

# **BOSTON COLLEGE**

**Office of Graduate Student Life**

# **GRADUATE STUDENT ORGANIZATION & GRADUATE STUDENT GOVERNMENT HANDBOOK**



If you are interested in starting a **NEW graduate student organization**, please visit [Chapter 2](#).

If you are an **EXISTING graduate student organization or graduate student government**, please visit [Chapter 1](#).

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# OFFICE OF GRADUATE STUDENT LIFE

## Contact Information

### Office of Graduate Student Life

Murray House

292 Hammond Street, Chestnut Hill, MA

[www.bc.edu/gsc](http://www.bc.edu/gsc)

617-552-1855 • [gsc@bc.edu](mailto:gsc@bc.edu)

Student Organization Questions: Email [gsc@bc.edu](mailto:gsc@bc.edu)

Finance Questions: Email [gsa@bc.edu](mailto:gsa@bc.edu)

## Graduate Student Organization Committee

### **Carole Hughes**

Senior Associate Dean/Director, Office of Graduate Student Life

### **Hannah Trost**

Assistant Director, Office of Graduate Student Life

### **Lauren Rodriguez**

Graduate Assistant, Office of Graduate Student Life

### **Tyler Johnson**

Director of Finance, Graduate Student Association



## The Office of Graduate Student Life

As part of the Division of Student Affairs, the mission of The Office of Graduate Student Life is to facilitate student learning and formation in their fullest sense (integrating intellectual, ethical, religious and spiritual, and emotional-social development) and to promote an inclusive community of engaged learners while advancing the Jesuit, Catholic heritage and values of Boston College. To this end, the Office of Graduate Student Life provides outreach to graduate and professional students through a variety of programs, services and advocacy efforts. Working together with faculty, staff and student organizations, the Office of Graduate Student Life provides both co-curricular and academic support to the graduate and professional student community. The John Courtney Murray, S.J. Graduate Student Center is an essential component of the Office's mission, serving as a center of hospitality and community building.

- The Office of Graduate Student Life provides co-curricular opportunities for graduate students to engage in activities designed to promote leadership development, self-exploration, social interaction, and student formation.
- The Office of Graduate Student Life is responsible for the registration and oversight of all Graduate Student Organizations and graduate student governance bodies at Boston College.

### **The policy outlined in this handbook applies to all Registered Graduate Student Organizations and Graduate Student Governments at Boston College.**

(A list of current Graduate Student Governments can be found in the [Appendix](#)).

#### **\*DISCLAIMER:**

*Some of the policies, procedures and other information outlined in this handbook might change throughout the year. Student organization leaders, members, and advisors are encouraged to check the Office of Graduate Student Life website or with the relevant office to ensure you have the most up-to-date information. Student groups must abide by and are held accountable for the information in this handbook.*

*It is important to note that while this handbook is intended to serve as a place to find most information regarding graduate student organizations at Boston College, additional resources, policies, and procedures may be found online at <http://www.bc.edu/gsc> or at <http://www.bc.edu/mybc>.*

# **CHAPTER 1:**

## **STUDENT ORGANIZATION & GOVERNMENT OVERVIEW, ANNUAL REGISTRATION, & MAINTENANCE**

### **Registered Graduate Student Organization (RGSO) and Graduate Student Government Overview**

**Registered Graduate Student Organizations:** A Registered Graduate Student Organization (RGSO) is defined as a group of currently enrolled, full- or part-time graduate students at Boston College who unite to promote a common interest, and is registered by the Office of Graduate Student Life. RGSOs are graduate student-initiated and graduate student-run. They may include other members of the University community such as alumni, faculty, staff, and administrators as associate members. Only currently enrolled graduate students can serve as officers or vote on organizational matters.

**Graduate Student Governments:** Six of the eight BC graduate schools have representative governments that are registered with the Office of Graduate Student Life (OGSL) and are funded by the Graduate Student Association (GSA), according to the annual headcount/activity fee collection within that particular school (the Law School and the Woods School do not pay student activities fees and are thus not included in this process). Some of these school governments have sub-organizations which are funded at the discretion of the school government organization. These subgroups usually focus on a specific program or population of students within that school. For example, the Social Workers for Social Justice Club is a subgroup of the School of Social Work Student Collective, which is the government for graduate students in the School of Social Work. Organizations that are considered subgroups of any school government are not eligible to register as independent organizations with OGSL or apply for additional GSA funding. Academic departments in the Morrissey College of Arts & Sciences also have representative governments that are registered with the Office of Graduate Student Life (OGSL) and are funded by the Graduate Student Association (GSA), according to the annual headcount/activity fee collection within that particular department. These include organizations such as the Biology GSA and the English GSA. A list of all Graduate Student Governments at BC can be found in the [Appendix](#).

Registering a graduate student organization allows an organization to make use of a number of University resources (as described more fully in this handbook), but it does not imply official approval by the University of all the organization's activities, nor does it indicate responsibility for them. The members of the organization bear responsibility for the organization's activities, and by voluntarily engaging in student organization activities, participants assume any risks associated with those

activities.

All RGSOs and Graduate Student Governments must have: a clear purpose that does not duplicate the purpose or mission of an existing graduate student organization, at least two (2) graduate student officers (including a President and a Treasurer), a constitution, official meetings (a minimum of 3 per semester), and an organization advisor, who is a full-time faculty or staff member at Boston College.

Boston College recognizes the vital contributions that RGSOs and Graduate Student Governments make to the quality of life on campus; however, recognition as a Boston College Graduate Student Organization is not to be interpreted as endorsement by Boston College or a reflection of the mission, purpose, or activities of the University. If it is alleged that a RGSO or Graduate Student Government, or its members, have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions, as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of registration. A RGSO or Graduate Student Government that is suspended or no longer recognized by the University loses all privileges and benefits granted to Graduate Student Organizations.

All RGSOs and Graduate Student Governments are responsible for abiding by all federal, state, and local laws and Boston College's rules and regulations. Additionally, RGSOs and Graduate Student Governments are expected to follow and comply with the rules and regulations (academic, financial, etc.) that govern Graduate Student Organizations.

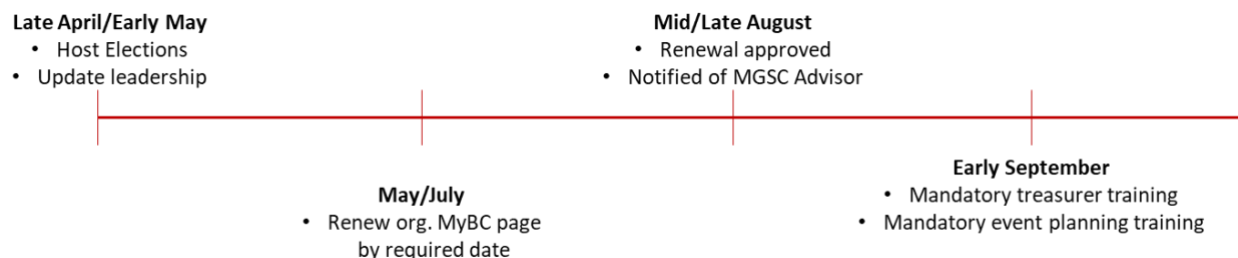
## **Murray House Advisor**

All RGSOs and Graduate Student Governments will be assigned a Murray House Advisor (MH Advisor). The advisor will assist RGSOs and Graduate Student Governments throughout the event planning process and will serve as a liaison between the RGSO/ Graduate Student Government and the Office of Graduate Student Life. The OGSL Graduate Student Organization Committee oversees the annual organization re-registration process as well as the new organization registration process.

# Annual Registration

## *How to renew your existing RGSO/Government each year*

Existing RGSOs and Graduate Student Governments are required to complete an annual registration with the Office of Graduate Student Life (OGSL). Follow the timeline below for re-registration:



### **LATE APRIL/EARLY MAY:**

- Host elections for the following Academic Year.
- Inform the organization's [MGSC Advisor](#) of the change in positions **by May 30**. (If you do not know who your MGSC Advisor is, please email [gsc@bc.edu](mailto:gsc@bc.edu)).

### **MAY/JULY:**

- Renew organization portal in MyBC. See [Appendix](#) for instructions. These updates include:
  - New officer names & contact information
  - Upload current constitution. (This is open to review and revision upon MGSC advisor's request).
  - Make the Office of Graduate Student Life aware of any changes made to the constitution
  - Agree to Massachusetts Anti-Hazing Law; sign and submit Anti-Hazing Agreement to Office of Graduate Student Life (*hard copy*)
- MyBC portal renewal must be complete by **July 31**.
- If application is incomplete or not received on time, there will be a delay in funding allocation for the new academic year.

### **MID/LATE AUGUST:**

- Graduate Student Organization Committee will contact you when your renewal has been approved.
- You will receive the name/contact information of [MGSC Advisor](#) for the year.

- Graduate Student Governments receive allocations to your [chartstring](#).
- A process will be developed for RGSOs to request funding from the GSA

**EARLY SEPTEMBER for all RGSOs and Graduate Student Governments:**

- Mandatory Treasurer Training
  - Treasurer must attend Treasurer Training
  - Hand in Treasurer Agreement Form to Office of Graduate Student Life (*hard copy*). Hard copy will be provided at the training.
- Mandatory Event Planning Training
  - Primary organization contact or event planner must attend Event Planning Training.
  - Hand in anti-hazing form to Office of Graduate Student Life (*hard copy*). Hard copy will be provided and must be returned within one week of the training.
- Once your organization has completed all mandatory trainings, you will receive final registration confirmation from your MGSC Advisor. If trainings are not completed, there will be a delay in access to or ability to request funding.

*\*New student organizations please refer to [Chapter 2](#).*

## **Expectations & Requirements to Maintain RGSO/Government Status - For Existing Organizations and Graduate Student Governments**

In order to maintain recognition as a Boston College RGSO or Graduate Student Government, groups are expected and required to:

- Follow University rules, regulations, policies, and procedures, and be in good standing with the Office of Graduate Student Life.
- Have a Faculty/Staff Advisor who is a full-time Boston College employee
- Annually complete the Office of the Dean of Students “Massachusetts Hazing Legislation Compliance Statement.”
- Create and maintain a MyBC account (<http://www.bc.edu/mybc>)
- Review constitution (and bylaws, if applicable) annually and update as needed
- Complete Treasurer training with the Office of Graduate Student Life
- Complete Event Planning training with the Office of Graduate Student Life
- Complete the annual registration process. Refer to the previous section for more information.
- Use Graduate Student Activity Fee dollars for the purposes for which they were intended and be responsible stewards of any and all RGSO/Graduate Student Government financial resources. Refer to [Chapter 3](#) for more information on the Student Activity Fee policies and procedures.
- Meet all financial deadlines and complete financial paperwork in accordance with

policy.

- Communicate regularly with the [Murray House Advisor](#) regarding all RGSO or Graduate Student Government matters.
- Be respectful of University facilities and property.
- Accept responsibility for damages resulting from events or activities organized by the RGSO or Graduate Student Government.
- Be considerate and (to the best of their ability) ensure the safety of those participating in their events and activities.
- Comply with the expectation to not disrupt University functions and classes.
- Be transparent with all organizational matters
- Be consistent with and considerate of the Jesuit, Catholic mission and values of Boston College.

## **Privileges of RGSOs and Graduate Student Governments**

RGSOs and Graduate Student Governments work with the Office of Graduate Student Life to contribute to the intellectual and social growth and development of members of the Boston College community. Given the unique role, purpose, and function of these organizations, RGSOs and Graduate Student Governments enjoy certain privileges. A few of these privileges are:

- Eligibility to request [funding](#) from the Graduate Student Association (not guaranteed) (applies only to RGSOs)
- Eligibility to reserve University facilities for meetings, programs, and events (not guaranteed).
- Eligibility to receive support and services from University offices (not guaranteed).
- Use of MyBC organizational software.
- Ability to advertise meetings, programs, and events on campus.
- Access to general organization advising and programmatic support.
- Use of University name and tax status when appropriate and approved by the Office of Graduate Student Life.
- Recruitment of graduate student membership on campus.
- Inclusion in the New Graduate & Professional Student Orientation Resource Fair.

## **RGSO and Graduate Student Government Officer Requirements**

All officers of RGSOs and Graduate Student Governments must meet the following requirements. Failure to do so will be reviewed by the Office of Graduate Student Life and may result in removal from office.

- All officers of RGSOs and Graduate Student Governments must be full or part-time enrolled, student activity fee paying, graduate students at Boston College.
- Officers must be physically present at BC to fulfill their role. (For example, a student completing their dissertation remotely does not qualify to be an officer).

- The Organization's treasurer must attend training annually.
- The primary organization contact or event planner must attend training annually.
- Must work closely with MGSC Advisor. The MGSC can provide assistance and direction around registration and training requirements, policies, and event planning.

## **RGSO and Graduate Student Government Advisors**

All RGSOs and Graduate Student Governments are required to have an advisor. All advisors must be full-time faculty or staff at Boston College. Advisors are extremely important in the success of the organization and keeping the organization on track.

It is important to find an advisor with whom you are able to develop and maintain a relationship with and who has an interest in the organization you are running/starting.

## **Role of RGSO and Graduate Student Government Advisors**

The advisor is integral to the educational process of the student leader and the development of RGSOs and Graduate Student Governments. Advisors are responsible for modeling ethical and appropriate behavior for members of graduate student organizations. Their role is to assist with and facilitate student learning. The advisor of a graduate student organization will have a significant influence upon the organization. The advisor helps to mold and shape the club through providing continuity year after year, through motivating and stimulating the organization, and to interject new ideas and perspectives. In many ways, the advisor serves as an extension of the Office of Graduate Student Life, while assisting the members of the organization to develop confidence, character, and competence.

## **Advisor Responsibilities**

The advisor of an organization can serve in a number of roles. This may include:

- Serve as a role model
- Serve as a sounding board for new ideas
- Support the group and the individuals of a group
- Possess the knowledge of policies which may affect the organization's program
- Provide continuity from year to year as student leadership changes
- Encourage a diverse approach to leadership, membership, and programming
- Connect the organization with various on and off campus resources
- Understand the rules, regulations, and Boston College policies applicable to the organization's activities
- Facilitate learning by encouraging the student to tackle tough issues and learn from their experiences
- Encourage effective communication and interpersonal relationship skills
- Understand the implication of group dynamics, and provide a broad perspective and individual conflicts when called upon to do so
- Stimulate creativity and motivation
- Recognize student leaders for their accomplishments and good work

- Consistently communicate with organization about all major events
- Approve or deny all alcohol request forms
- Be present at any RGSO/Graduate Student Government-sponsored on-campus event where alcohol is served.
- Advisors are welcomed to contact the OGSL staff with questions or concerns.

## Advisor Liability

Advisors to RGSOs and Graduate Student Governments accept added responsibility. The level of responsibility may increase when a graduate student organization proposes to engage in activities that present potential risk or liability. Below are some suggestions to assist advisors with their responsibilities:

- Try to anticipate risks that may arise out of any decision or situation, and then have a conversation with the student leaders on what they can do to minimize risk. Regardless of the type of organization, there will always be an opportunity for something out of the ordinary to take place. However, if reasonable precautions are taken, the risk involved may be reduced or minimized. Please contact the Office of Graduate Student Life, as we can work the Office of the General Counsel and Risk Management to address particular concerns about risk/liability.
- It is very important to be aware of University policies as they affect student organizations. In addition to a staff member from the Office of Graduate Student Life, the following list can serve as great resources for University rules and regulations:
  - The Boston College Website, including the [University Policies web page](#)
  - Graduate Student Organization Handbook
  - The Student Guide
  - The Office of Graduate Student Life
  - Boston College Employee Handbook
- Advisors should never enter into a contract on behalf of a RGSO or Graduate Student Government. All contracts must follow student organization [contracting procedures](#) and a consultation with the Office of Graduate Student Life. By signing or verbally agreeing to any contract, the advisor may take on personal responsibility and liability under the contract.

## How RGSOs and Graduate Student Governments Should Work with Advisors

It is important at the beginning of each semester for the RGSO and Graduate Student Government e-board and members to make a clear list of expectations for their faculty or staff advisor. This way the advisor can plan adequately for the semester and be a great resource for the RGSO/Government.

- Plan ahead for when you would like the advisor to be present at meetings or events.
- Meet with your advisor and e-board once new officers are elected so you can all begin to communicate effectively.
- Use your advisor as a resource if you are experiencing a problem within your organization, they can be of great help!
- Make sure your advisor is aware of your organization's mission, as well as the constitution, so they can effectively assist you when necessary.



# CHAPTER 2:

## STARTING A NEW GRADUATE STUDENT ORGANIZATION

### Starting a Registered Graduate Student Organization

Only enrolled Boston College graduate students may request that the Office of Graduate Student Life (OGSL) approve a new [RGSO](#). The OGSL Graduate Student Organization Committee will receive and review requests on a rolling basis during the fall semester; no new applications will be accepted in the spring semester. Requests will be reviewed by the Graduate Student Association (GSA), and final decisions regarding registration will be made by the OGSL. Receipt of a request for registration does not constitute approval or registration. All new RGSOs must be open to all Boston College graduate students.

### New Graduate Student Organization Checklist

#### STEP # 1

##### Proposal

1. Draft a 1 page Organization Proposal. Proposal should address the following:
  - a. How is your organization different from others?
  - b. How will this organization benefit and serve the Boston College graduate student community?
  - c. What need will this organization fill?
  - d. How will this organization be sustained in the coming years?
  - e. Will this organization be open to all graduate students?
  - f. How does this organization incorporate the mission of Boston College?
2. Send your proposal to [gsc@bc.edu](mailto:gsc@bc.edu).
3. Meet with a member of the OGSL Graduate Student Organization Committee to present your proposal. At this meeting, you will receive the New Registered Graduate Student Organization Packet and will review process information and helpful tips. The office is located in the Murray House on 292 Hammond Street.

#### STEP #2

Prepare required materials for your New Registered Graduate Student Organization Packet:

1. Identify Officers and Advisor
2. Develop Constitution
3. Develop a Mission Statement
4. List of at least 10 currently enrolled graduate students is required (*if organization is not a departmental organization*). List must include signatures of at least 10 members with their names, schools, departments, and Eagle ID numbers.

5. Develop tentative budget (if needed) and schedule of proposed events. (Funding is not guaranteed).

### **STEP #3**

Submit New Registered Graduate Student Organization Packet to the OGSL Graduate Student Organization Committee. We encourage you to submit packets by the end of fall semester. Packets should contain the following information:

1. Officer/Advisor Registration Form
2. Student Organization Constitution & Mission Statement
3. List & Signatures of 10 members
4. Tentative Budget for the academic year (if budget is needed)
5. Student Organization Tentative Schedule of Events
6. Massachusetts Anti-Hazing Law form signed by two members: President and Treasurer

### **STEP #4**

Once you have submitted your packet, the OGSL Graduate Student Organization Committee will review your proposal. If complete, the proposal will be sent to the GSA Senate who will determine whether to recommend or not recommend your new graduate student organization at their next monthly meeting. If not recommended by the GSA Senate you will be notified and given an explanation as to why your new graduate student organization was not recommended.

### **STEP #5**

If recommended by the GSA for approval, the Director of the Office of Graduate Student Life will review and approve or deny the application.

### **STEP #6**

If approved, you will be assigned to a [Murray House Advisor](#). This advisor will be the organization's resource for finding funding, hosting events, reserving space, etc. You will also be given a checklist of follow-up items that need to be achieved in order to complete the registration process.

**All materials must be submitted and complete by the end of February for consideration and applications must be in process prior to the end of the fall semester.**

*NOTE: Student organizations which are applying to be registered are not allowed to promote or advertise the organization until they are officially registered by the Office of Graduate Student Life. They also cannot plan or sponsor any events or activities.*

## **Specifically Prohibited Groups**

Boston College acknowledges the freedom of students to seek membership and form alliances, including alliances with organizations outside the University. However, Boston College will not register a student organization, or the affiliation of a student organization with an outside organization, whose conduct, or advocacy position conflicts with the mission, values, and policies of the University. Examples include, but are not limited to: secret societies, fraternities, and sororities; commercial and for-profit groups and entities; and organizations with discriminatory practices or admission criteria.

In addition, Boston College recognizes and supports student organizations, not separately incorporated entities. Separate corporations may not base their tax-exempt status on Boston College's exemption, and student organizations are strongly discouraged from incurring the ongoing requirements of maintaining an independent corporation, including annual fees and registrations, costs, and potential liabilities, which the University will not support or assume.

## Criteria for Registration

The following criteria will be used in determining whether or not a graduate student organization will become registered:

1. The organization will enhance the Boston College experience and will create an inclusive and formational environment to appeal to the larger Boston College community.
2. The organization does not duplicate another graduate student organization and has minimal overlap with the missions and goals of other organizations, offices, and services on campus.
3. The organization furthers the mission and values of Boston College as a Jesuit and Catholic university, which includes, among others, building community, Cura Personalis (“care of the whole person”), and service to others.
4. The organization's constitution follows the template provided by the Office of Graduate Student Life and provides sufficient detail for each required article and clause.
5. The organization is open to all graduate students at Boston College, regardless of their program of study, and the organization is not tied to any particular academic school or program.
6. The organization has a plan for long-term success and has a succession strategy for the future.
7. The Executive Board is comprised of full or part-time graduate Boston College students and demonstrates knowledge of the subject matter as well as passion to make organization a success.
8. Boston College has the ability to support and maintain this club in terms of appropriate resources (space, facilities, equipment, etc.). The organization meets the University's legal and risk management requirements.
9. The organization agrees to meet all University policies and procedures, and financial guidelines and protocols. An organization whose primary purpose is fundraising and/or lobbying will not be approved.
10. The Executive Board has created an appropriate organizational structure, as well as clear concepts for future activities and programs. In addition, the Board demonstrates that these ideas and goals are realistic.
11. If a student organization which is applying to become registered is affiliated or associated with a national organization, further details must be obtained regarding the mission and goals of the Boston College chapter, its relationship to the national chapter, legal implications of membership, and an examination of any requirements or expectations that the national organization may have. Student organizations at Boston College must be able to determine their own activities, procedures, and membership criteria and selection.
12. After review of a Student Organization Registration Request, the Office of Graduate Student Life will make the final decision as to whether an organization aligns with the Student Organization Registration Criteria.

## **How to Draft a Constitution**

An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. It is important that both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.

Graduate student organizations will prepare a draft of a constitution for the OGSL Graduate Student Organization Committee, and a committee member will work with the graduate student organization representatives to finalize the constitution. Please see [Appendix](#) for how to draft a constitution.

## **Reactivating a Graduate Student Organization**

If a previously Registered Graduate Student Organization wishes to be reestablished at Boston College, then please contact the OGSL Graduate Student Organization Committee. If the organization has been inactive for less than 3 years, then the OGSL Graduate Student Organization Committee can explain the steps to become re-registered. If it has been more than 3 years, then the interested students must follow the registration application process explained above.

# **CHAPTER 3:**

## **FINANCES**

### **Student Activity Fee Funding Eligibility and Sources**

Boston College graduate students pay a student activity fee. Fees must be spent on activities and items that enhance students' learning experience, encourage student formation, and support the Boston College and organization mission. Such activities and items include but are not limited to: organization general meetings and supplies, on-campus speakers, food for student gatherings, etc.

**Graduate Student Governments:** As noted in Chapter 1, six of the eight BC graduate schools have representative governments that are registered with the Office of Graduate Student Life (OGSL) and receive annual activity fee allocations by the Graduate Student Association (GSA) according to the annual headcount within that particular school (the Law school and the Woods school are not included in this process as they pay separate or no activity fees, respectively). Some of these school governments have sub-organizations which are funded at the discretion of the school government organization. Departmental subgroups under the Graduate School of the Morrissey College of Arts & Sciences (GASA) receive annual activity fee allocations according to the annual headcount within that particular department.

**Registered Graduate Student Organizations:** RGSOs may have the opportunity to request funding from the Graduate Student Association (GSA). **Please note that funding by the GSA is NOT guaranteed.** We encourage all RGSOs to co-sponsor with the Graduate Student Association or other governments/organizations/departments to receive additional funding. A process will be developed for RGSOs to request funding. To discuss co-sponsorship, email the GSA at [gsa@bc.edu](mailto:gsa@bc.edu).

### **GSA Director of Finance Office**

The GSA Director of Finance office is located in room 101 in the Murray House. The GSA Director of Finance is responsible for training treasurers, assisting graduate student organizations with funding policies and procedures, maintaining the GSA budget, allocating graduate student organization budgets, and processing payments for RGSOs and Graduate Student Governments.

### **Agency Accounts/Chartstring**

Every RGSO and Graduate Student Government is assigned a thirty-two digit chartstring. The chartstring is the agency account number associated with the organization and is comparable to a bank account number. The chartstring has two primary purposes: to reserve space for activities on campus, and to receive and expense funds. The chartstring is divided into seven fields:

Department (025103),  
Fund (920),  
**Fund Source (5 digits-specific to organization),**  
Program (00000),  
Function (999),  
Property (00000), and  
\*Account (67500)

\*The Account field is needed to request space via the room reservation system in your Agora Portal.

The student organization chartstring is the only approved method of processing payments to vendors or reimbursements to members. All funds collected by RGSOs and Graduate Student Governments must be deposited into the student organization chartstring.

## Purchasing Card (P-Card)

Your organization will receive a Purchasing Card (P-Card). The P-Card is a procurement tool that provides an efficient and effective way of purchasing approved goods and services directly from merchants that accept the Visa credit card. The P-Card works like a personal credit card where items are purchased by presentation of the card to a merchant and payments are made by Boston College, directly from a specified organization's account. Unlike a typical credit card, however, the organization Treasurer must load funds onto the card. In this way, the card works like a reloadable gift card. Each fall, after Treasurer Training, an initial amount of \$700 (if this dollar amount is available in the organization's budget) will be taken out of the organization chartstring, and loaded onto the organization P-Card for immediate use by the organization.

Use of the Boston College Purchasing Card is a privilege, not a right. The P-Card is designed to be used for purchases related to official organization business only. Use of the card for personal purchases is strictly prohibited. University accounting policies and good business practices should be followed in using the P- Card, which includes reconciling purchases and retaining documentation. The P-Card cannot be used at sit-down restaurants. Other limits can be found [here](#).

Improper use of the Purchasing Card will result in the termination of the p-card and/or other disciplinary action.

## Budgets

1. Budgets for Graduate Student Governments that receive annual allocations based on school or department headcount will be dispersed in mid-August, pending organization registration. These Governments include:
  - Graduate Education Association
  - Graduate Management Association
  - Graduate Nurses Association
  - All department organizations within the Graduate School of the Morrissey College of

- Arts & Sciences
  - School of Social Work Collective
  - School of Theology and Ministry Student Forum
- 2. Budgets for groups that receive pre-determined annual allocations from the GSA will be dispersed in mid-August, pending organization registration. These organizations include:
  - Graduate Arts & Sciences Association
  - Graduate International Student Association
  - Graduate Pride Alliance
  - Graduate Students of Color Association
- 3. RGSOs must submit budget requests by **August 31** to the GSA Director of Finance (gsa@bc.edu). Organizations must follow these steps:
  1. Identify the programs, events, lectures, and activities the organization plans to execute each semester.
  2. Secure cost details (price quotes, speaker fees, travel costs, etc.) for all events.
  3. Submit the budget to the GSA Director of Finance.
  4. Please note that funding is not guaranteed, and budgets will not be reviewed until RGSO registration is complete.

## Fundraising

RGSOs and Graduate Student Governments may choose to secure additional support for their planned activities/events through fundraising. All fundraising (direct/indirect) must have prior approval from the Office of Graduate Student Life. Direct fundraising is any fundraising where the organization will receive funds directly from a patron for any purpose. **The direct or indirect receipt of cash is not permitted. RGSOs and Graduate Student Governments should never solicit, receive, or collect cash.** When engaging in fundraising activities, RGSOs and Graduate Student Governments are required to use the appropriate University resource (eMarket, concessions, RTAC Box Office Ticket Sales, etc.) to do so, detail on all resources can be found [here](#). Dependent upon the nature of the fundraising activity, organizations may be required to make a deposit. Deposits must be made to the University chartstring of the organization and must be made in accordance with the Office of Graduate Student Life and SABSC deposit policies and procedures. Graduate student organizations are **not permitted** to have any outside bank accounts.

## eMarket - Ticket, Apparel, and Other Sales

RGSOs and Graduate Student Governments that raise or solicit funds of any kind, for any purpose may do so through the use of the Boston College eMarket Program. eMarket is the University system for accepting credit card payments for organizational business. The treasurer, as the financial officer of the RGSO or Graduate Student Government, is the only person that may initiate, conduct, and reconcile the eMarket account of the organization. The following steps detail the eMarket process for RGSOs and Graduate Student Governments:

### Step #1

Attend the Office of Graduate Student Life Treasurer Training. This will be held in early September.

**Step #2**

Read the Boston College Policy on accepting payment cards for conducting University business.

**Step #3**

Complete and submit the eMarket Request Form, found here, at least 15 days prior to the event.

**Step #4**

Watch your email carefully for updates regarding your eMarket request; you will receive a link to your eMarket via email.

**Step #5**

Share the eMarket link with your customers and begin the funds collection process.

**Step #6**

Reconcile your eMarket item.

## Concessions

Boston College organizations may contact the Athletic Concessions Events Manager at 617-552-3658 to raise funds via Athletics Concessions. Athletic concessions opportunities are offered on a first come, first served basis and planning in advance is highly encouraged.

## Ticket Sales

RGSOs or Graduate Student Governments that desire to charge admission to an event can also utilize the E. Paul Robsham Theater Arts Center (RTAC) Box Office to do so. (Most RGSOs and Graduate Student Governments, however, choose to sell tickets via eMarket instead of via Robsham).

Organizations are required to submit the RTAC Ticketing Request Form at least three weeks prior to the event. This form must be completed and submitted by the treasurer of the organization. Utilizing the form, the organization should alert the RTAC Box Office Manager of the following:

1. Event Sponsor
2. Event Title
3. Date, Time, Location
4. Price
5. Number of tickets to be sold
6. Complimentary Ticket List
7. Chartstring

All ticket and ticketing questions should be directed to [RTACTickets@bc.edu](mailto:RTACTickets@bc.edu) .

## Dues

Dues collection is considered direct fundraising. Non-departmental RGSOs may assign a fee or dues



for participation. RGSOs are also free to determine the amount of dues and how often dues will be collected. Prior to collecting dues/fees from its membership, organizations should secure Office of Graduate Student Life approval to do so. The collection of cash payments for dues is not permitted. If permitted to collect dues from its membership, organizations must follow the Office of Graduate Student Life and SABSC policies and procedures for collecting payments and making deposits. Please see the [eMarket section](#) for how to set up a dues collection site.

## Receiving Gifts and Donations

A gift is a voluntary donation made to a RGSO or Graduate Student Government without the expectation of receiving goods or services in return. Where RGSOs provide any benefit, goods or services in exchange for payment, the amount received is not a gift (trip payment, entrance to an event, or inclusion at a meal). Prior to the solicitation of a gift, RGSOs and Graduate Student Governments are required to receive approval from the Office of Graduate Student Life. The Office of Graduate Student Life will work with the SABSC and Boston College's Gift Processing to make certain that the gift is processed according to University protocol. Student organizations should note that gifts may be deposited into the student organization gift account and not the student organization operating account. When soliciting or receiving a gift, student organizations should follow these steps:

1. See your [Murray House Advisor](#) for approval to solicit a gift.
2. Ask the donor to make payment to Boston College on behalf of the organization [here](#). Donor should select:
  - I wish to make my gift to: "OTHER"
  - Then, write GSA and the name of the graduate student group. i.e. "GSA-Physics" or "GSA-Graduate Pride Alliance"
3. The [Murray House Advisor](#) will work with the student organization treasurer to ensure the gift is properly credited to the RGSOs or Graduate Student Government account.

In order for goods and services and other donations to be classified as a donation/gift, student organizations must provide the donor with a good-faith estimate of the value of the goods or services. If a donor receives, or expects to receive, a benefit for part of a contribution, this is not a gift. Providing time or service does not classify as a gift.

Corporations and other organizations may want to monetarily support a student organization's activities, events, or projects and in return will expect to receive recognition on campus, at the event, or in accompanying publications. This is a corporate sponsorship, not a gift. If your organization is interested in accepting corporate sponsorship, please contact your [Murray House Advisor](#).

## Making Donations

Student Activity Fees cannot be used to make gifts or donations to people or charity organizations. However, an organization may donate proceeds made from an event (ticket sales) to a chosen charity. (see "[eMarket: Ticket, Apparel and Other Sales](#)").

## Making Payments

RGSOs and Graduate Student Governments should work closely with the Office of Graduate Student Life to make payments. RGSOs and Graduate Student Governments are not permitted to enter into any agreement or contract. The Director of the Office of Graduate Student Life is the only authorized signatory on any contract or agreement. RGSOs and Graduate Student Governments are not authorized to obligate the organization or Boston College to pay for any service without Office of Graduate Student Life approval and are prohibited from signing contracts on behalf of the organizations. Graduate students should not, under any circumstance, pay for any services rendered by an outside vendor out of pocket. Refer to next section for additional information regarding payments and forms.

## Payment Authorization

The treasurer is the only person in the organization that may submit financial forms on behalf of the organization. The treasurer should follow all guidelines outlined by the [Student Affairs Business Service Center \(SABSC\)](#) and work closely with the GSA Director of Finance to make certain that payments and reimbursements are made in accordance with university policy and protocol. The GSA Director of Finance and Office of Graduate Student Life must approve all expenditures of RGSOs and Graduate Student Governments. The treasurer, as well as members, should be mindful that reimbursement for organizational expenditures is not guaranteed. Upon Office of Graduate Student Life approval, payment forms will be submitted to SABSC for processing and payment by Accounts Payable.

## Student Affairs Business Service Center

The Student Affairs Business Service Center (SABSC) is part of the Office of the Vice President for Student Affairs. They are responsible for processing financial transactions for all RGSOs and Graduate Student Governments. SABSC office hours, location, and contact information is included below:

Maloney Hall Suite 458  
M-F: 9am - 5pm (Academic Year)  
M-Th: 9am - 5pm, F: 9am - 3pm (Summer)  
(617) 552-1586  
club.budget@bc.edu

Each RGSO and Graduate Student Government will have an appointed treasurer who acts as the point-of-contact between the organization and SABSC. However, the primary contact for treasurers will be the Graduate Student Association Director of Finance. All financial paperwork must be sent to the GSA office at the Murray House prior to being sent to SABSC for approval. (See graphic below). Both the GSA and OGSL must approve all organization expenses and reimbursements. The average processing time for these forms is approximately 10 days; student organizations are encouraged to plan ahead to ensure payments are made on time. The treasurer should keep electronic copies of everything

that has been submitted to GSA.



\*The treasurer must submit forms to the GSA **only**, and are no longer responsible for moving the paperwork after that.

## Submitting Payment Requests from Budgets

RGSO and Graduate Student Government treasurers may spend their organization budgets by either 1). using their P-Card, or 2). filling out and submitting one of the following forms, which can be found on the [SABSC website](#):

1. Award or Honorarium: Often used for gifts for speakers, where an invoice is not provided by the speaker/group.
2. BC Employee Reimbursement: Used to reimburse a BC employee [such as an advisor] if they have purchased something for the club.
3. BC Student Hire: To pay a BC student for services they provided [photography, videography, etc.].
4. Outside Vendor: To pay an outside company or individual [not affiliated with BC] after services are provided.
5. P-Card Increase: To move the organization's approved funds to the PCard.
6. Purchase Order: To obtain an official "promise to pay" from BC for payment to an outside company or individual, this is generally for larger purchases.
7. Student Reimbursement: To reimburse a student for purchase they made out of their own pocket. A student reimbursement is not guaranteed, so use the P-Card whenever possible.
8. Transfer Form: To transfer money from one BC chartstring to another.

A sample Student Reimbursement Form can be found in the [Appendix](#). Though slightly different from other SABSC forms, this sample may be used as a model for how to fill out a form.

### Internal BC Charges

To pay a BC department (Event Management, BCPD, Athletics): Please note there is no form to pay internal BC charges, such as BC catering and event management invoices. Event management will send you your invoice directly. A direct payment is made by providing your organization chartstring.

# **CHAPTER 4:**

## **PLANNING AN EVENT**

### **Getting Started**

The following is a guide to the event planning process. RGSOs and Graduate Student Governments should begin the event planning process as soon as possible. Advanced planning will ensure that the event is successful. Please note that large scale events will require 8 weeks' notice.

RGSOs and Graduate Student Governments, when planning events, should be sure to note that all events, meetings, etc. must end by 11:45 p.m. Any exception to this policy must have prior approval from the Office of Graduate Student Life (OGSL).

Every student organization is assigned a thirty-two digit [chartstring](#). The chartstring is the agency account number associated with the organization. The chartstring has two primary purposes: to reserve spaces for activities on campus and to receive and expense funds.

### **General Event Planning Timeline**

**Step #1: Request Space** (ASAP and no less than 72 hours prior the event; large scale events require at least 8-10 weeks advanced notice).

To begin the planning process, student organizations are encouraged to begin with space considerations. Your event may be held in the Murray House, elsewhere on campus, or at an off-campus location. Details for each of these options is noted below. Please note that oversight and management of a space may vary. Please be mindful of each location's specific rules, reservation policy, etc. If your desired space is outdoors, we encourage you to consider an alternate rain date and/or an alternate rain location.

**a. The Murray House** - To request space, visit the [Murray House Space Reservation page](#) and fill out the Space Reservation Form. Please place your reservation **at least 48 weekday hours** in advance of the time you're requesting. Please note the Murray House spaces may only be reserved for times and days that the Center is open. Hours and policy can be found on the Murray House [website](#).

**b. Elsewhere on BC campus** - To request space, visit the [Event Space Reservation System](#) under "Common Services" on the Agora Portal. Whether a simple meeting room, or a complex custom room configuration with rental equipment is needed, Event Management can accommodate the needs of the organization. To see Event Management pricing and policies, visit Event Management [policies and procedures](#). If you have never used the Event Space Reservation System, you will need to set up an event profile in Agora.

c. **Off-campus** - Contact the location of interest to determine a date, time, and price for reserving the desired space.

**Step #2: Request Event Approval** (Immediately after requesting space)

After requesting space (on or off campus), request event approval by emailing your [MGSC Advisor](#). Make sure you include date, time, location and purpose of the event.

**Step #3: Plan Your Details** (At least eight weeks in advance)

For more complex events, student organizations should be prepared to discuss the event details with your [MGSC Advisor](#) and an Event Management event coordinator. If there will be alcohol at your event, please read and follow the [Alcohol Policy and Procedure](#).

**Step #4: Request Additional Services** (Eight weeks in advance; no later than two weeks in advance)

Audiovisual needs are met by Boston College's Media Technology Services (MTS) department. If your event requires these services, please contact MTS, or submit an MTS request form ([www.bc.edu/mts](http://www.bc.edu/mts)).

**Step #5: Finalize Event Details** (At least twelve business days in advance)

Give Event Management revised counts of your attendees, which may affect room setup and other event logistics.

**Step #6: Provide Final Guarantees** (Three business days in advance)

Final guaranteed numbers are due to Event Management by noon, three business days prior to your event. Events with counts decreasing after the final guarantee date will be billed per the final guarantee. If counts increase after the due date of the final guarantee, please contact your Functions Coordinator to make sure that the requested increase can be accommodated. Such increases may result in additional charges.

## Requesting Space

Detailed instructions for requesting space on campus, not including the Murray House are noted below:

### New Users

New users should follow these steps to reserve space on behalf of the organization:

1. Log-in at <http://portal.bc.edu>
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Click Continue
5. Follow the Event Booking Management System (EBMS) prompts

6. Link your email and chartstring to EBMS

### Returning Users

1. Log-in at <http://portal.bc.edu>
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Select the date, time, number of attendees and event type. Don't select a space on this page.
5. Click Search
6. Select the desired location
7. Click Add Space
8. Identify the Event Name and provide a brief description in the "Notes" section
9. Click Submit
10. Review the booking information
11. Confirm the chartstring information and event type
12. Answer the four event questions
13. Click Submit

### Submitting Recurring Room Requests

1. Log-in at <http://portal.bc.edu>
2. Click on My Services
3. Select Event Space Reservation System (Under Common Services)
4. Select the date, time, number of attendees and event type. Don't select a space on this page.
5. Click Search
6. Select the desired location
7. Click Add Space
8. Half way down the page, next to "Spaces" click "Add additional spaces to this event"
9. You'll be routed back to the first page of the space request
10. Select your *second* date, time, number of attendees and event type. Don't select a space on this page.
11. Click Search
12. Select the desired location
13. Click Add Space
14. Repeat steps 8 - 13 until all your dates/spaces have been selected
15. Identify the Event Name and provide a brief description in the "Notes" section
16. Click Submit
17. Review the booking information
18. Confirm the chartstring information and event type
19. Answer the four event questions
20. Click Submit

The following messages will appear:

*Thank you for submitting your request for (Event Name). Your request has been assigned id number ###. For questions please contact [eventmgm@bc.edu](mailto:eventmgm@bc.edu) or 617-552-0311.*

Event Management and the Office of Graduate Student Life will review the space requests and determine the next steps. You will be notified if a meeting with your [MGSC Advisor](#) is required, or the

event may be approved without a meeting. Once the event has Office of Graduate Student Life approval, a meeting with Event Management or other service providers may be necessary.

## Cancellations

Event cancellations must be made in writing by emailing Event Management ([eventmgm@bc.edu](mailto:eventmgm@bc.edu)) as soon as possible. **If a cancellation occurs 3 business days prior to the event, a cancellation fee equal to 100% of the estimated charges will be due.** This policy also applies to room reservations without any catering orders or rental equipment. Events that do not comply with Office of Graduate Student Life and Event Management timelines, guidelines, and/or protocols will be denied or cancelled.

## University Closure

When the University is closed due to emergency events or weather, all events planned by RGSOs and Graduate Student Governments will be cancelled for the duration of the closure. Organizations are encouraged to work closely with the Office of Graduate Student Life to reschedule the event when an event is cancelled due to a University closure. RGSOs and Graduate Student Governments are not liable for payments to Event Management when an event is cancelled due to the closing of the University.

## Retreat Planning

RGSOs and Graduate Student Governments are permitted to host one retreat annually. The retreat must be focused on the future development of the organization and the development of the members the organization. There are several guidelines that all organizations must follow in order to be reimbursed for a Registered Graduate Student Organization retreat:

- Maximum per head allocation for lodging: \$80
- Maximum per head allocation for total food: \$50
- Prior to the event, the organization must provide a detailed cost proposal and agenda of the work/programming that is to be completed throughout the retreat. The agenda may include goal setting, reflections/assessments of past events, presentations, workshops, etc.
- The event must be made available to all members of your organization. Retreats for Executive Board members only must be approved in advance by OGSL.
- Alcohol at RGSO and Graduate Student Government retreats is prohibited.

The event **must be approved by GSA/OGSL prior** to bookings being made.

**Reimbursements for staying at an Air BnB are strictly prohibited.**

## Contracts and Agreements

RGSOs and Graduate Student Governments should work closely with the Office of Graduate Student

Life if you need a contract or agreement for an event. **Organizations are not permitted to enter into any agreement or contract.** The Director of the Office of Graduate Student Life is the only authorized signatory on any contract or agreement. Organizations are not authorized to obligate the organization or Boston College to pay for any service without Office of Graduate Student Life approval and are prohibited from signing contracts on behalf of the organizations. Students should not, under any circumstance, pay for any services rendered by an outside vendor out of pocket. Refer to [Chapter 5](#) for additional information regarding “Entertainment Services/Contracts and Agreements.”

## Hosting Events with Food

RGSOs and Graduate Student Governments are required to use Boston College Dining Services when hosting events with food in spaces that have been designated Boston College Dining Services spaces. These spaces include, but may not be limited to, the Heights, Boston, and Newton Rooms, Lyons Dining Hall, the Faculty Dining Room, and the Walsh Function Room.

## Allergies and Accommodations

When planning events, it is also important to be mindful of allergies (e.g., food, latex, etc.) your members, participants, and guests might have. Eight foods account for 90 percent of all food-allergic reactions in the U.S.: milk, eggs, peanuts, tree nuts (e.g., walnuts, almonds, cashews, pistachios, pecans), wheat, soy, fish, and shellfish. If your event is being catered by Boston College’s Event Management, guests are requested to notify the contact person for their campus event regarding any special dietary needs at the same time the guest registers or accepts an invitation for an event and no less than three days in advance. The Event Management staff can consult with the guest, the event contact person, and the Executive Dietitian as necessary to arrange any accommodations for a medically restricted diet if adequate advance notice is given. More information is available [here](#).

In addition to allergies, it is also important that event planners consider physical accommodations for attendees and participants. This is discussed further in the [Disability Services and Accessibility section](#).

## Policy for the Purchase of Alcohol

Any events involving alcohol purchased by the graduate student activity fee and/or paid through a RGSO or Graduate Student Government [chartstring](#) must be submitted for consideration in writing on an Alcohol Request Form **at least two (2) weeks in advance** of the event date. The Alcohol Request Form will require signatures from the responsible student/organizer, the student organization advisor, and the academic associate dean of the appropriate school. The form will then be submitted to the Office of Graduate Student Life for final approval. The Office of Graduate Student Life will notify the student organizer as to whether or not the purchase of alcohol will be approved for the event.

All graduate student events involving the use of graduate student fees must comply with the following alcohol policy.



1. The **graduate student activity fee will not be used to reimburse graduate students for the purchase of alcohol.** This includes social events, tailgating, meetings, etc. sponsored by RGSOs or Graduate Student Governments. **Reimbursement for alcohol purchased at a store or other retail facility (i.e. liquor store, convenience store, etc.) is strictly prohibited.**
2. **Open bars are not permitted at any student-sponsored or student-related event.**
3. Drink tickets may be purchased for BC graduate student attendees of off-campus events held at an authorized establishment with the proper licensing according to applicable state and local laws. Each student will only be allowed a maximum of two (2) drink tickets per person. This is also applicable to on-campus events.
4. Alcoholic beverages and/or service at on-campus events must be provided by Dining Services in conjunction with events or functions scheduled through Event Management. Hosts of such functions will incur a \$50 Massachusetts Caterer's license fee in addition to all bar and catering service costs. Organization advisor **must** be present at any on-campus event where alcohol is served.
5. In some cases, a Boston College Police detail may be required for any event with more than 50 guests or as required by appropriate licensing authorities. The level of coverage required, as well as any exceptions, are to be determined by the Chief of the Boston College Police. The sponsoring RGSO or Graduate Student Government will be responsible for the cost of Police detail.
6. The bar may serve alcoholic beverages for no more than three hours and must close at least one hour prior to the end of the event.
7. Any social event held at Boston College at which alcoholic beverages will be served must have a sponsor who is at least 21 years of age. Student-related events at which alcohol is served are limited to those students who are 21 years of age or older.
8. The sponsor is responsible for full compliance with the requirements of this policy and must be present for the duration of the event. The sponsor of an event, as well as those responsible for dispensing alcoholic beverages, are responsible for assuring that function attendees do not drink to excess.
9. Nonalcoholic beverages and appropriate food items must be made available by the sponsor of the event at no additional charge to the attendees.
10. Only one alcoholic beverage at a time may be served to each individual.
11. Drinking contests or other activities that promote the consumption of alcoholic beverages are prohibited.

12. All off-campus alcohol-related events, including student-sponsored events that involve the use of Boston College funds, must comply with applicable state and local laws. It is the responsibility of event sponsors to ensure this compliance, and to ensure that off-campus facilities have in place alcohol policies comparable to those of Boston College.

Violations of this policy by undergraduate and graduate students will be dealt with through the Student Conduct System in accordance with procedures set forth in the Boston College Student Guide. Substantiated violations may result in sanctions up to and including suspension or dismissal from the University.

Violations of this policy by law students will be addressed at the Law School by the appropriate Law School committee in accordance with the Law School's ACADEMIC POLICIES AND PROCEDURES MANUAL, this alcohol policy, and the BOSTON COLLEGE STUDENT GUIDE.

RGSOs or Graduate Student Governments that wish to sell tickets to an event to offset the overall event cost may do so using the E-Market ticket sales, see [here](#).

The full Alcohol Policy and the Alcohol Request Form can be found in the [Appendix](#).

## Collaboration

RGSOs and Graduate Student Governments are encouraged to broaden the scope and reach of their events and activities through collaboration, co-sponsorships, and support. Collaboration is an ongoing and continuous partnership with another organization(s) in all aspects of the program planning process. Collaboration includes brainstorm sessions, budget planning, identifying learning outcomes, developing a publicity plan, meeting with Office of Graduate Student Life and Event Management representatives, etc. RGSOs and Graduate Student Governments are encouraged to partner with academic departments and programs; however, organizations should not, under any circumstance, be compelled by faculty or others to support departmental initiatives, speakers, or plans.

Departments should not, under any circumstance, transfer funds to student organizations. Departments may, where appropriate to the collaboration, share expenses with student organizations.

## Prominent Events

A prominent event is one likely to attract large numbers of non-University attendees and/or significant public attention.

RGSOs and Graduate Student Governments holding prominent events will need to pay particular attention to issues of safety, security, and logistics for such matters as parking, crowd accommodation, and media. Plans for such an event should be brought to the attention of the Office of Graduate Student Life at least 60 days prior to the proposed date. The Office of Graduate Student Life may reject those requests not complying with the 60 days requirement. Consultations with the Office of Graduate Student Life must take place prior to extending an invitation to speakers or performers, reserving space, or advertising/promoting the event.

The Director of the Office of Graduate Student Life may also independently determine that an event should be deemed "prominent" and organized and conducted with appropriate care. The Director of the Office of Graduate Student Life is authorized to determine whether a prominent event will be approved. Such determination will be based on considerations regarding safety, crowd accommodation, the value of the event for students and the Boston College community, as well as an understanding that the event/vendor/performer/speaker is (and will be) respectful of Boston College's mission and values. All other event and speaker policies of Boston College apply.

Following approval of a prominent event by the Director of the Office of Graduate Student Life, the sponsoring organization may be required to appoint a representative who will work on logistics with the Office of Graduate Student Life, Boston College Police Department, Office of News and Public Affairs, Event Management, co-sponsors and club advisor, and other offices and departments as deemed necessary by the Office of Graduate Student Life. The Office of Graduate Student Life may require that prominent events be advertised and open only to members of the Boston College campus community.

## Risk Management Waivers

If your RGSO or Graduate Student Government is hosting an event that could be considered "risky," the group should have all participants complete a waiver form. Such events could include bus trips, recreational activities, sporting events, etc. These waivers may protect your organization and members from being held liable in the event of injury or misconduct.

You should work with your [MGSC Advisor](#) to develop a release of liability waiver form for risky group events and/or activities.

## Outdoor Events with Amplification

RGSOs and Graduate Student Governments may host events outdoors with amplification. Outdoor events that require amplification may be disruptive to the university community and neighbors. In order to ensure we are respectful of our community, student organizations are required to work closely with the Office of Graduate Student Life and Event Management to follow the procedures outlined below.

1. Outdoor amplified events should be set up in one of the following places:
  - O'Neill Plaza
  - Newton Campus between the wings of Stuart Hall, facing Barat House, or on the lawn behind Alumni
  - Brighton Campus
  - Lower Plaza (Corcoran Commons)
  - Stokes Amphitheater
  - Campus Green
2. Amplified music may be played outside only during these times:
  - Monday-Friday: after 4:30pm and ending by 6:00pm

- Saturday - Sunday: after 3:00pm and ending by 6:00pm
3. Contracts with performers must specify that Boston College has right to control the volume of the performance.
  4. For all events with amplified sound, the Office of Governmental and Community Affairs and the Boston College Police Department should be notified. Occasionally, one of these offices will write a letter notifying the neighbors.
  5. All attempts to point the speakers toward a building to minimize sound traveling toward neighbors' houses are encouraged.
  6. Entertainment licenses may be required for outdoor events. RGSOs and Graduate Student Governments must work with the office of Event Management and/or the Office of Government and Community Affairs to ensure proper permitting.
  7. Anyone wishing to utilize any outside area for demonstration purposes must contact the Office of the Dean of Students to request a demonstration and receive a demonstration permit.

# CHAPTER 5:

## RESOURCES & POLICIES

### MyBC

MyBC is a student organization and event management portal system hosted by OrgSync. RGSOs and Graduate Student Governments have access to and are required to use MyBC ([bc.edu/mybc](http://bc.edu/mybc)). MyBC provides organization leaders and members with tools to increase communication, productivity, and institutional memory. Some of the tools available are: forms, event management, member management and recruitment, newsletters and email distribution, to-do-list creation and management, file and picture storage, and dynamic website development and hosting, among many others. If you have questions about MyBC please contact the Office of Graduate Student Life.

### Vehicle Rental

#### Travel by Motor coaches, Buses, or Shuttle buses

The Boston College Procurement Office assists University staff, faculty, and students in the ethical, efficient and effective acquisition of goods and services to support the University's educational and research missions. To access their Travel/Vehicle website, go to: <http://www.bc.edu/offices/travel/> and use your BC username and password to enter the site.

The bus companies on this website are in good standing with Boston College and have Certificates of Insurance on file for the proper amount of coverage. Use only the companies listed on the website when planning travel.

#### Travel by Rental Vehicle

If a bus charter is not feasible, it is recommended to rent mini-vans and private passenger vehicles. These vehicles should have a seating capacity of no more than 7 passengers, including the driver. Boston College has entered into contracts with both *National* and *Enterprise*, and when renting with these companies and using the Corporate ID (XZ10614) liability insurance is included.

Please refer to:

<https://www.bc.edu/bcrest/travel/vehicles.html#Car>

Note the following:

- Drivers must be 21 years old and possess a valid driver's license.
- The rental must be made with either *Enterprise* or *National* and using the Corporate ID, XZ10614 and paid with the Corporate American Express Card in order for the vehicle to be covered under

the Loss and Damage (CRLD) program. The Office of Graduate Student Life will assist with rental and payment once your trip is approved.

- You must reject the rental agency's Collision or Loss Damage Waiver (CDW or LDW).
- You should select PAI (Personal Accident Insurance) coverage, if available.
- The vehicle must be rented on a "Daily" or "Weekly" basis.
- It is not recommended to rent 12 passenger vans, and 15 passenger vans are prohibited due to the potential hazards and risks they represent.

*NOTE: Any student who chooses to drive his/her own personal vehicle assumes all risk, responsibility, and personal liability for any issues or incidents related to the vehicle and passengers in the vehicle he/she is driving.*

## **Movie and Film Copyright Law Guidelines**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be distributed and publicly displayed and performed. Neither the rental nor the purchase or lending of a movie carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition, or the screening has been properly licensed. This also applies to movies borrowed from sources such as public libraries, colleges, and personal collections. Public performance includes a movie shown in a place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered. A license is required for all public performance of films that are protected by copyright.

This copyright requirement applies to both commercial and non-profit organizations and venues, including colleges and universities and student organizations, regardless of whether admission is charged.

Those who violate copyright law can be subject to infringement claims and prosecuted, and will be in violation of University policy. Boston College works closely with companies that facilitate the purchase of a license to show a movie. Consult with your [MGSC Advisor](#) if your organization is planning to show a film.

## **Logos and Trademarks**

Boston College has registered its names, initials, logos, and other trademarks (indicia) as a means of protecting them from unauthorized use and abuse. Federal trademark laws and University policy govern the use of the University's marks, including on websites or products.

Permission to use Boston College indicia and marks may be obtained by RGSOs and Graduate Student Governments by contacting your [Murray House Advisor](#). If permission is granted, the use of any University-owned indicia must be consistent with the limited permission granted, and must conform to the University's guidelines and graphic standards and any applicable licensing contracts.

RGSOs and Graduate Student Governments wishing to use Boston College marks to "co-brand" with their organization must have the appropriate permission and must use the marks correctly, and in accordance with the University graphics standards. Please contact your Murray House Advisor for

approval and assistance.

If a RGSO or Graduate Student Government receives permission to use any of the University's trademarks, and wishes to make T-shirts or other products with those marks, they must use a University-licensed vendor. In addition, RGSOs and Graduate Student Governments may not sell those items and/or products outside of their group membership or the Boston College community. Sale of these items outside of campus, over the Internet, or to the general public is prohibited. Certain exceptions (determined by the University) are made for groups promoting specific events, fundraisers, or selling specific items.

If you plan to sell items to your membership and/or the Boston College community, please refer to the [e-Market section](#) of this handbook.

## **Sustainability**

BC's Sustainability Office is the hub for all green initiatives on campus. Their successful efforts are a result of the shared commitment among individuals and groups across the community and the formation of partnerships that work toward developing a more sustainable campus. The department has made substantial changes to the way in which the University functions, including consultation in construction plans, campus-wide use of single stream recycling that includes paper, aluminum, plastic, metal, and glass which is recycled in the same container and other efforts that engage the campus community.

The Sustainability Office maintains a website and Facebook page where information on other initiatives can be found: <http://www.bc.edu/offices/sustainability/campus-initiatives.html>.

Individual students and graduate student organizations are encouraged to consider sustainability when planning an event. It is the responsibility of all students to understand their role in creating a more sustainable campus (and planet). The Sustainability Office provides tips for conserving resources, commuting, and links to volunteering at <http://www.bc.edu/offices/sustainability/what-you-can-do.html>.

## **Disability Services and Accessibility**

RGSO and Graduate Student Government officers should be mindful of access for individuals with disabilities when planning the location of meetings, providing materials, and scheduling events. RGSOs and Graduate Student Governments need to be accessible, or provide the necessary accommodations, to all of their members, participants, and guests. Information about campus accessibility is available [here](#).

Campus maps which show accessible paths can be found [here](#).

Individuals with disabilities who require accommodations or information about accessibility in connection with an event sponsored by Boston College should contact the Disability Services Office at 617-552-3470. Individuals are encouraged to contact the Disabilities Services Office as soon as possible, and preferably a minimum of two weeks prior to the event. The Office will work with event sponsors and individuals to provide reasonable accommodations and accessibility for the event.

# Entertainment Services/Contracts and Agreements

## General Information

All RGSOs and Graduate Student Governments must use Boston College's standard performance and vendor agreement/contract(s) when working with all performers and vendors. Please review the following policies and procedures regarding contracts/agreements. Failure to comply with the policies, procedures and expectations of the Office of Graduate Student Life may result in the loss of organizational status or privileges.

It is important to note that students may not sign contracts/agreements. All contracts/agreements must be signed by Boston College, through the Office of Graduate Student Life, for the performer or vendor before the event takes place.

RGSOs and Graduate Student Governments must use the standard contract/agreement provided by the Office of Graduate Student Life. (Please see the Sample Performance Contract in the [Appendix](#).) If the RGSO or Graduate Student Government plans to use a different contract/agreement, they must speak with an Office of Graduate Student Life staff member before getting the contract/agreement signed by the vendor or performer. In cases like this, a Boston College contract/agreement addendum may be required to be added to the contract/agreement for performer or vendor signature. (Please see ask your MGSC Advisor if this will be necessary). All contracts/agreements for student organizations must be reviewed and signed by the Office of Graduate Student Life. Students and advisors may not sign any contracts/agreements. It is advised that advisors be informed about events before contracts/agreements are submitted to the Office of Graduate Student Life.

## Guest Speaker Policy

Boston College encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation and/or artistic expression. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. It should be understood that providing a forum in no way implies Boston College's approval or endorsement of the views expressed by the student organization sponsored speaker.

Additionally, guest speakers must be aware of the fact that Boston College is a Jesuit Catholic institution, and should agree to be respectful of its values and mission. When deemed necessary, specific language may be required to be included in event's publicity in order to clarify that guest speaker's views may not reflect Boston College's opinion. The standard phrase reads: *"The views and opinions expressed at this event are those of the speaker/performer do not necessarily reflect the opinion or position of Boston College, its employees or students."*



## Group Email and Lists

Information Technology offers 3 options to the Boston College community for group email and lists.

1. **BCPost:** This is Boston College's mailing list service. A mailing list, also known as a listserv, is an email-based discussion group that allows members to send an email message to a group of people using a single address. When you post (send) an email to a listserv, your email is sent to all of the other people on that listserv. A listserv can be restricted, which means that only people approved by the list owner can join the list. A listserv can also be monitored, which means that all posts to the list must be approved by the list owner before being posted to the entire list. For more information, please see [here](#).
2. **Group Email Accounts:** Learn how to use Google Groups as a collaborative inbox. This service essentially creates a shared email account, but with more features. It is possible to assign emails to a specific person, create tags, lock messages, flag messages as no action required and categorize messages by topic. For more information, please visit [here](#).
3. **Campus Groups:** These can be used to define a group of people that is available for emailing and for access control. Access control can include filesharing, web-based collaboration, and website security. Campus Groups are a good option if you need to use the group for functions other than just email. However, Campus Groups do not have all the functionality of listservs, e.g. postings cannot be restricted and/or moderated. For more information, please see [here](#).

## Protection of Minors Policy

Boston College's policy on the Protection of Minors is designed to provide a safe environment for minors when on the Boston College campus, or while participating in University- sponsored activities off campus. This policy is intended to apply to University-sponsored activities involving minors, and programs for minors sponsored by non-University organizations that operate in University facilities. See policy: <https://www.bc.edu/offices/hr/BCprotectionofminors/>.

If a RGSO or Graduate Student Government wishes to organize a program or event, either on or off campus, which involves minors (any person under the age of 18), permission must be obtained far in advance from the Office of Graduate Student Life, who will consult with Student Affairs and Human Resources to see if it will be possible to host the program.

## Governance of Registered Graduate Student Organizations (RGSOs only)

The Office of Graduate Student Life reserves the right and has the absolute authority to register Graduate Student Organizations at Boston College. The Office of Graduate Student Life also has the right and authority to review, adjust and amend the status of Student Organizations, and to suspend the rights and privileges of any RGSO for any reason. Boston College values diversity of thought and recognizes that the free expression of ideas is integral to the educational process.

RGSOs, officers, and members are expected to meet and abide by the standards set forth in the Boston College Student Guide. The Student Guide is updated on a regular basis by the Office of the Dean of Students and is found [here](#). The Student Guide outlines the standard for conduct for

members of the Boston College community; members of RGSOs are also governed by these standards, in addition to the Graduate Student Organization Handbook.

## **Community Standards for Registered Graduate Student Organizations and Graduate Student Governments**

As leaders in the Boston College community, students participating in RGSOs and Graduate Student Governments are ambassadors of the University with regard to these roles. All students participating in these activities are expected to be in good academic and conduct standing with the University and to follow all University policies. Violations of the Student Code of Conduct (sections 4 & 5 of the Student Guide) are taken seriously and will be adjudicated accordingly. Conduct action could be taken against individual members of RGSOs, as a group, or both.

If a RGSO or Graduate Student Government has been alleged to have violated the Student Code of Conduct the following process will be initiated:

1. The Office of the Dean of Students will, in most cases, act as the primary adjudicator of the incident. Boston College reserves the right to augment the hearing format if necessary.
2. Based upon information available the Office of the Dean of Students, in consultation with the Office of Graduate Student Life, will decide if the whole group, specific members, and/or members in leadership positions will be charged as respondents in the matter. The respondents will receive a Notice to Appear for a conduct hearing. Specific hearing board policies can be found in Chapter 5 of the Student Guide.
3. The Office of the Dean of Students will make a determination of responsible or not responsible for the violations the group has alleged to have violated. If a determination of responsibility is made, they will also make a sanction recommendation for both the individuals involved and the RGSO/Graduate Student Government as a whole.
4. The Office of the Dean of Students will consult with the Office of Graduate Student Life and then make final recommendations.
5. The RGSO/Graduate Student Government will be notified of the violations that they have or have not been found responsible for, as well as any sanctions directed to individuals, the RGSO/Graduate Student Government, or both if appropriate.
6. Individual students will receive sanctions outlined in the Student Code of Conduct; RGSO/Graduate Student Government can also receive status sanctions based on the recommendation. Sanctions for these cases may involve the RGSO/Graduate Student Government receiving warnings, probationary status, revocation of privileges, or suspension and/or withdrawal of their recognition as a RGSO/Graduate Student Government. The University also reserves the right to impose sanctions that are educational, prevent further misconduct, eliminate a hostile environment, or deter students from certain behavior.
7. The RGSO/Graduate Student Government will have five (5) days to submit an appeal of the matter

to the Office of the Dean of Students. More information with regard to appeals can be found in Chapter 5 of the Student Guide.

In incidents where the alleged behavior is deemed severe or dangerous to the University community, the Office of the Dean of Students, in consultation with the Office of Graduate Student Life, may take an Interim Administrative Action to suspend the group, and all group activities, until the matter has been formally adjudicated. More information with regard to Interim Administrative Actions can be found in Chapter 5 of the Student Guide.

Of note, RGSOs or Graduate Student Governments that have allegedly violated administrative policies (i.e. posting policy, fiscal/budget issues, use of facilities, etc.) but have NOT violated the Student Code of Conduct will work directly with the Office of Graduate Student Life to remedy the situation.

## **RGSOs/Graduate Student Governments and Conduct Records**

All conduct records are kept within the Office of the Dean of Students, with exception of administrative/operational violations which will be documented and kept in the Office of Graduate Student Life.

## **RGSOs/Graduate Student Governments and Compliance with the Code of Student Responsibility**

While there are expectations and guidelines regarding the conduct and behaviors of RGSOs and Graduate Student Governments and their members, the University's Code of Student Conduct applies to all student organization-related activities and their members. When individual students are found in violation of the Student Code of Conduct and sanctioned accordingly, it may require the Office of Graduate Student Life to take appropriate action to ensure the safety and security of all students. These actions may include removal from organizational membership or officer position, depending on the particular situation.

The Office of Graduate Student Life works closely with the Office of the Dean of Students and the Office of Student Conduct. In situations when a number of members of the same RGSO or Graduate Student Government are involved in activities that are considered a violation of the Student Code of Conduct, the Office of the Dean of Students and the Office of Graduate Student Life reserve the right to decide if the behavior or activity should be handled as a student organization violation. If the organization is considered involved in any way, the organization, its members and officers, will be subject to student organizations conduct and sanctioning according to the Office of Graduate Student Life and Office of the Dean of Students guidelines.

## **University Hazing Policy**

Any form of hazing is prohibited by [University policy](#) and [Massachusetts State Law](#). RGSOs and Graduate Student Governments are required to submit to the Office of Graduate Student Life an

annual anti-hazing certification document. This document outlines the University's anti-hazing policy, and requires student organizations to communicate the policy to all its members and comply with the policy. (See the Annual Registration requirements for RGSOs and Graduate Student Governments [here](#)).

Hazing activities will not be tolerated and will be sanctioned accordingly. Sanctions for hazing include but are not limited to RGSO and Graduate Student Government suspension and de-recognition.

For information regarding the University Hazing Policy, please visit [here](#).

## **Sexual Misconduct Policy and Resources**

Boston College seeks to foster a campus environment that supports its educational mission and is free from exploitation and intimidation, as well as discrimination based upon gender. Sexual misconduct of any kind, including sexual harassment and sexual violence, domestic and dating violence, and stalking, is antithetical to the mission of Boston College and the values it espouses and will be responded to accordingly. In accordance with Title IX, the University strives to eliminate sexual violence on campus, prevent its occurrence, and address its effects.

This policy provides information regarding the University's education, prevention, and response efforts related to sexual misconduct by students, including descriptions of prohibited behavior, options to report misconduct (including confidential options), possible remedies and sanctions, and on- and off-campus resources. This policy explains how the University will proceed once it is made aware of possible student sexual misconduct.

The University strongly encourages any student who believes he or she has been harassed or subjected to sexual misconduct to seek prompt assistance from the resources described in this [policy](#).

# CHAPTER 6:

## PUBLICITY & COMMUNICATIONS

### Posters/Flyers/Yard Signs/Banners/Displays

RGSOs and Graduate Student Governments can post flyers on campus to promote meetings, events, programs, etc. The Boston College Posting Policy is found in the [Appendix](#) section of this Handbook. Depending on the type of event, advertising materials may require an additional statement to clarify the content does not reflect Boston College's views. The statement reads, *"The views and opinions expressed at this event are those of the speaker/performer and do not necessarily reflect the opinion or position of Boston College or its employees or students."*

### Maloney Poster Display

RGSOs and Graduate Student Governments may advertise in the poster display locations in Maloney Hall. The poster board must be vertical (2' x 3') and be approved by the Office of Student Involvement. To reserve a poster display space and get approval of the poster, go to the Office of Student Involvement portal on MyBC, click "Events," and click the week that you want to reserve a poster display space. Click "Register," and complete the form. Advertisements may not be posted more than five days prior to an event. Advertising space is based upon availability and the Office of Student Involvement approval. Below is a step-by-step process to submit the poster display request in MyBC:

1. Log into MyBC ([www.bc.edu/mybc](http://www.bc.edu/mybc))
2. Type in at the search bar at the top of the page: OSI
3. Click on the tab called "Events"
4. Find the week (Monday) in which you want to post in the display
5. Click on "Hillside Poster Display" *or* "Maloney 4<sup>th</sup> Floor Poster Display". Only 1 display space can be requested.
6. Click the green button that says "Yes, Register Now"
7. Fill out the information and submit the request
8. Upon approval, the poster display space will be reserved for the whole week (Monday-Sunday)

### Campus Wide Calendar

The Boston College Event Calendar is the official calendar of University events and is managed by the Office of Marketing Communications. The calendar can be found [here](#). To submit, update, or correct

information in the event listing, please contact the Boston College Calendar editor at [univcal@bc.edu](mailto:univcal@bc.edu).

## MyBC Calendar

When creating an event on MyBC, if it is open to the BC community and you would like the event to have as much visibility on-line as possible, you should:

- Select “Public + Website or “Boston College” in the Who can see this? Section
- Check the box next to “Submit request for inclusion on the Student Life calendar to reach more people” in the Calendar Sharing section

## RGSO and Graduate Student Government Websites

- MyBC provides the technology to help you build a website within your organization’s portal
- Gather text, pictures, and information for the website
- Get the website up and publicize
- Post the site’s URL to your student organization’s publicity

If a RGSO or Graduate Student Government chooses to build a website on MyBC, they are responsible for developing and maintaining their own site. For information on accessing and maintaining your website, login to MyBC and click “Help and Support” and/or visit this helpful resource page [here](#).

## Tabling

RGSOs and Graduate Student Governments may reserve a table to promote the organization and its events. Due to the demand on tabling space, organizations are limited to 6 (six) tabling opportunities per semester. Tables are first come/first serve, and there is a 2 (two) table limit on the number of reservations per space per day. To reserve a table:

- Log in to the Agora Portal, and click on “Event Space Reservation System”
- Like reserving a room on campus, select the date, time, and location, then enter the event details
- You can reserve a table for the Academic Quad, Campus Green, McElroy Commons, and O’Neill Plaza
- Once the request is approved, the requestor will receive an e-mail containing further information on how to pick up the table, location, etc.

## Social Media

The Office of Graduate Student Life would like to promote all student involvement opportunities on campus. The Office of Graduate Student Life uses the following 3 social media outlets:

- Facebook: <https://www.facebook.com/BCOGSL/>
- Twitter: [@BC\\_OGSL](#)

- Instagram: [@bc\\_ogsl](#)

To have your organization's posts featured on any of these mediums, please contact [gsc@bc.edu](mailto:gsc@bc.edu). We also encourage you to:

1. Tag the Office of Graduate Student Life using the handle [@BC\\_OGSL](#)
2. In the text of your post, use the hashtag [#BCGradLife](#)

If your organization would like to share information via the Office of Graduate Student Life newsletter, please email [gsc@bc.edu](mailto:gsc@bc.edu).

The Graduate Student Association (GSA) may also be helpful in getting the word out for your organization. Email them at the address below and visit their Facebook page.

- Email GSA at [gsa@bc.edu](mailto:gsa@bc.edu).
- Facebook: <https://www.facebook.com/bostoncollegegsa/>

## **Faculty & Administration Announcements**

When events are of an academic, educational, or professional nature, it is recommended for RGSOs and Graduate Student Governments to ask professors to mention your event during class or via e-mail to their students.

## **Posting Policy**

This policy is intended to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property, and reduces unnecessary expenditures of University resources used to repair and/or replace University property. All RGSO and Graduate Student Government postings on the Boston College Campus must be approved and stamped by the Office of Student Involvement or the appropriate designated department. Postings must contain all information that is relevant to the event, including contact information to which questions about the event can be directed. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. The Office of Student Involvement reserves the right to make decisions regarding the approval of what is to be posted on University property.

The Office of Student Involvement oversees the University Posting Policy. For a complete version of the Posting Policy please see the [Appendix](#).

# ***CHAPTER 7:***

## **APPENDIX**

### **Graduate Student Governments at Boston College**

Graduate Student Association  
Biology GSA  
Chemistry GSA  
Classical GSA  
Economics GSA  
English GSA  
Graduate Arts and Sciences Association  
Geology/Earth & Environmental Science GSA  
Graduate Education Association  
Graduate Management Association  
Graduate Nursing Association  
History GSA  
Math GSA  
Middle Eastern Studies Association  
Philosophy GSA  
Physics GSA  
Political Science GSA  
Psychology GSA  
Romance Languages GSA  
School of Theology and Ministry Student Forum  
School of Social Work Student Collective  
Slavic GSA  
Sociology GSA  
Theology GSA

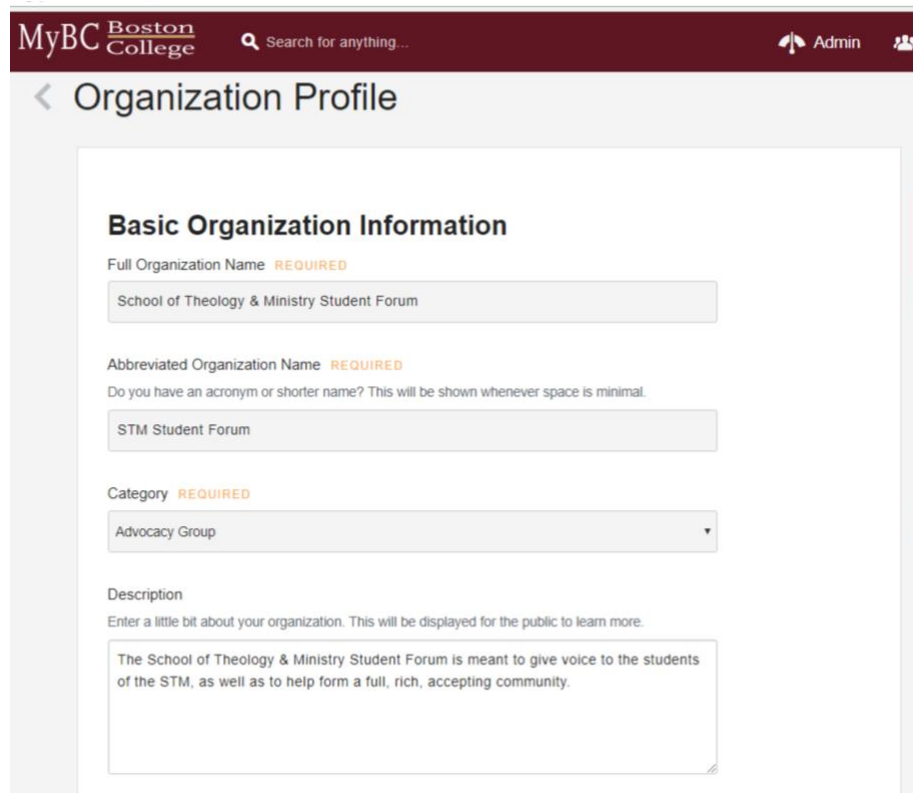


# MyBC Portal Renewal Instructions

**Must Be completed by July 31 each year.**

## Step One:

Begin your MyBC registration by filling out basic organization information. This includes your full organization name, your abbreviated name, which category your group falls under, a description of your organization, any keywords that might bring up your group when searched, and your website if you have one (not required).



The screenshot shows the 'Organization Profile' page in the MyBC Boston College portal. The page has a dark red header with the MyBC Boston College logo, a search bar, and an 'Admin' button. Below the header, the page title is '< Organization Profile'. The main content area is titled 'Basic Organization Information' and contains several input fields:

- Full Organization Name** (REQUIRED): A text input field containing 'School of Theology & Ministry Student Forum'.
- Abbreviated Organization Name** (REQUIRED): A text input field containing 'STM Student Forum'. Below this field is a note: 'Do you have an acronym or shorter name? This will be shown whenever space is minimal.'
- Category** (REQUIRED): A dropdown menu with 'Advocacy Group' selected.
- Description**: A text area with the instruction 'Enter a little bit about your organization. This will be displayed for the public to learn more.' The text area contains the following text: 'The School of Theology & Ministry Student Forum is meant to give voice to the students of the STM, as well as to help form a full, rich, accepting community.'

/orgsync.com/139677/profile/renew

MyBC Boston College Search for anything... Admin

The School of Theology & Ministry Student Forum is meant to give voice to the students of the STM, as well as to help form a full, rich, accepting community.

**Keywords**  
Keywords are used when searching for organizations. The more keywords the more likely your organization will be found. Separate each keyword by a comma.

Theology, Ministry, Brighton, Community,

**Website**  
Do you have a website already? Share it on your profile!

<http://www.yoursite.com>

Continue

### Step Two:

Next, you will need to fill out your officer information. This will include who your primary contact is, their title (typically the President of the org), and their email. You will need to include your second primary contact, their name, title, and email. The name and email of **the organization senator** is also required **only** for the following organizations, which make up the Graduate Student Senate:

- Carroll Graduate School of Management
- Connell Graduate School of Nursing
- Lynch Graduate School of Education
- Graduate School of the Morrissey College of Arts and Sciences
- School of Social Work
- School of Theology and Ministry
- Graduate Pride Alliance
- Graduate Students of Color Association
- Graduate International Student Association

## < Organization Profile

### Officer Information

Please enter the Position, Name, and Email Address of at least two primary contacts. The President and Treasurer names are required.

Primary Contact Name **REQUIRED**

Raven Baxter

Primary Contact Title (e.g. President) **REQUIRED**

President

Primary Contact Email **REQUIRED**

baxterr@bc.edu

Validation  
Valid input may include: name@myschool.edu

Primary Contact #2 Name **REQUIRED**

Chelsea Daniels

Primary Contact #2 Title (e.g. Treasurer) **REQUIRED**

Treasurer

Primary Contact #2 Email **REQUIRED**

danielsc@bc.edu

Validation  
Valid input may include: name@myschool.edu

Senator Name **REQUIRED**

Eddie Thomas

Senator Email **REQUIRED**

thomase@bc.edu

Validation

### Step Three:

Then you will need to submit your advisor information. Their name, title, and email are required for this form.

The screenshot shows a web browser window with the URL <https://orgsync.com/139677/profile/renew>. The page header includes the MyBC Boston College logo, a search bar, and links for Admin and My Me. The main heading is "Organization Profile". The form section is titled "Advisor Information" and contains three required fields: "Advisor Name" with the value "Mr. Lawler", "Advisor Title" with the value "Associate Dean", and "Advisor Email" with the value "lawler@bc.edu". A validation message states "Valid input may include: name@myschool.edu". At the bottom of the form are three buttons: "Save & Finish Later", "Previous", and "Continue".

### Step Four:

If your organization has any social media pages that you would like your membership to be able to see and access, you can submit this information on the fourth page. This provides space to share your Facebook URL or Twitter handle.

The screenshot shows a web browser window with the URL <https://orgsync.com/139677/profile/renew>. The page header includes the MyBC Boston College logo, a search bar, and links for Admin and My Me. The main heading is "Organization Profile". The form section is titled "Org Social Media Information" and contains two fields: "Facebook" with the value "https://www.facebook.com/groups/bcstm" and "Twitter" with the value "@BCSTM". A validation message for the Facebook field states "Valid input may include: http://www.myschool.edu". At the bottom of the form are three buttons: "Save & Finish Later", "Previous", and "Continue".

### Step Five:

This is an important page for the registration of your organization. On this page, you must submit your organization's mission statement. The mission statement should include the driving force of the organization. What is the organization's purpose? What separates it from other existing organizations? On this page, you must submit your org's constitution. You may also submit a current roster. (The roster is helpful for organizations that create and manage their own list servers. Keeping this list server here and with the organization eliminates the need to re-collect email addresses each year).

forum x Handbook Appendix - X

Secure | https://orgsync.com/139677/profile/renew

MyBC Boston College Search for anything... Admin My Mer

### Detailed Organization Information

Organization Mission Statement **REQUIRED**

To build a Christ-filled, accepting community for people to voice their concerns and grow in God.

Constitution **REQUIRED**

Please upload your organization's constitution.  
The maximum size of a file upload is 20MB.

Upload STM Forum Constitution.docx

Roster

Please upload your organization's roster including name, BC email address, and School.  
The maximum size of a file upload is 20MB.

Next on this page, please submit your membership requirements. Do they need to be in a certain school, do they need to be grad students, etc.? How does the group choose who holds leadership positions?

Finally, what are the goals of the organization? All of these boxes must be filled out in order to complete registration of your organization.

### Step Six:

On this page, you must read through the Massachusetts Hazing Legislation Compliance Statement (linked on the page) and agree to the terms given. Please note that you will also be required to sign and submit a hard copy of the BC Anti-Hazing Agreement to the Office of Graduate Student Life.

Forum x Handbook Appendix - m x

Secure | https://orgsync.com/139677/profile/renew

MyBC Boston College Search for anything... Admin My Mem

School of Theology & Ministry Student Forum

## < Organization Profile

### Additional Questions

Anti-Hazing Statement **REQUIRED**

Please read the Massachusetts Hazing Legislation Compliance Statement, which can be found at <http://www.bc.edu/content/dam...>

As a designated Contact Person of this organization, Under penalty of law, I attest that our organization has received a copy of Sections 17, 18 and 19 of Massachusetts General Laws Chapter 269 with respect to hazing, that every member of this organization is aware of these sections and that our organization understands and agrees to comply with the provisions of M.G.L. 269, Sections 17, 18 and 19.

Save & Finish Later Previous Continue

### Step Seven:

Almost done! This page gives you one last chance to go back and review any of the previous pages. When you feel the form is completed, you can click the green “Finish” button. You’re done! Congratulations on the registration of your graduate organization!

Forum x Handbook Appendix - m x

Secure | https://orgsync.com/139677/profile/renew

MyBC Boston College Search for anything... Admin My Mem

## Organization Registration

### You're Almost Done

To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish."

This form is **not** submitted until you press "Finish".

Previous Finish

# How to Draft a Constitution

An important foundation of an effective organization is its constitution. The purpose of a constitution is to define the policies and procedures of the organization and to establish limits of authority. The constitution should be compiled by members of a committee established for that purpose and voted on by the entire membership. In this way, both the officers and the regular members understand their roles in the organization.

A constitution also serves the purpose of guaranteeing the perpetuation of the organization as a whole. If a constitution does not exist, an organization cannot exist. If the organization's constitution is outdated, the first priority must be to revise it. Establishing limits and standards are of primary importance if the organization is to function efficiently and effectively.

## GUIDELINES FOR CONSTITUTIONS:

The constitution guidelines below are an example and not a form to be completed. The more time an organization spends drafting a constitution, the fewer problems the organization will have later. Also, the organization is not limited to the options below. Additional lines, sections, or articles can be added.

### Article I. Name of Organization

A. The name of this organization shall be "name," hereafter referred to as "name."

- If your organization wants to use "Boston College" in its name, then it must be "name" of Boston College.

### Article II. Purpose of Organization

A. The purpose of this organization shall be...(state the purpose of your organization).

### Article III. Membership Qualifications

A. \*Active Members: must be full-time and/or part-time graduate students at Boston College. Only students actively enrolled on campus are eligible to run for office. Membership must be open to all BC graduate students regardless of academic program.

B. \*Non-Discriminatory Clause: There shall be no discrimination against any individual due to their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities, or sexual orientation.

### Article IV. Officers

A. How many officers?

- \*The Office of Graduate Student Life requires a minimum of 2 officers: a President and a Treasurer.

B. Who qualifies for the office?

- \*OGSL requires officers to have a minimum GPA of 2.5 and to be in good standing with the University. Officers must be actively enrolled on campus.

C. What are the officer's duties?

- For example, the President's responsibilities should include having regular contact with the OGSL and attending informational meetings sponsored by OGSL.
- The Treasurer's responsibilities should include managing, maintaining, and balancing all financial transactions; preparing budgets, and attending any mandatory meetings; having regular contact with the Student Affairs Business Service Center (SABSC); and attending Treasurers' Trainings.
- Which officer will maintain the membership list and listserv/MyBC page?

D. What is the procedure for filling a position if an office is vacated or an officer is impeached?

E. How can an officer be impeached?

- What is the basis for impeachment?
- How is the complaint filed?
- Who convenes the impeachment proceedings?
- Is it the executive board or the general membership who hears the complaint and the response? What percentage vote is required to remove an officer from the position?

#### **Article V.** Organizational meetings

A. Regular Meetings: How often will regular meetings be held?

B. Executive Meetings: How often will the officers meet?

C. Special Meetings: Who has the authority to call for emergency meetings?

#### **Article VI.** Elections

A. Does someone have to be an active member of the organization for a certain period before they are eligible to run for an office? What if no candidate meets these requirements?

B. Who coordinates the election process?



C. How far in advance are elections announced and members notified of the positions and description of responsibilities?

D. How and when are nominations made?

E. When do elections occur?

- \*OGSL requires organizations to complete elections by May 30.

F. How are the elections held?

- Who votes; will MyBC Polls be used; will written ballots be used; who counts the votes, etc.

G. What happens in the event of a tie?

H. How and when are the members notified of the election results?

**Article VII.** Committees: Standing or Ad Hoc (applies mainly to larger organizations)

A. Description of each committee; what are the committee's duties and responsibilities?

B. Who appoints committee chairpersons?

**Article VIII.** Method of Amending the Constitution

A. How will the organization accept amendment proposals for the constitution?

B. When will the organization meet to review amendment proposals?

C. How will the organization members be notified of an amendment proposal before it is voted on?

D. How many active members must be present for a vote to take place?

E. What quorum percentage is required to amend the constitution?

F. \*The article should include the statement "Any changes made to the original constitution or bylaws must be approved by OGSL before being considered active."

**Article IX.** Ratification

A. When does the constitution go into effect?

- It is when OGSL approves the constitution—see VIII, Section F

B. How often will the constitution be reviewed and revised?

**Article X.** Organization Advisor and Role

A. What role and function should the advisor play?

- The advisor should be fulltime Boston College faculty or staff, and all student organizations are required to have an advisor.

B. How often will the Executive Board meet with the advisor?

\* The sections marked with an \* must be included in all student organization constitutions.

# Sample Reimbursement Form

## SABSC BC STUDENT Reimbursement Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Use this form to request reimbursement for an expense incurred. This form should not be used for compensation, awards or payments for services

Date: 01 / 20 / 2018 ← Today's date

**Reimbursement Requested for:**

Student Name: John Smith ← Name, address, etc of person to receive reimbursement Eagle ID Number: 1234 5678

Permanent Home Address: 1234 Comm. Ave Apt #8

City, State and Zip: Brighton MA 02135

Phone: 617 126 4578 E-Mail: smithj@bc.edu

Are you currently a paid student employee at Boston College? Yes  No  ← please mark appropriate box

All student reimbursements are paid via direct deposit. If you are not already signed up to receive REIMBURSEMENTS via direct deposit see the link <http://www.bc.edu/offices/buy/forms.html>

All students are encouraged to sign up for direct deposit. If you do not sign-up for direct deposit for REIMBURSEMENTS, your check will be mailed to your permanent home address ← Date of purchase and amount requested. Include "PARTIAL" if full expenses is not being reimbursed

Expense Date: 01/01/2018 Total Reimbursement Requested: \$50 PARTIAL

Detailed Description of Expense/Business Purpose (Attach ALL associated receipts): Food and refreshments for monthly meeting of GSA Philosophy >25 attendees ← Write brief description of event - if there was <25 attendees please attached a list of attendees

Chartstring Name: GSA ← Include your organizations chartstring name and input number below

Chartstring:

Dept ID	Fund	Fund Source	Program	Function	Property	Account (SABSC Use)
025103	920		00000	999	00000	

Put your unique fund source here.

**Reimbursement Requested by:**

Name: Joseph O'Malley Title: Treasurer GSA Philosophy

Phone: 618 124 598 E-Mail: omallyj@bc.edu

**Authorized Approvals:**

Name: Joseph O'Malley Title: Treasurer GSA Philosophy Sign: [Signature] Date: 01/20/2018

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

----- For SABSC Use Only -----

Comments: \_\_\_\_\_

# Alcohol Policy

## OFFICE OF GRADUATE STUDENT LIFE

### Policy for the Purchase of Alcohol

#### Using Graduate Student Activity Fee Funds

Any events involving alcohol purchased by the graduate student activity fee and/or paid through a registered graduate student organization chart string must be submitted for consideration in writing on an Alcohol Request Form **at least two (2) weeks in advance** of the event date. The Alcohol Request Form will require signatures from the responsible student/organizer, the student organization advisor, and the academic associate dean of the appropriate school. The form will then be submitted to the Office of Graduate Student Life for final approval. The Office of Graduate Student Life will notify the student organizer as to whether or not the purchase of alcohol will be approved for the event.

All graduate student events involving the use of graduate student fees must comply with the following alcohol policy.

1. The **graduate student activity fee will not be used to reimburse graduate students for the purchase of alcohol**. This includes social events, tailgating, meetings, etc. sponsored by graduate student organizations. **Reimbursement for alcohol purchased at a store or other retail facility (i.e. liquor store, convenience store, etc.) is strictly prohibited.**
2. **Open bars are not permitted at any student-sponsored or student-related event.**
3. Drink tickets may be purchased for BC graduate student attendees of off-campus events held at an authorized establishment with the proper licensing according to applicable state and local laws. Each student will only be allowed a maximum of two (2) drink tickets per person. This is also applicable to on-campus events.
4. Alcoholic beverages and/or service at on-campus events must be provided by Dining Services in conjunction with events or functions scheduled through Event Management. Hosts of such functions will incur a \$50 Massachusetts Caterer's license fee in addition to all bar and catering service costs.
5. In some cases, a Boston College Police detail may be required for any event with more than 50 guests or as required by appropriate licensing authorities. The level of coverage required, as well as any exceptions, are to be determined by the Chief of the Boston College Police.

6. The bar may serve alcoholic beverages for no more than three hours and must close at least one hour prior to the end of the event.
7. Any social event held at Boston College at which alcoholic beverages will be served must have a sponsor who is at least 21 years of age. Student-related events at which alcohol is served are limited to those students who are 21 years of age or older.
8. The sponsor is responsible for full compliance with the requirements of this policy and must be present for the duration of the event. The sponsor of an event, as well as those responsible for dispensing alcoholic beverages, are responsible for assuring that function attendees do not drink to excess.
9. Nonalcoholic beverages and appropriate food items must be made available by the sponsor of the event at no additional charge to the attendees.
10. Only one alcoholic beverage at a time may be served to each individual.
11. Drinking contests or other activities that promote the consumption of alcoholic beverages are prohibited.
12. All off-campus alcohol-related events, including student-sponsored events that involve the use of Boston College funds, must comply with applicable state and local laws. It is the responsibility of event sponsors to ensure this compliance, and to ensure that off-campus facilities have in place alcohol policies comparable to those of Boston College.

#### Advertising and Promotion of Alcohol-Related Events

Marketing efforts that promote or encourage the sale or consumption of alcoholic beverages are prohibited by Boston College. The University does not accept sponsorship of its events, publications, or programs by corporations or businesses in the alcohol beverage industry. Advertisements for events at which alcohol is to be served must be in compliance with the following guidelines:

1. All student-related promotional materials or activities must be registered with, and approved in advance by, the Office of Graduate Student Life
2. Alcoholic beverages (e.g., kegs or cases of beer) are not to be provided as awards or contest prizes to individuals or to campus organizations.
3. Unless approved by the Office of Graduate Student Life, postings and/or leafleting promoting commercial liquor establishments are prohibited.

"Tailgating" in conjunction with home football games is restricted to designated areas on campus.

1. Tailgating activities are to commence not earlier than two and one-half hours before the start of any game.
2. All tailgating activities must terminate within two hours following the completion of any game scheduled to begin prior to 4:00 P.M., and no later than one hour following the completion of any game scheduled to begin at 4:00 P.M. or later. No tailgating is allowed after games that begin at 6:30 P.M. or later.
3. Kegs and beer balls are prohibited and subject to confiscation.
4. Alcohol is prohibited in Alumni Stadium except in licensed facilities.
5. Quantities of alcohol must be reasonably proportionate to the number of legal-age individuals present.
6. The availability of food and nonalcoholic beverages at tailgate functions is strongly recommended.

Violations of this policy by undergraduate and graduate students will be dealt with through the Student Conduct System in accordance with procedures set forth in the BOSTON COLLEGE STUDENT GUIDE. Substantiated violations may result in sanctions up to and including suspension or dismissal from the University.

Violations of this policy by law students will be addressed at the Law School by the appropriate Law School committee in accordance with the Law School's ACADEMIC POLICIES AND PROCEDURES MANUAL, this alcohol policy, and the BOSTON COLLEGE STUDENT GUIDE.

*Policy updated 12/22/17*

# Alcohol Request Form

Office of Graduate Student Life

Boston College

## Alcohol Request Form

Boston College observes all laws and regulations governing the sale, purchase, and serving of alcoholic beverages by all members of its community and expects these laws will be adhered to at all events associated with Boston College.

The Office of Graduate Student life does not intend through its guidelines or policies to restrict the responsible use of alcohol by members of the BC graduate community who are at or above the legal drinking age of 21. However, efforts to observe existing laws and regulations in an environment of inclusion will impose some constraints on those who are of legal drinking age.

**The sponsoring student organization must complete this form and submit to the Office of Graduate Student Life for consideration at least two (2) weeks in advance of the event date. Completion of this form does not guarantee approval.** OGSL will contact you in writing to inform you whether or not the request is approved.

**This form should be dropped off in person to your Murray House Advisor whose office is located on the second floor of the Murray House.**

*Please complete all sections before submitting to the Office of Graduate Student Life for review and consideration.*

### **PART I: Organization**

Name of sponsoring organization: \_\_\_\_\_

Name of individual responsible for the event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART II: Event**

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Location: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

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**PART III: Risk Management** *(taken from BC Alcohol and Other Drug Policy)*

- The sponsor is responsible for assuring compliance with all University policies.
- Any off-campus facility utilized for an event at which alcohol is to be served must have a valid Massachusetts liquor license.
- Events at which alcohol is served are limited to those students who are 21 years of age or older. Exceptions to this policy, which may provide for alternative means of identification or for separate serving/consuming facilities for underage students, must be approved by the appropriate academic Associate Dean and the Director of Dining Services.
- Off-campus facility staff must assume the responsibility of checking for two forms of ID and for serving the alcohol.
- Students are not to be allowed to enter the event if they are intoxicated or attempt to bring in their own alcohol.
- Food and non-alcoholic beverages must be provided at events where alcohol is also provided.
- The bar may serve alcoholic beverages for no more than three hours and must close at least one hour prior to the end of the event.
- Only one drink per person may be served at a time.
- No "shots," doubles, or drinks with more than two liquors are to be served.

**PART IV: Approval Signatures Required**

**Signatures confirm that individuals have had a conversation with the organization about the alcohol procedures for this event and are satisfied with the arrangements. Reasonable good-faith efforts were made to ensure that this event complies with University Policy & State Law.**

**1. Person Responsible / Event Organizer**

- I have read and agree to adhere to the policy as stated in the Office of Graduate Student Life Policy for the Purchase of Alcohol and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcoholic beverages.

Print Name: \_\_\_\_\_ Eagle ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

**2. Faculty/Staff Advisor – for sponsoring graduate student organization**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**3. Dean/Associate Dean – for school/department/program associated with student organization**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office of Graduate Student Life Use Only*

OGSL Staff Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

- Approved
- Not Approved

Comments:

# Hazing Compliance Form

**BOSTON COLLEGE  
OFFICE OF THE DEAN OF STUDENTS**

**MASSACHUSETTS HAZING LEGISLATION COMPLIANCE STATEMENT**

As a designated Contact Person(s) of:

---

**Name of Organization**

Under penalty of law, I attest that our organization has received a copy of Sections 17, 18 and 19 of Massachusetts General Laws Chapter 269 with respect to hazing, that every member of this organization is aware of these sections and that our organization understands and agrees to comply with the provisions of M.G.L. 269, Sections 17, 18 and 19.

---

**Signature(s) of Contact Person(s)**

---

**Signature(s) of Contact Person(s)**

---

**Print Name(s)**

---

**Print Name(s)**

---

**Date**

Please return to the Office of Graduate Student Life, 292 Hammond Street

# Performance Contract



## Office of Graduate Student Life Performance Agreement

This Agreement dated as of [redacted] by and between Trustees of Boston College (“BC”) and [redacted] (“Performer”). In consideration of the premises and of the mutual covenants contained herein, BC and Performer hereby agree as follows:

1. The Performance. Performer will [redacted] at [redacted] on [redacted] beginning at [redacted] (the “Performance”). The Performance will be [redacted] long. Performer will arrive by [redacted] to set up before the Performance.
2. The Fee. For the Performance, BC will pay Performer \$[redacted], less any amounts required to be withheld by law (the “Fee”), including, without limitation, any amounts applicable under the Massachusetts Performing Entity Withholding Tax (under which the Performer may apply for a waiver of such tax through the Massachusetts Department of Revenue <http://www.mass.gov/dor/docs/dor/forms/wage-rpt/pdfs/pwh-ww.pdf>). The Fee will be full compensation for Performer’s participation in the Performance and all expenses incurred by Performer in connection with the Performance. Performer further agrees to complete a W-9 and register for direct deposit of payment with BC via [www.bc.edu/supplier](http://www.bc.edu/supplier). Performer shall be an independent contractor, free from BC’s direction and control, and not an agent or employee of BC. Performer shall have no authority to act on behalf of BC or in its name, to incur any obligations or expenses on behalf of BC, or to bind BC, either directly or indirectly, in any manner.
3. Equipment. Performer will be responsible for the provision of all necessary sound equipment, lighting, set up and break-down necessary for the Performance except as noted in the following sentence. The following special provisions will be arranged by BC at its expense: \_\_\_\_\_  
\_\_\_\_\_.
4. Sound and Performance. In connection with the Performance, Performer agrees:
  - a. to adjust the volume upon request by BC, and in no case allow the decibel level to exceed 95dB;
  - b. not to bring any firearms or pyrotechnics onto the campus; and
  - c. not to conduct the Performance in a manner that disparages BC or its Jesuit, Catholic identity and values.
5. Audio and Video Recording: Performer agrees that BC or members of the BC community may make audio or video recordings or photograph the Performance by any means and in any media

(the "Recordings") and use Performer's name, photograph and biographical information in connection with the reproduction, distribution and promotion of the Performance and the Recordings; provided, however, that Performer will retain any copyrights Performer may have in the Performance. Performer agrees that BC will own the Recordings and all copyrights and other rights therein, and that BC will have the irrevocable, worldwide right to make, copy, edit, publish, distribute, play, show, display and otherwise use and make available the Recordings and any works derived from the Recordings, by any means and in any media now existing or hereafter invented, and to authorize others to do the same, in furtherance of BC's educational mission.

6. **Force Majeure.** In the event of cancellation due to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, or other event beyond the parties reasonable control, making it inadvisable, illegal, unsafe or impossible to proceed with the Performance, this Agreement may be terminated by written confirmation and no cancellation charge will be assessed.
7. **Miscellaneous.** This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts (excluding conflict of laws rules). This Agreement contains and constitutes the entire agreement between the parties hereto and supersedes and cancels all previous negotiations, agreements, commitments, and writings relating to the Performance. It may be amended only by an agreement in writing, signed by each of the parties hereto.
8. Event Name \_\_\_\_\_
9. Event Date \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the date first above written.

**PERFORMER**

**TRUSTEES OF BOSTON COLLEGE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Carole Hughes

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: 292 Hammond St

\_\_\_\_\_

Chestnut Hill, MA 02467 \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: 617-552-1855

E-mail: \_\_\_\_\_

E-mail: gsc@bc.edu

# Posting Policy

All posters and banners must be **submitted for approval on MyBc** and approved by the Office of Student Involvement (Carney Hall, Suite 147)

The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. All student organization and department postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Boston College, including any references to alcohol, drugs, or sexual innuendos. We reserve the right to make decisions regarding the approval of what is to be posted.

**Sidewalk chalk is not permitted anywhere on campus.**

## FLYERS/POSTINGS

### *REQUIREMENTS*

- Pertain to and be sponsored by a **Boston College student organization or department**
- **Normal size is 8½" x 11" or smaller**
- **Limited larger postings are permitted; please see #5 for more details.**
- **Contain a blank 2" x 2" space in the bottom right corner** for the approval stamp (quarter sheets exempt)
- **Boston College contact name and either a phone number, email address, or website address**
- **PLEASE NOTE:** In special circumstances such as UGBC elections, additional restrictions may apply.

### *APPROVAL PROCEDURE*

1. Complete the **Posting Approval Request form in MyBC.**
2. Once the postings are approved and the copies have been made, return to OSI to stamp the copied flyers. Copies printed directly by Eagle Print submitted via MyBC may be stamped by Eagle Print.
3. There is a **maximum of 50 postings per event** (quarter sheets must be approved but do not have to be stamped). **Postings will be stamped for up to 7 days.**

**PLEASE NOTE:** Photocopied stamps ARE NOT acceptable proof of approval and violate the Posting Policy (unless printed directly at Eagle Print). Any flyer or banner that has a photocopied stamp will be taken down and the organization may lose privileges to post.

### 1. What Can I Post With?

Scotch tape and regular masking tape are the only types of tape and/or adhesive that may be used. NEVER use stickers, duct tape, packing tape, or “fun tack” type materials. If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers.

### 2. How Long Can My Posting Stay Up?

Flyers may be posted in approved locations **7 days prior to the event. The sponsoring group must remove all flyers** in approved locations within 24 hours after the event has taken place. Recycling is encouraged!

### 3. Where Can I Post?

1. **O’Neill Stairwell:** There is a limit of **5 postings per event in the O’Neill Stairwell.** Postings are allowed on the two side walls but are NOT ALLOWED on the overhang wall or on the stairs and railings.
2. **McElroy Stairwell “This Week at BC”:** There are designated areas to post one flyer per event for events occurring during that week. Other areas in McElroy that are approved for posting are the main lobby in addition to the ATM and mailbox areas. To be fair to all clubs and organizations, we ask that each group limit themselves to a **maximum of 2 postings per event in McElroy.**
3. **Flat Screens:** Organizations can have their events advertised on the flat screen TV’s around campus. Talk to your Murray House Advisor for more information.
4. **Academic Buildings** There is one “What’s Up” bulletin board in each academic building. The bulletin board locations are: Carney 1st floor, Cushing 1st floor, Devlin basement, Fulton 2nd and 3rd floors, Gasson 1st floor, Higgins 3rd floor, Lyons basement, Merkert 1st floor, and McGuinn 1st floor.
5. **Dining Halls:** Postings must be approved by the manager of each particular dining hall.
6. **Plex:** See the supervisor of the Plex for permission to post.
7. **Residence Halls:** Bring postings to Residential Life in Maloney Hall, Suite 415. Maximum of 138 postings per event.
8. **Robsham Theater:** Postings must be approved by Howard Enoch in Robsham Theater. Maximum of six postings per event.

9. **Outside:** The designated two-sided and three-sided kiosks throughout campus.

10. **Where Can I Not Post?**

1. Bus stops or emergency call boxes
2. Glass, brick, or painted surfaces
3. Sidewalks, stairs, or railings
4. Bathrooms
5. Stokes, Conte Forum, O'Neill Library, or Bapst Library
6. Commonwealth Avenue or Beacon Street Garages

4. **May I Display Postings Larger than 8 ½" x 11"?**

1. No more than 20 legal (8 ½" x 14") or tabloid (11" x 17") sized postings are permitted.
2. There is a maximum limit of 2 large postings per event in the O'Neill stairwell and 1 large posting per event in McElroy.

5. **How Will Violations Be Handled?** Facilities Services monitors postings on campus.

Postings or banners that do not adhere to any part of the posting policy will be removed and the organization will be contacted. Repeat violations may result in revoking privileges to post flyers/banners in the future. **Fines:** Any postings on bus stops or Emergency Call Boxes may result in a \$100 fine for the offending organization.

## **POSTER BOARDS**

A student group or department may advertise on a kiosk located in the Hillside lobby and the 4<sup>th</sup> floor of Maloney. The poster board must be vertical (2' x 3') and be approved by the Office of Student Involvement. To get the poster approved, go to the Office of Student Involvement portal on MyBC page, click "Events," and click the Monday of the week that you want to reserve a posting kiosk. Click "Register," and fill out the form. The Kiosk will be reserved for the entire week. Advertisements may not be posted more than five days prior to an event. Advertising space is based upon availability and OSI approval.

## **TEMPORARY LAWN DISPLAYS**

Displays, messages, and awareness campaigns may use temporary signage. This includes all free-standing publicity (e.g. signs, sandwich boards, A-frames, etc). The primary purpose of temporary lawn displays is to give directions, note location of events and activities, or advertise a particular event. Please note: Temporary Lawn Displays may need to be removed for maintenance or other facility related projects.

1. To gain approval, student organizations or departments must:
  1. Request/reserve either the O'Neill Plaza-ALL, Academic Quad-ALL or the Campus Green-ALL (Stokes Lawn) via EBMS. Booking multiple lawn spaces during the same time period is not permitted.
  2. Submit the display request via a "Posting Approval Request Form" through MyBC (display must be approved by OSI).
  3. Student Organizations only - Submit an event request to OSI through MyBC (event must be approved by OSI).

2. Student organizations/departments are allowed a maximum of 10 lawn signs for each designated location. Other free standing lawn displays will require additional permission from OSI.
3. Lawn displays can be placed on campus up to one week prior to the event, and must be taken down immediately following the event (evening of the event or first thing the following morning).
4. Lawn displays must not interfere with pedestrian or vehicular traffic. Lawn displays must not interfere with the maintenance of the lawn or disrupt sprinklers and other inground systems.
5. Corporate logos and other marketing is only permitted when the company is working directly with a student organization/department.

## **BANNERS**

### *REQUIREMENTS*

- Pertain to and be sponsored by a **registered Boston College student organization**
- **Boston College contact name and either a phone number, email address, or website address**

**PLEASE NOTE:** In special circumstances, additional restrictions may apply.

### *APPROVAL PROCEDURE*

1. Before creating a painted banner, a student organization representative must go to OSI to pick up a plastic drop sheet to lay under the banner. Facilities Services requires the plastic sheets so that concrete surfaces will not be damaged.
2. Banners **MUST** be created outdoors. Banners **CANNOT** be painted inside Carney, Maloney, McElroy, or any other building.
3. All banners must be brought to OSI to be approved and stamped. Please be sure paint is dry before being brought to OSI.
4. Only rope (no tape of any kind) can be used to hang banners.
5. Banners may hang for up to seven days.

**The student organization is responsible for removing the banner on the stamped removal date.** Banners that are not removed are considered a posting policy violation and may result in the loss of future privileges. **The student organization is responsible for removing the banner on the stamped removal date.** Banners that are not removed are considered a posting policy violation and may result in the loss of future privileges.

### *APPROVED BANNER LOCATIONS*

- For each event, student groups may hang up to two banners



- **Banners must be hung within the walls of the Chestnut Hill and Newton campuses.**  
Banners should not be visible from outside campus (e.g., no banners are permitted on Beacon Street, St. Thomas More Drive, or Commonwealth Avenue).
- **Banners may be hung on parking garages as long as they do not interrupt the traffic flow of vehicles or pedestrians, and are not hung up by tape. Banners may not be hung on buildings or in front of Robsham Theater. B**
- **Banners may not be hung on the trees in O'Neill Plaza, the Quad or Campus Green**

# Treasurer Agreement Contract

## Office of Graduate Student Life Treasurer Agreement

I, (Print FIRST and LAST name) \_\_\_\_\_ understand and accept full responsibility, both personally and financially for the graduate student activity fee issued to \_\_\_\_\_ (insert graduate student organization name) while in my role as treasurer for an Office of Graduate Student Life student organization at Boston College. I understand that the misuse of graduate student activity funds and/or violation of policies are extremely serious and may result in the following:

- dismissal from my position as treasurer/club officer
- personal financial responsibility for misused funds
- other appropriate disciplinary actions as deemed fit by the Office of Graduate Student Life

I understand that in my role as a student organization treasurer, I will have access to private/sensitive information, and that it is my responsibility to ensure the security of such information at all times. As treasurer of a graduate student organization I affirm that I have read and understand the following policies:

1. **BC Gift Card Policy.** Gift cards are for event prizes/raffles only and are not in lieu of pay.
  - Treasurers must obtain a list of the gift/prize winners, the winners' Eagle IDs, and attach/submit with the P-Card Reconciliation.
  - Treasurers must keep track of the person who received the gift card and the dollar amount. Annual winnings over \$600 needs to be reported to Accounts Payable.
  - None of the prizes may exceed \$75 so there is no need to inform the recipient/winner, in writing, that the gift card is reportable IRS income. It is the recipient's responsibility to report gift card winnings that exceed \$75 to the IRS.
  - For more information, see BC Gift Card Policy found at:  
[http://www.bc.edu/content/dam/files/offices/sabsc/pdf/FY15/GiftCardPolicy%20\(1\).pdf](http://www.bc.edu/content/dam/files/offices/sabsc/pdf/FY15/GiftCardPolicy%20(1).pdf)

2. Any and all events involving use of the graduate student activity fee must follow The Office of Graduate Student Life **Alcohol Policy**. Any requests to use the graduate activity fee for the purchase of alcohol MUST be requested AND approved in advance (please see OGSL Alcohol Policy for more information: [http://www.bc.edu/offices/gsc/gradorgs/gsa\\_treasurer/alcohol-policy.html](http://www.bc.edu/offices/gsc/gradorgs/gsa_treasurer/alcohol-policy.html)).

The Office of Graduate Student Life at Boston College takes individual and community practice of sound fiscal practices and security very seriously, and in doing so holds its staff to the highest standard when dealing with the graduate student activities fee. Please sign below to affirm your knowledge and

awareness of policies related to use of the graduate student activity fee:

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Name (please print)

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Signature

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Date