUBS AND ORGANIZATIONS

- 1.1.1 Student clubs and organizations play a vital role in the quality of life at MassBay. Students are encouraged to get involved.
- 1.1.2 Clubs and organizations provide an opportunity for students to gather, meet, discuss, and debate issues in their areas of interest.
- 1.1.3 Clubs and organizations represent a wide variety of interests and opportunities for students of all ages, backgrounds, and time restrictions.
- 1.1.4 Student clubs and organizations change and evolve to reflect student interests, and students can always start new clubs and organizations related to those interests.
- 1.1.5 Student clubs and organizations at MassBay include everything from student government, to cultural groups, to honorary societies, academic, and social groups.
- 1.1.6 Taking a leadership role in any club and organizations offers an opportunity to learn how to, and practice:
 - 1.1.6.1 Budget and manage money
 - 1.1.6.2 Implement and evaluate projects and programs
 - 1.1.6.3 Manage and resolve conflict
 - 1.1.6.4 Communicate publicly
 - 1.1.6.5 Develop critical thinking skills
 - 1.1.6.6 Improve interpersonal skills
 - 1.1.6.7 Develop an ability to work in groups of diverse individuals
 - 1.1.6.8 Reflect on your professional abilities
 - 1.1.6.9 Understand community responsibility
 - 1.1.6.10 Have **FUN!**

1.2 STARTING A STUDENT CLUB/ORGANIZATION

- 1.2.1 Find five or more students who are registered for classes at MassBay who would like to start a club/organization with you.
 - 1.2.1.1 If you are not sure that you have five or more students to sign the Constitution and start the organization, the Office of Student Engagement will help you plan and advertise an organizational meeting to give you the opportunity to generate interest.
 - 1.2.1.2 Student Engagement will assist you with the scheduling of a meeting room or information table.
 - 1.2.1.3 You may make a poster/flyer with the information and Student Engagement will allow you to post copies around the MassBay campuses.
- 1.2.2 Create a Constitution for your organization (guidelines and/or fill-in-the-blank constitutions are available from the Office of Student Engagement).
- 1.2.3 Find a faculty or staff advisor and have them sign the Constitution.
 - 1.2.3.1 If a group is struggling to find a faculty or staff advisor, please reach out to the Office of Student Engagement for help.
- 1.2.4 Have the founding members of the club/organization sign the Constitution.
- 1.2.5 Create a club/organization list with all members' names, positions in the club/organization, address, email, and telephone numbers.
- 1.2.6 Submit a copy of the New Club Proposal Packet (available online at www.massbay.edu/clubs)
- 1.2.7 Once approved by the Office of Student Engagement, the SGA will consider your club/organization application and approve, deny, or modify your club/organization and notify you.
- 1.2.8 Set up a meeting with the Office of Student Engagement to discuss policies and procedures and get set-up for success.

1.3 REGISTERING A RETURNING STUDENT CLUB/ORGANIZATION

- 1.3.1 Student clubs and organizations must register with the Office of Student Engagement at the beginning of each academic semester.
- 1.3.2 To register, clubs and organizations must fill out the online form and turn in the Hazing Policy. Both items are located online at www.massbay.edu/clubs.

1.3.3 Registered Student Organizations are able to:

1.3.3.1 Be included in all of Student Engagements marketing, club/organization listing on the website, club/organization bulletin boards, brochures and weekly events calendar (helps advertise your club/organization and events).

1.3.3.2 Reserve space on campus through the Office of Student Engagement.

1.3.3.3 Request funding from the General Club Fund through the Student Government Association.

1.3.3.4 Be recognized at the annual Student Engagement Impact Award Ceremony.

1.3.3.5 Access Student Engagement Advertising resources such as campus wide emails, bulletin boards, and the Weekly Events Calendar.

1.3.4 Organizations who fail to register will not be eligible for funding, reservation rights or any of the other above benefits.

1.3.5 For a list of current registered clubs and organizations at MassBay please contact the Office of Student Engagement or look online at www.massbay.edu/clubs.

1.4 MEMBERS IN STUDENT CLUBS/ORGANIZATIONS

1.4.1 Students are key to keeping organizations alive and adapting to new student interests.

1.4.2 Students must be enrolled in at least one credit hour in order to be members of organizations.

1.4.3 Members of organizations are subject to MassBay's policies and procedures, including the Club and Organization Handbook, Student Engagement Policies, Student Handbook and Student Code of Conduct and the Policy on Affirmative Action, Equal Opportunity and Diversity.

1.4.3.1 The Office of Student Engagement reserves the right to terminate the participation of any student for violating any of the above policies.

1.5 LEADERSHIP ROLES IN STUDENT CLUBS/ORGANIZATIONS

1.5.1 Club/Organization leader positions should be rewarding and developmental for each student.

1.5.2 Club/Organization leader (officers) responsibilities include, but are not limited to:

- 1.5.2.1 Completing the Club Registration Process at the beginning of the Fall Semester to ensure that the club/organization is registered.
- 1.5.2.2 For clubs and organizations that registered in the Fall, leaders must email the Office of Student Engagement with any changes in leadership, members or purpose at the beginning of the Spring Semester to maintain registration.
- 1.5.2.3 Work with club/organization members and the club advisor to create engaging opportunities and events that club/organization members want to participate in.
- 1.5.2.4 Inform the Office of Student Engagement and advisor about events and projects the organization is working on and whenever there is a change in leadership positions.
- 1.5.2.5 Work closely with the club advisor to create engaging and fun programming and opportunities while remaining in compliance with all college policies and procedures.
- 1.5.2.6 Attend, or ensure the club/organization is represented at the Student Engagement Involvement Fair every semester to recruit new students.
- 1.5.2.7 Submitting appropriate paperwork to the Office of Student Engagement when necessary, including the Event/Space Reservation form for meeting spaces and all Club Funding Requests.
- 1.5.2.8 Ensure that the goals and objectives' outlined in the club/organization's constitution are followed, and update the goals, objectives, mission and constitution to reflect student interests.
 - 1.5.2.8.1 Consulting the advisor before making changes to the organization's purpose or program and governing documents.
- 1.5.2.9 Submitting all actions and forms to the advisor completed and on time.
- 1.5.2.10 Recognizing that the advisor's role is to give counsel and advice in areas of expertise and in regard to good programming and behavior.
- 1.5.2.11 Abiding by the College's policies, rules, and regulations.

1.6 ADVISOR ROLE AND RESPONSIBILITIES

- 1.6.1 Advisors serve as a vital link between the College and the Students, and serve a unique role in the development, continuation and growth of student organizations.

1.6.2 Advisors serve as valuable resources, mentors, and role models for students- particularly in the areas of leadership, communication, organization and personal growth.

1.6.3 Advisor Responsibilities

1.6.3.1 Work with the club/organization President to complete the Club/Organization Registration Process at the beginning of each academic year to ensure that the club/organization is registered.

1.6.3.2 Attend meetings and events sponsored by the club/organization.

1.6.3.2.1 Advisors must attend any off-campus event, and supervise any travel by the club/organization.

1.6.3.3 Ensure that the goals and objectives' outlined in the club/organization's constitution are followed.

1.6.3.4 Guide the club/organization in coordinating and planning projects, and serve as a liaison between the club/organization and other offices on campus when necessary.

1.6.3.5 Maintain an open dialogue of plans, concerns and problems with club/organization members and facilitate conflict resolution when necessary.

1.6.3.6 Delegate as much responsibility as possible to club/organization members.

1.6.3.7 Encourage members to support activities on campus sponsored by other clubs and organizations as well as their own.

1.6.3.8 Ensure appropriate paperwork is submitted to the Office of Student Engagement when necessary, including submitting all Travel Waivers and Emergency Contact information forms when clubs and organizations attend events off campus.

1.6.3.9 Distribute and submit the hazing policy.

1.6.3.10 Determine that activities sponsored by the club/organization are appropriate and comply with all college policies, procedures, and regulations.

1.6.3.11 Assure that sound management of the club/organization's finances are kept within the guidelines set by the college.

1.6.3.12 Maintain an active roster of students involved in the organization and submit it to the Office of Student Engagement.

1.6.3.13 Familiarize students with the policies and procedures of the Club and Organization Handbook.

1.6.4 Resignation

1.6.4.1 If an advisor would like to resign from their role, it is requested that they inform the club/organization and the Office of Student Engagement in writing at least one month prior to their resignation.

1.6.5 Removal

1.6.5.1 If a club or organization wishes to remove their current advisor, it must be decided and voted upon by 2/3rds of the active membership of the club/organization, or other guidelines laid out in the club/organization's Constitution.

1.6.6 No Advisor

1.6.6.1 If a club/organization cannot find a replacement advisor, they can exist for one semester (4 months) with a designee from the Office of Student Engagement as acting advisor.

1.6.6.2 If the club/organization cannot find a replacement advisor within that time, the club/organization will become inactive.

2 ELECTING STUDENT LEADERS

2.1 GENERAL GUIDELINES

2.1.1.1 Elections are important to ensure that clubs and organizations are able to transition and survive from one semester to another.

2.1.1.2 Elections should be open to all student members, and should be well publicized in advance.

2.1.1.3 Elections for Student Organization Leadership Positions (ex. President, Vice Presidents, Treasurers etc.) in all student clubs and organizations must abide by the following guidelines, unless the organization constitution provides an **approved** alternative.

2.2 ELIGIBILITY

2.2.1 Only students enrolled for at least three credit hours in a graded class may be candidates for leadership positions in a student organization. Some organizations may have additional eligibility requirements.

2.2.2 All student members must be free of college-wide sanctions or disciplinary actions, and be in good behavior standing at MassBay Community College.

2.2.3 Student leaders are required to maintain a minimum grade point average of 2.0 and be in good academic standing at MassBay Community College.

2.2.4 It is recommended, but not required, that students complete at least one semester before running for a Student Organization Leadership Position to better ensure they can balance the responsibilities with their academics.

2.3 VOTING RIGHTS

2.3.1 Students who are currently enrolled for at least one credit hour in a graded class and who are voting members of that organization may vote in club/organization elections.

2.4 ELECTION PROCEDURES

2.4.1 Voting and elections will happen with the help of the club's advisor and according to the club/organization's constitution.

- 2.4.2 Elections must be open to all voting members of the club/organization, and advertised for at least 24 hours to club/organization members.
- 2.4.3 Election results must be sent to the Office of Student Engagement within one week so they have an accurate list of all current officers.
- 2.4.4 It is recommended (but not required) that Student Leadership Elections occur at the end of the Spring Semester to better ensure transitioning to the Fall Semester.

3 CLUB/ORGANIZATION RESOURCES AND ACCESS TO COLLEGE RESOURCES

3.1 ACCESS TO COLLEGE RESOURCES

- 3.1.1 Registered clubs and organizations are able to use campus rooms and other resources.
- 3.1.2 All clubs and organizations must reserve space for all events and meetings; including meetings and events held in the cafeteria and student spaces.
 - 3.1.2.1 This is to avoid double bookings and confusion.
- 3.1.3 This policy is designed to ensure that all offices and classrooms are used in an appropriate manner and that equipment and records within a particular space are secure.

3.2 CLASSROOMS AND MEETING SPACES

- 3.2.1 Registered organizations are required to reserve classroom and other meetings spaces for meetings and events, see Chapter 5 for more information.
- 3.2.2 Organizations must use classrooms appropriately as defined and considerately.
- 3.2.3 Please keep in mind that classes and College business may be going on nearby.

3.3 BORROWING OFFICE SPACE

- 3.3.1 Clubs and organizations may use phones and computers in the SGA Office or the Office of Student Development (Wellesley and Framingham) with staff approval to conduct official organization business.
- 3.3.2 Please see the Office of Student Engagement for access.
- 3.3.3 Organizations may also arrange copying and faxing through the Office of Student Engagement.

3.4 CLUB/ORGANIZATION STORAGE LOCKERS

- 3.4.1 Registered organizations are eligible to reserve one of the club/organization storage lockers located across from The Bunker (room 156) for club/organization related items, through the Office of Student Engagement.

- 3.4.2 Clubs and organizations can maintain their assigned lockers as long as they register every semester and remain in compliance with all club/organization rules.
- 3.4.3 Once a club or organization has been assigned a locker number for the semester, they can change the passcode. The passcode should only be given out to the Club Advisor and officers.
 - 3.4.3.1 Please see the Office of Student Engagement for directions on how to change the passcode.
 - 3.4.3.2 The new passcode should be shared with the Office of Student Engagement in case any other members of the club/organization need to get into the locker at any point.

4 ADVERTISING YOUR CLUB/ORGANIZATION

4.1 WHY ADVERTISE?

4.1.1 It is important for clubs and organizations to be communicating with students in order to gather interest and recruit students, and encourage participation in events and activities hosted by the club/organization.

4.1.2 Creativity is key to advertising; use as many types of media and publicity outlets as possible and of course plan ahead!

4.2 FLIERS ON BULLETIN BOARDS

4.2.1 Flyers/Posters can be posted on any designated public bulletin board as long as they comply with the Campus's Public Bulletin Board and Posting Policy.

4.2.2 In order to accommodate the maximum number of flyers, clubs and organizations are encouraged to limit flyer size to 8 ½ by 11 inches.

4.2.3 Posters and Flyers should be sent to the Assistant Coordinator of Student Engagement for approval prior to printing, and assist with printing, see 4.4 below.

4.3 PUBLIC BULLETIN BOARD AND POSTING POLICY

4.3.1 MassBay Community College recognized and registered student clubs and organizations, students, staff, faculty and programs may use the Student Engagement Public Boards to communicate and advertise events and activities of educational, cultural, and community significance.

4.3.2 Posting priority is given to registered student clubs and organizations, departments, campus activities and committees.

4.3.3 All postings must be reviewed, approved and stamped in the Office of Student Development prior to be posted on designated public bulletin boards.

4.3.3.1 Designated public bulletin boards are numbered for campus use.

4.3.3.2 A list of all public bulletin boards is available from the Office of Student Engagement.

4.3.3.3 If you wish to post on any other bulletin boards, you must seek approval from the appropriate department/office.

4.3.4 All postings must include:

4.3.4.1 Event Name

4.3.4.2 Name of the sponsoring student organization, office, committee, department or authorized student

4.3.4.3 Date/Time/Location

4.3.4.4 Description of event/activity

4.3.4.5 Contact email and/or phone number where questions can be directed

4.3.4.6 Price of Admission (if applicable)

4.3.5 All postings must be free of spelling-errors, torn edges, and highly inappropriate content without an educational purpose.

4.3.5.1 Posters that advertise illegal, racist, sexist, homophobic, or other discriminatory and negatives images will not be approved.

4.3.5.2 Postings for the purpose of solicitation are strictly prohibited.

4.3.6 Information should be posted no earlier than 3 weeks in advance of an event and must be removed within 24 hours following the activity.

4.3.7 Postings for non-events will be stamped and dated for a maximum of three weeks.

4.3.7.1 Exceptions can be made for student services and resources available to students throughout the semester, but must receive approval. The number of postings that are allowed may be limited to allow for more space for other postings.

4.3.8 Postings found outside of designated bulletin boards will be removed.

4.3.8.1.1 Specifically this includes walls, doors, and the columns in the cafeteria.

4.3.9 Postings found without prior approval and a stamp from Student Development will be removed.

4.3.10 Postings found that violate any of the above guidelines will be removed.

4.4 PHOTOCOPYING OPTIONS FOR STUDENT CLUBS/ORGANIZATIONS

4.4.1 Clubs and organizations can request copies of fliers/posters or other club and organization materials from the Office of Student Engagement.

4.4.2 Please email a copy of what you would like, as well as the number of copies you are requesting to the Office of Student Engagement studentengagement@massbay.edu.

4.4.2.1 Small requests for copying can be completed in the Office of Student Development on the Wellesley or Framingham campuses.

4.4.3 Printing requests can take up to two (2) business day to approve and print, please submit requests at least two (2) business days in advance of when you need them in order to ensure the Copy Center/Student Engagement has time to fulfill the request.

4.5 TABLING

4.5.1 Tabling can be an easy way to engage with students, promote an event, cause, or initiative, and introduce students to your organization.

4.5.2 Please see Chapter 5.3 Reserving a Meeting Space/Table for more information.

4.6 ANNOUNCING EVENTS IN CLASS

4.6.1 Often Professors will allow student 2-4 minutes at the beginning of class to make an announcement about clubs and organizations, events and activities.

4.6.2 Students must receive professor approval prior to making announcements.

4.7 THE PLASMA T.V. SCREENS

4.7.1 MassBay has plasma advertising screens in the Wellesley and Framingham Cafeterias.

4.7.2 To have information posted, please create a PowerPoint Slide of the information you would like and email it as an attachment to the Office of Student Engagement with the dates you would like it to be posted.

4.7.3 Please be sure your slide includes:

4.7.3.1 Event Name

4.7.3.2 Name of the sponsoring student organization, office, committee, department or authorized student

4.7.3.3 Date/Time/Location

4.7.3.4 Description of event/activity

4.7.3.5 Contact email and/or phone number where questions can be directed

4.7.3.6 Price of Admission (if applicable)

4.7.4 You will be emailed once the ad is received and approved.

4.7.5 The Office of Student Engagement reserves the right to edit or alter appearance to fit within MassBay's Marketing Guidelines.

4.8 CAMPUS EMAILS

4.8.1 The Office of Student Engagement is happy to send out information about club and organization events and activities to all MassBay Students from the Student Engagement account on behalf of clubs and organizations.

4.8.2 Please send the language/email that you would like sent out to the Office of Student Engagement with the date that you would like an email sent.

4.8.3 Please include any fliers or posters that are being posted, preferably in a pdf, to be sent out along with the email, or as the body of the email.

4.8.4 The Office of Student Engagement reserves the right to deny or alter emails, and will limit emails to one announcement and one reminder email the day of events.

4.9 SOCIAL MEDIA POSTS

4.9.1 The Marketing Department runs MassBay's Social Media Accounts (Facebook, Instagram and Twitter) and is always excited to promote our clubs and organizations, your events, and your accomplishments.

4.9.2 If you are interested in promoting an event or activity, please email your event, the description, time and date and a photo you would like included in the post (event flier, photo of club/organization etc.) to the Office of Student Engagement at studentengagement@massbay.edu.

4.9.2.1 It is highly encouraged that club/organization members share any of MassBay's Social Media Posts to increase the number of students who are seeing your event/club/organization activity being advertised.

4.9.3 While at events, or on club/organization trips, try to take photos of student members who are comfortable, and send them to the Office of Student Engagement so we can highlight the amazing things our students are doing.

4.9.4 The Student Government Association also a Facebook Page and Instagram Account and is willing to share/highlight club/organization events as well. Please contact the Public Relations Committee Chair about how SGA can assist clubs and organizations in advertising their events.

4.10 STUDENT ENGAGEMENT WEEKLY CALENDAR

4.10.1 Student Engagement publishes a weekly calendar that is sent to all students' MassBay email address to highlight upcoming events on campus.

4.10.2 All club/organization reservations submitted through the Club Space/Event Reservation Request form will be included unless a club/organization requests otherwise.

4.10.3 If you would like to highlight any specific meeting or event in the Calendar, please email the Office of Student Engagement by the end of the day Monday of the week prior to the event.

5 RESERVING SPACE ON CAMPUS

5.1 RESERVATION GUIDELINES

- 5.1.1 All registered and approved organizations are able to reserve tables, classrooms and other meeting spaces to host meetings and events on campus that are related to the mission and activities of the organization.
- 5.1.2 All reservations requests must be submitted to the Office of Student Engagement through the Club Space/Event Reservation Request Form online at www.massbay.edu/clubs
- 5.1.3 Reservation timelines vary depending on the size and complexity of the event, so please be sure to plan ahead!

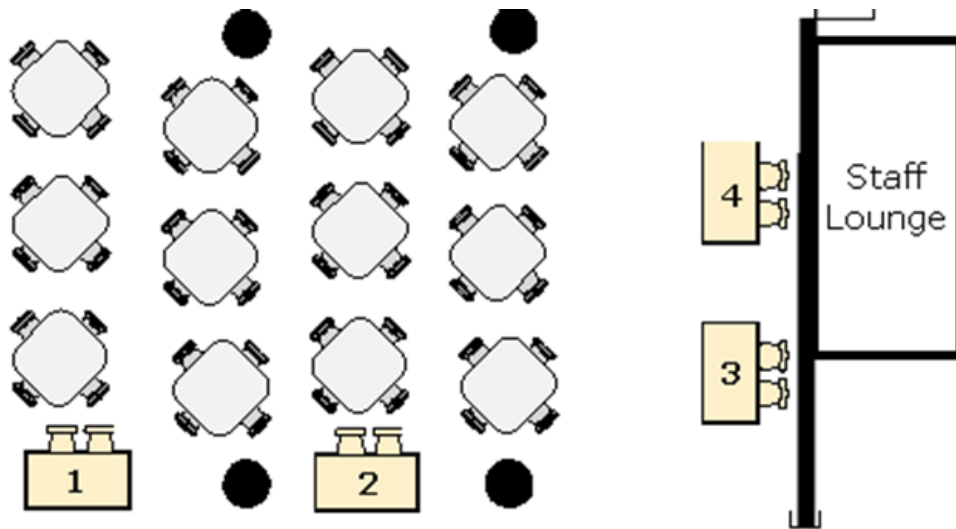
5.2 RESERVING A MEETING SPACE/TABLE

- 5.2.1 In order to reserve rooms for weekly/monthly regular meetings, please fill out the online Club Space/Event Reservation Request Form online at www.massbay.edu/clubs and indicate that it is a regular meeting when asked about the reason for the request.
- 5.2.2 Please note that common meeting rooms, such as the Alumni Board Room, Atrium and Library Conference Room B will not be available for weekly club/organization meetings during the Common Hour.
- 5.2.3 Meeting spaces should be reserved as early in the semester as possible, to ensure you receive the space you want, but must be submitted at least one week in advance of the next meeting date.
- 5.2.4 All meeting times/locations will be included in the Weekly Student Engagement Events Calendar unless a club/organization requests otherwise.
- 5.2.5 You will receive a confirmation email from Student Engagement and the Reservations Office when your request has been approved.

5.3 RESERVING A TABLE IN THE CAFETERIA

- 5.3.1 If you are interested in reserving a table in the cafeteria, please fill out the online Club Space/Event Reservation Request Form online at www.massbay.edu/clubs and indicate the purpose of the tabling when asked about the reason for the request.

- 5.3.2 All tabling requests must be submitted at least one week in advance.
- 5.3.3 If you are planning on tabling for multiple days, all attempts will be made to reserve the same table every day; however, tables are reserved quickly and earlier planning will help in reserving a consistent table.
- 5.3.4 All tabling events will be included in the Weekly Student Engagement Events Calendar unless a club/organization requests otherwise.
- 5.3.5 You will receive a confirmation email from Student Engagement and the Reservations Office when your request has been approved, please be sure to set up the table that you have been approved for, and not simple an open table.
- 5.3.5.1 The 4 tables in the cafeteria are numbered for reference:



5.4 RESERVING A ROOM FOR AN EVENT

- 5.4.1 Events are often more complicated or elaborate and include specific set-up requests that require multiple offices and resources, including the help of Student Engagement, Facilities, Campus Safety, and Corporate Chefs.
- 5.4.2 Groups should consider the following in their request: room set-up, tables, chairs, or audio/visual needs and include all information when filling out the Club Space/Event Reservation Request Form.
 - 5.4.2.1 Included Information is what will be used by the Office of Student Engagement when submitting and considering reservation requests.
 - 5.4.2.2 Please respond quickly to any follow-up questions the Office of Student Engagement may have in order to help ensure you receive your priority room reservation.
- 5.4.3 All Event Room Reservation requests must be submitted at least one month in advance of the event.

5.5 CLEAN-UP

- 5.5.1 All clubs and organizations are responsible for immediate clean-up after events, tabling and meetings held on-campus.
- 5.5.2 This includes removing all materials, trash and supplies from the event and returning furniture to its original place.
 - 5.5.2.1 Students and advisors should not move heavy equipment or furniture.
 - 5.5.2.2 Any technology that was set-up by IT should be removed by IT, not by clubs and organizations.

6 EVENT PLANNING

6.1 GENERAL INFORMATION:

- 6.1.1 Clubs and organizations are highly encouraged to create events and programs for the MassBay community that will create new opportunities and experiences for club/organization members and participating students.
- 6.1.2 Event planning can be difficult and requires clubs and organizations to collaborate with other offices and departments. Events should be planned well in advance, please reach out to the Office of Student Engagement if you would like help in planning an event.
- 6.1.3 Students and advisors are not permitted to sign any contracts, licenses, agreements or anything else that in any way obligates the college.

6.2 MAJOR FACTORS TO CONSIDER:

- 6.2.1 Purpose: Why is the club/organization hosting this event? What will club/organization members, or general students gain from attending this event?
- 6.2.2 Number of People: What kind of room will the club/organization need, will admission be charged?
- 6.2.3 Facilities: What space will you use for the event, what size room, which campus?
- 6.2.4 Equipment: What room set-up, tables, chairs, or audio/visual needs does the event require?
- 6.2.5 Paying for the Event: What funding does the club/organization have? Make sure to leave time to submit for SGA funding and enough time to process all necessary payments.
- 6.2.6 Publicity: How will the club/organization promote/advertise the event?

6.3 SCHEDULING SPACE ON CAMPUS

- 6.3.1 Only registered organizations may schedule rooms, table or other space on the MassBay campus through the Office of Student Engagement.
- 6.3.2 All reservations requests must be submitted through the Club Space/Event Reservation Request Form online at www.massbay.edu/clubs

6.3.3 For further information about reservations and space requests, see Chapter 5 on Reserving Space on Campus.

6.4 FOOD AT STUDENT ORGANIZATION EVENTS

6.4.1 Funding for food and beverages can be requested for club/organization events that are open to the student body, please see Chapter 8 on Food for further information.

6.5 SPENDING MONEY FOR OFF-CAMPUS EVENTS

6.5.1 Club Fund money may be used to purchase tickets to events off-campus (trips to the theater, athletic events, lectures, exhibits, etc.) as long as they are advertised on campus for at least one week and open to all students at MassBay.

6.5.2 Tickets may ONLY be used for MassBay Students and club/organization advisors

6.5.3 Names and Student ID numbers must be provided before tickets can be purchased.

6.5.4 Events and Parties off campus may not be financed with club/organization money and no funds can be used for alcohol (see the SGA Finance Committee Guidelines)

6.6 TICKET SALES AND ADMISSION CHARGES FOR STUDENT CLUB/ORGANIZATION EVENTS

6.6.1 The Office of Student Engagement must be notified at least one week in advance of any event for which clubs and organizations are charging an admission fee.

6.6.2 Most events done on campus are free of charge to students, therefore it is often hard to get students to pay to attend an event and may limit participation.

6.6.3 Clubs and organizations are highly encouraged to consider if an admission fee is truly necessary, or if it will prevent their fellow students without financial means from accessing the same events and opportunities.

6.6.4 Tickets

6.6.4.1 Make an appointment with the Office of Student Engagement at least three weeks prior to your event to create your tickets.

6.6.5 Ticket Profits

6.6.5.1 If funds have been allocated from the General Club Fund for this event, funds must be reimbursed from ticket sales.

6.6.5.2 Any revenue over the amount borrowed will be considered fundraising for the club/organization and deposited into an account for the club/organization.

6.7 ALCOHOL AND DRUGS AT CLUB/ORGANIZATION EVENTS

6.7.1 Alcohol and drugs, including recreational marijuana, are not allowed at student events on or off campus.

6.7.1.1 As stated in the Student Handbook, "Students may not be under the influence of alcohol/drugs while on the MassBay Campus"

6.8 FILM/VIDEO COPYRIGHT LAW

6.8.1 All motion pictures, Blu-Rays and DVDs are subject to copyright laws.

6.8.2 Sales or rentals of these videos from a retail outlet do not allow the purchaser or renter to show them in public places, regardless of whether or not an admission fee is charged.

6.8.3 Clubs and organizations can work with the Office of Student Engagement to find distributors who have the necessary license to rent videos for public performance/viewing.

6.9 CLEAN-UP

6.9.1 All clubs and organizations are responsible for the immediate clean-up after events, tabling and meetings held on-campus.

6.9.2 This includes removing all materials, trash and supplies from the event and returning furniture to its original place.

6.9.2.1 Students and advisors should not move heavy equipment or furniture.

6.9.2.2 Any technology that was set-up by IT should be removed by IT, not by clubs and organizations.

7 FINANCIAL INFORMATION: REQUESTING AND SPENDING MONEY

7.1 FUNDING SOURCES

7.1.1 Club and Organizations funding may be achieved through fundraising, co-sponsorship, or by requesting funding from the General Club Fund by submitting a Club Funding Request Form and receiving funding from SGA.

7.2 FUNDRAISING

7.2.1.1 Clubs and organizations may need to raise money in order to meet their organizational needs, particularly for larger events or to travel, and fundraising can supplement other funding sources.

7.2.1.2 Please see Chapter 9 on Fundraising for guidelines and rules.

7.3 GENERAL CLUB FUND

7.3.1.1 Registered clubs and organizations are eligible to receive funding for their organization through the General Club Fund.

7.3.1.2 All General Club funds are appropriated by the Finance Committee of the Student Government Association in consultation with the Office of Student Engagement.

7.3.2 Partner with other departments/organizations to co-sponsor events. Many departments have small programming budgets and are sometimes willing to support club/organization activities if they are related to an academic area, course or major.

7.4 REQUESTING MONEY FROM THE GENERAL CLUB FUND

7.4.1 Every registered and approved student club and organization is eligible to receive funding from the General Club Fund, distributed by the SGA Finance Committee.

7.4.2 Funds will be given out by request only and can be approved, denied or altered by the Finance Committee and SGA.

7.4.3 The General Club Fund is limited and will be given out on a first come, first served basis while giving preference to organizations that benefit the student body as a whole.

7.4.4 Once approved, clubs and organizations will receive an email from the Assistant Coordinator of Student Engagement and SGA Vice President Finance to begin the purchasing process.

7.5 CLUB/ORGANIZATION SAVINGS ACCOUNTS

7.5.1 Student Clubs and Organizations are able to save any funds raised from Fundraising Activities in a Club/Organization Savings Account to be used to support future club/organization events and activities.

7.5.2 Funds deposited in the Club/Organization Savings Account are able to roll over from one fiscal year to the next, unlike money from the General Club Fund.

7.5.3 After every fundraising event, all raised money must be given to the Student Engagement Office to be deposited by the end of the business day (5pm).

7.5.4 Spending money from the Club/Organization Savings Account must follow all rules around the purchasing process and clubs/organizations should follow the same timelines and processes.

7.6 SPENDING MONEY

7.6.1 The following is an overview of the purchasing process after funds have been approved through the Club Fund Request process or to spend funds from a Club/Organization Savings Account.

7.6.2 Consult with the Office of Student Engagement to have Requisitions (request for a purchase order) entered on the PeopleSoft Financials System. Requisitions require the following information (all asked for on the Club Funding Request Form):

7.6.2.1 Intended Vendor (Where are you buying supplies/food from? Are you purchasing a service from a company or individual? Etc.)

7.6.2.2 How much of your allocation/budget is being spent on each vendor?

7.6.2.3 Description of what you are purchasing.

7.6.2.3.1 If you are purchasing supplies, you will need to provide a list of the specific items you are interested in purchasing.

7.6.2.4 Date of Event, if applicable.

7.6.3 Requisitions may require multiple levels of approval, and clubs and organizations should be allow 2-4 weeks for processing Club Fund Requests and Purchase Orders under normal circumstances.

7.6.4 Once approved, the requisition will be sourced to a Purchase Order by Purchasing and the order will be placed by purchasing and the Office of Student Engagement.

7.6.5 All invoices and receipts should be submitted to the Office of Student Engagement so that they can submit all necessary paperwork to process the payment.

7.6.6 Students are not allowed to place orders on behalf of the College.

7.7 ALLOWABLE EXPENDITURES

7.7.1 The Office of Student Engagement has approval authority for all Finance Expenditures.

7.7.2 Programs or activities must fulfill the requirements of one of the following three groups:

7.7.2.1 The programs or activities must provide an educational, developmental, or cultural experience for students.

7.7.2.2 Money must fund student publications (such as the literary magazine).

7.7.2.3 Money must be used to further the goals of the Student Government Association.

7.7.3 Food Expenditures

7.7.3.1 It is inappropriate to spend club/organization money for food and/or beverage purchase for the exclusive use of student members at regular meetings (i.e. food/beverages at general membership meetings or continuously available in an office).

7.7.3.2 Food and/or beverages may be approved for specific events and must conform to the following criteria:

7.7.3.2.1 Event must be widely publicized.

7.7.3.2.2 Event must be well attended.

7.7.3.2.3 Event must be of interest, and open, to the general student population.

7.8 TYPES OF PAYMENT

7.8.1 Purchase Order

7.8.1.1 Purchase Orders are formal IOU's (agreements to pay) prepared through Purchasing and the PeopleSoft Financial System are the preferred method of payment for MassBay Community College.

7.8.1.2 Purchase Orders for new vendors can take up to 4 weeks to be created as new vendors need to be added to our financial system, please communicate accordingly with your intended vendor.

7.8.1.3 Purchase Order numbers can be submitted directly to businesses by Purchasing.

7.8.1.4 Both the Campus Bookstore (Follett) and Catering (Corporate Chefs) require Purchase Orders.

7.8.2 Purchases made on the College credit card:

7.8.2.1 Many vendors have been approved through purchasing to be paid using a College credit card.

7.8.2.2 Only Purchasing is authorized to place these orders and receipts must be submitted to the Assistant Coordinator of Student Engagement if one is issued when you pick up an order.

7.8.2.3 Purchases made on the college credit card still need to have a Requisition number and Purchase Order number created in the Financial System prior to the order being placed.

7.8.3 Amazon Account

7.8.3.1 The College has an Amazon Account which can be used to place orders for supplies for club/organization events. Organizations can select the items they would like and send a wish list to the Office of Student Engagement for purchase.

7.9 AUTHORIZED PURCHASES:

7.9.1 No individual has the authority to enter into or sign purchase contracts, or in any other way obligate MassBay Community College.

7.9.2 Any unauthorized purchase will incur a personal obligation to the individual.

7.9.3 The College will not reimburse students for the cost of ANY purchases made on behalf of the College, except for allowable expenses with prior authorization from the Purchasing Department and the Office of Student Engagement.

8 FOOD

8.1 GENERAL POLICY

- 8.1.1 It is inappropriate to spend money from the General Club Fund on food and/or beverage purchase for the exclusive use of student members at regular meetings (i.e. food/beverages at general membership meetings or continuously available in an office).
- 8.1.2 Food and/or beverages paid for from General Club Funding may be approved for specific events and must conform to the following criteria:
 - 8.1.2.1 Event must be widely publicized.
 - 8.1.2.2 Event must be well attended.
 - 8.1.2.3 Event must be of interest, and open, to the general student population.
- 8.1.3 Food and/or beverages may also be purchased using General Club Funding for recruiting events to attract new student members.
- 8.1.4 Organizations must complete a Club Funding Request Form and receive appropriate approval before ordering food service or serving food at any activity.
- 8.1.5 All food order must be placed two weeks in advance of an event.

8.2 WHERE TO ORDER FOOD

- 8.2.1 On campus food orders can be coordinated with the Office of Student Engagement through a completed Club Funding Request Form if you are seeking funds from the General Club Fund or directly if using funds from a Club/Organization Savings Account.
 - 8.2.1.1 If you would like to request a quote from the college food service provider in advance of submitting the Club Funding Request Form, please contact the Office of Student Engagement.
- 8.2.2 Once funding is approved, the Office of Student Engagement will place the order through the college food service provider.
- 8.2.3 External food vendors is only allowed under specific circumstances for which a prior approval from the Office of Student Engagement and the college food service provider has been obtained.

8.2.3.1 Food for cultural events can be contracted with external vendors if approved through the Office of Student Engagement.

8.2.3.2 Clubs and organizations are allowed to order pizza through external vendors, through the College's purchasing process and the Office of Student Engagement.

8.2.3.2.1 If ordering from an external vendor, clubs and organizations are responsible for picking up the pizza or having it delivered.

8.3 BAKE SALES AND POTLUCKS

8.3.1 Bake Sales

8.3.1.1 Bake Sales are permitted with approval of the Office of Student Engagement, and Student Engagement reserves the right to shut down any bake sale for safety.

8.3.1.2 Food safety guidelines:

8.3.1.2.1 Students are responsible for ensuring proper safety/sanitation is used in the cooking/baking process.

8.3.1.2.2 All items must be individually wrapped or packaged.

8.3.1.2.3 Gloves must be worn at all times, and appropriate serving utensils should be used to ensure that participants do not directly touch any food being served.

8.3.1.2.4 All items must have a clearly listed description and price.

8.3.1.2.5 A sign must be posted in a visible location stating that items were not prepared in a licensed kitchen and that it cannot be guaranteed food does not contain allergens.

8.3.1.2.5.1 Signs are available from the Office of Student Engagement

8.3.1.3 Ingredient lists for all items must be available upon request.

8.3.1.4 All allergens should be clearly marked, this includes: milk, eggs, nuts, fish, shellfish, soy, and wheat.

8.3.1.5 Clubs and organizations are able to request funding from the General Club Fund to purchase items for bake sales, such as pre-packaged food or baked goods made in licensed kitchens.

8.3.1.5.1 If clubs and organizations are using the Bake Sale as a fundraiser, the club/organization is responsible for returning all money spent on supplies, any remaining revenue can be deposited in a club/organization savings account.

8.3.2 Potlucks

8.3.2.1 Student Organizations may hold potlucks for their members and invited guests with approval of the Office of Student Engagement provided the following criteria are satisfied:

8.3.2.1.1 All food must follow food safety guidelines above.

8.3.2.1.2 Admission or donations cannot be accepted for food.

8.3.2.1.3 External vendors cannot receive compensation for any food or beverages.

8.3.2.1.4 No student organization members may receive compensation (donated or otherwise) for food, beverages, labor, or any other expenses.

9 TRAVEL

9.1 TRAVEL POLICY AND GUIDELINES

- 9.1.1 Club/organization travel occurs when a club/organization is heavily involved in the planning of the trip, the trip is related to the mission of the club/organization, or the club/organization is using funding from the General Club Fund or a Club/Organization Savings Account.
- 9.1.2 All club and organization travel must be approved by the Office of Student Engagement, and must be considered official business of the club/organization by the Office of Student Engagement.
- 9.1.3 In order to travel off-campus, clubs and organizations must submit a travel request form at least 4 weeks prior to the event.
 - 9.1.3.1 For conferences, all forms must be submitted and travel arranged by the Office of Student Engagement and Purchasing one week prior to the conference's registration deadline
- 9.1.4 All club and organization travel must be accompanied by the Club Advisor or other professional staff member from the college who is responsible for addressing any issues should they occur.
- 9.1.5 The Office of Student Engagement must have a Travel Waiver and copy of the Emergency Contact Information Form on file for each member of the club/organization attending the event prior to traveling.
- 9.1.6 The Advisor/staff member supervising the trip must have a copy of the Emergency Contact Information Form for each member.
- 9.1.7 All club/organization members travelling off campus represent MassBay Community College and are responsible for adhering to all College policies and regulations, particularly the Code of Conduct.
- 9.1.8 If a student misses a class to attend club/organization travel, they are responsible for obtaining permission from the professor and communicating the absence in advance, and are responsible for any missed course material.

9.2 TRAVELING WITH MINOR STUDENTS

9.2.1 Dual enrollment students, and other minors, may travel to all day trips, with a Parent/Guardian signature on the Travel Release Waiver.

9.2.2 Dual Enrollment students and other minors are not allowed on overnight travel.

9.3 PAYMENT FOR TRAVEL EXPENSES

9.3.1 Allowable travel expenses are to be paid for in advance directly by the college. These expenses include:

9.3.1.1 Hotel or other lodging expenditures

9.3.1.2 Airfare or other public transportation expenses.

9.3.1.2.1 All airfare purchases must be booked through MassBay's prefer vendor with a valid Purchase Order to ensure that the College is not charged for cancellations.

9.3.1.3 Registration fees for conferences or similar meetings.

9.3.2 Students should not be paying for any of the above travel expenses with their own personal funds.

9.4 ALLOWABLE REIMBURSABLE TRAVEL EXPENSES:

9.4.1 Students are allowed to submit for reimbursement for the following travel related expenses:

9.4.1.1 Transportation to/from one's home to public transportation used for travel

9.4.1.2 Transportation to/from the airport to the hotel or business meeting

9.4.2 Any reimbursable purchases that do not have receipts accompanying them will be denied.

9.4.3 Students will need to be added as vendors in order to process reimbursements.

9.4.4 Students will receive a Travel Reimbursement Form from the Office of Student Engagement if necessary.

10 GENERAL GUIDELINES FOR FUNDRAISING

10.1 GENERAL INFORMATION:

- 10.1.1 Fundraising can serve as an opportunity to develop leadership and project management skills as students learn to plan, organize, and execute their ideas.
- 10.1.2 Fundraising can also serve as a way for clubs and organizations to gain additional funds to meet their annual goals, or connect to and support their fellow students or local communities.
- 10.1.3 Fundraisers are also more complicated in nature and involve a lot of planning, preparation and approval.
- 10.1.4 If you are interested in planning and executing a fundraiser, please make an appointment the Office of Student Engagement to discuss your fundraising plans.

10.2 FUNDRAISING FOR CAMPUS

- 10.2.1 Clubs and Organizations are highly encouraged to think of creative ways to support their fellow students, their own initiatives, and the campus community as a whole.
- 10.2.2 Fundraisers that are designed to raise money to donate to the MassBay Scholarship Fund, or MassBay Hunger Fund, etc. will usually be approved.
- 10.2.3 Clubs and organizations are also encouraged to plan campus fundraisers that will further support their own initiatives. See examples below:
 - 10.2.3.1 Raise money to attend a conference
 - 10.2.3.2 Raise money to support on-campus publications
 - 10.2.3.3 Raise money to support team-building trips and activities
- 10.2.4 Popular Ways to Fundraise for Campus
 - 10.2.4.1 Holding a car wash or bake sale
 - 10.2.4.2 Selling candy or items
 - 10.2.4.2.1 There are many companies that offer wholesale items for bulk sale (i.e., candy, flowers.) as fundraisers.

10.2.4.2.2 See Chapter 4 to learn how to purchase the items, and sell them for your club/organization.

10.2.4.2.3 You MUST keep very detailed financial records to maintain the integrity of your organization.

10.2.4.3 Providing a service

10.2.4.3.1 Offering a service, like selling and delivering flowers on Valentine's Day can be a good way to raise money and people enjoy the novelty of it.

10.2.4.4 Holding a Raffle, see 10.4 below.

10.3 FUNDRAISING FOR EXTERNAL ORGANIZATIONS

10.3.1 Given the nature of our state institutions, clubs and organizations need to be strategic and thoughtful in their planning around fundraisers. Before submitting any ideas for fundraising events on campus, clubs and organizations should consider the following questions:

10.3.1.1 Is raising money for this external organization the most impactful way we as students can give to our local community?

10.3.1.2 Would it be more impactful to donate our time by volunteering instead of donating money or supplies?

10.3.1.3 How does fundraising for this external organization support the mission and vision of our club/organization? Is the external organization directly related to our mission, or is it just a popular organization in the community?

10.3.1.4 How will we as club/organization members benefit from this fundraiser? What skills will we need to either learn, or improve, in order to be successful in our fundraising?

10.3.2 If clubs and organizations are not able to thoughtfully answer these questions, and demonstrate that fundraising for an external organization is the best way for students to learn, and have a positive influence on the local community, they will not be allowed to proceed with the fundraiser.

10.3.3 If approved, the club and organization must work closely with the Office of Student Engagement to properly execute their fundraiser.

10.4 RAFFLES

10.4.1 A Raffle is defined by the State as “gaming activity” that is “an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes”

<https://www.mass.gov/guides/guidance-on-raffles>

10.4.2 A student club/organization interested in hosting a raffle as a fundraiser must have it approved by the Office of Student Engagement, and any other necessary offices, which may take a couple of weeks. Organizations must meet with the Office of Student Engagement to ensure all requirements are met.

10.4.3 Student clubs/organizations must work with the college to file all necessary tax return documentation with the Lottery Commission and pay a 5% tax on the gross proceeds (that is not the net amount after expenses, but the gross amount received) ten days after the raffle.

10.4.4 Differentiating between Raffles and Promotions/Give-Aways

10.4.4.1 A raffle is anything that requires a purchase in order to participate for a chance to win. These guidelines apply to all raffles.

<https://www.mass.gov/guides/guidance-on-raffles>

10.4.4.2 If you want to give away prizes to anyone who participates in an event (*without requiring a purchase*) that is a promotion/give-away.

10.4.4.3 If you have questions, it is best to run an idea past the Office of Student Engagement while planning your event.



Club/Organization Constitution

Article I: Name of Organization

The name of the organization shall be _____ of MassBay Community College.

Article II: Affiliations (if applicable)

_____ (club/organization name) is affiliated with
_____. (state name of group if any).

Article III: Purpose

The purpose of this organization is to (consider what your group will provide students, or the interest area it pertains to): _____

Article IV: Members

- Section 1. Any currently registered student at MassBay is welcome to become a member of this club/organization. Any student wishing to become a member of this organization may do so by providing the organization's president or advisor with the student's name, email, or phone number. Once this information is received, the student shall become a member with the same privileges that are held by all members. A student maintains member status as long as the student is registered at MassBay.
- Section 2. All voting members of _____ (club/organization name) must be currently enrolled students at MassBay Community College in at least one credit hour and pay student fees.
- Section 3. Membership shall not be denied to any student on the basis of race, color, National origin, religion, sex, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.



Article V: Elections/Officers

Section 1. Elections, officer positions, and election process may be determined by majority vote of members present at any meeting.

Section 2. All officers of _____(club name) must be currently enrolled students at MassBay Community College and pay student fees.

Section 3. Officers must be MassBay students, in good academic and behavioral standing, and enrolled in at least three credit hours and maintain a minimum grade point average of 2.0.

Section 4. Additional requirements/guidelines (optional): _____

Article VI: Meetings

Meetings may be called by the President and will be held as needed. Meetings should be advertised to the campus community. Additional information (optional): _____

Article VII: Quorum

Quorum consists of 3 or more members. Additional information (optional): _____

Article VIII: Referendum, Recall, and Impeachment Procedures

Referendum, recall, and impeachment procedures may be formed when a majority of members deem it necessary. Club/Organization Advisors must be present. Additional information to add (optional): _____



Article IX: Amendments

This constitution may be amended by a majority vote of all membership _____
(club/organization name). The Office of Student Engagement must approve all
amendments. Additional information to add (optional): _____

Article X: Ratification (requirements for adopting this constitution)

This constitution is ratified on the _____ day of _____, 20__ by the charter
members below:

Member #1 (President)

(Signature)

(Print Name)

Member #2

(Signature)

(Print Name)

Member #3

(Signature)

(Print Name)

Member #4

(Signature)

(Print Name)

Member #5

(Signature)

(Print Name)



MassBay Faculty or Staff Advisor

(Signature)

(Print Name)

Other Advisor(s) (optional): _____

Approval:

Approved by Office of Student Engagement:

Assistant Coordinator of Student Engagement

Date: _____

Approved by SGA:

SGA President Signature

Date: _____



Your dreams. Our mission.

ACKNOWLEDGMENT OF RISK AND CONSENT FORM

Section I *(To be completed by the field trip leader)*

Club/Organization: _____

Activity Leader: _____

Destination: _____

Activity Date(s): _____

Section II *(To be read and completed by the Participant)*

I acknowledge that I am seeking to participate in the activity ("activity") described above. I further state that I am at least eighteen (18) years of age, fully competent to sign this Agreement, and am voluntarily seeking to participate in this activity. I understand that by signing this document I am representing that I understand all its terms and conditions and fully intend to be bound by the same. I also understand that I may wish to consult with an attorney prior to signing this document.

I acknowledge that there may be certain dangers, hazards, and risks associated with my participation in this activity. I further acknowledge and understand that all risks cannot be prevented. Accordingly, I represent that I am physically and mentally able to participate in this activity, and am capable of using the equipment, if any, associated therewith.

On behalf of myself and my family (including legal guardians) I agree to assume all the risks and responsibilities surrounding my participation in this activity, and agree to release from liability and waive any legal action against _____ Community College, its governing board, officers, agents, and employees (hereinafter the "parties"), for personal injury, death, or property damage suffered by me while participating in this activity or while in transit to or from the premises where the activity is being conducted.

I understand and agree that the College may not provide or have medical services or personnel available at the location of the activity or on its campus. Therefore, should I require emergency medical treatment as a result of an accident or illness arising during this activity, I consent to such treatment. Further, I acknowledge that the College does

not provide activity participants with health or accident insurance and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment provided.

I agree that this document shall be construed in accordance with the laws of the Commonwealth of Massachusetts. If any term or provision of this document shall be held illegal or unenforceable, the remaining terms and provisions shall remain in full force and effect. I understand that my participation in this activity is sponsored by the College. Accordingly, I agree to comply with all rules and regulations included in the College's Student Handbook and/or all other rules as set forth by the Activity Leader. I agree to treat the Activity Leader and his/her assistants with respect throughout the Activity and understand that they are in charge at all times during the Activity.

I acknowledge that this activity ends on _____. If I choose to extend my stay past this date, I do so independently and without recourse against the College. During my extended stay I acknowledge that the College shall bear no responsibility for arranging my housing, meals, or any other services. Further, I acknowledge that the College shall provide no supervision or assistance during that same time. I further acknowledge that I will be responsible for scheduling and paying for my return flight to the United States and for coordinating all other travel arrangements. I further agree that in order to extend my visit past the end date of the activity, I will provide the College with written notification of my intentions to do so at least thirty (30) days prior the commencement of the activity.

Failure to comply with any provision stated herein may result in my immediate discharge from the activity and return to the United States at my own expense.

Participant's Name: _____
(Please Print)

Signature: _____ Date: _____

In an emergency, please contact:

Name: _____

Phone Number: _____

Relationship: _____

K review\liability waivers\trip release-xt



EMERGENCY CONTACT INFORMATION FORM

Section I

Club/Organization: _____

Activity Leader: _____

Destination: _____

Activity Date(s): _____

Section II

Participant's Name: _____

(Please Print)

Signature: _____

Date: _____

In an emergency, please contact:

Name: _____

Phone Number: _____

Relationship: _____



Affirmative Action and Title IX

At MassBay Community College, we celebrate the intrinsic worth of all who work and study here. We acknowledge our responsibility to create and maintain an environment that affirms the diversity of people and ideas. We support and pursue a policy of inclusiveness that recognizes, values, and reflects the diversity of the community we serve and the world in which we live.

What is unlawful discrimination?

Unlawful discrimination is an intentional or unintentional act, which adversely affects employment or educational opportunities because of a person's membership in a protected class or association with member(s) of a protected class.

What is Title IX?

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment and sexual violence is form of discrimination under Title IX.

MassBay Community College is in full compliance with all federal and state laws mandating universal access and equal treatment for all.

For more information, the Policy of Affirmative Action, Equal Opportunity and Diversity is available on the MassBay website: www.massbay.edu/titleix

Resources and Referral Options

If you or someone you know has been (or may have been) a victim of harassment, discrimination, or sexual violence of any type including dating/domestic violence and/or stalking, there are options for support and help. Students who want to learn more about their options, including ways to report and resources on and off campus, may contact one of the following MassBay staff members:

Lisa MacDonald (Title IX Coordinator)

Director of Equity Compliance
(781)239-3147 or lmacdonald@massbay.edu
Office Location: Wellesley Hills, 430A

Josh Cheney (Deputy Title IX Coordinator)

Assistant Dean of Students
(508)270-4001 or jcheney@massbay.edu
Office Location: Framingham, Student Development



The Hazing Act

Massachusetts General Laws, chapter 269
Sections 17 through 19 (November 26, 1985)
As amended by Chapter 665 of the Acts of
1987 (January 5, 1988)

Attested Acknowledgement

The Hazing Act (a true copy which is provided with this acknowledgement) requires:

1. Each group, team or organization to distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership.
2. Each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgement stating that such a group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen; and
3. Each such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

I _____ (club advisor/head coach) and
(Please print)

I _____ (club president/team captain)
(Please print)

do hereby attest and acknowledge that we have complied in full with the provisions of the Hazing Act as set out by the above items stipulated in section 19 of the Act, and that this form serves as the required attested acknowledgement.

Name of Club, Organization, or Team: _____

Club Advisor/Head Coach: _____
Signature Date

Club President/Team Captain: _____
Signature Date

The Hazing Act

Massachusetts General Laws, chapter 269

Sections 17 through 19 (November 26, 1985)

As amended by Chapter 665 of the Acts of 1987 (January 5, 1988)

This is a true copy of sections 17, 18, and 19 of the Hazing Act to be provided to each MassBay student in accordance with the law.

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

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

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

Section 18. Failure to Report Hazing

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

Section 19. Copy of sections 17-19; Issuance to students and student groups, teams and organizations; report Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirement that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

