

Bryant University

Manual for Recognized Student Organizations

Student Activities

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1. Introduction

Student Activities appreciates the contributions that each organization and its members make to the culture, energy, and development of the Bryant campus. In this **Manual for Recognized Student Organizations**, students, faculty, and staff can review the policies and procedures associated with student groups. This manual breaks down each policy and answers any questions that a new or returning organization might have. In addition to this manual, the Resource Center and other online resources are available through Engaged and should be utilized by individuals involved with student organizations. In contrast to the more policy driven manual found here, these resources are a complementary guide that can be used separately or in tandem with the manual. The additional resources offered focus on strategies, tips, and other best practices that may be helpful when sustaining meaningful organizations and programs for the Bryant community. Students should utilize these resources as well as the resources offered through Student Activities to run a successful and sustainable student organization.

2. About Student Activities

2a. Mission

Student Activities maintains and supports a diverse array of co-curricular programming, student organizations, community service initiatives, and leadership development opportunities. These essential campus resources, along with the advisement and support from staff, promote inclusive opportunities that foster personal and professional development, innovation, and global thinking. works to create a comprehensive college experience that emphasizes the importance of linking on-campus collaborative learning environments and social development with off-campus real-world connections, community engagement, and active citizenship. strives to develop and empower students as they meet Bryant’s mission to “discover their passion and become innovative leaders with character around the world.”

2b. Practice

The team uses patient and thoughtful advisement, industry best practices, and organizational development to successfully manage and support the above-mentioned services and opportunities. Located on the 3rd floor of the Fisher Student Center, the team works to create an adaptive framework of transparent policies and procedures that allow students to explore and develop in a way that is sustainable and efficient while also remaining tailored to their individual needs or interests. Students who work with will be challenged in a way that balances their passion with critical thinking and a grounded set of systems that will help them move from concept into reality. Through the promotion of collaborative learning, inclusive practices, leadership development, and community engagement’s goal is facilitate opportunities for students to develop their many identities as individuals, team members, leaders, innovators, and professionals.

2c. Areas of oversight: Pillars of

Leadership Development Programming and Opportunities

manages a variety of programs, events, partnerships, and positions that provide students with leadership opportunities. These opportunities come in a variety of forms including experiential roles, trainings, lectures, networking, & developmental/facilitated programs.

Examples include:

- Student Organization training sessions on marketing and leadership transition
- 600+ leadership positions actively held throughout the year
- Co-curricular advisement from staff & peers offered to all student organizations
- Financial training for student organization Treasurers and Presidents
- Student President’s Advisory Council (SPAC) monthly meetings

Student Programming and Campus Wide Events

Events and programs in fall into three core areas:

- **Student Programming Board** - oversees and advises the Student Programming Board, which is the body of undergraduate students that provide meaningful programming to enhance students' Bryant experience both on campus and in the surrounding community. They strive to serve Bryant students through a number of specified committees that offer a wide variety of alternative, professional, entertaining, cultural, and intellectual programs. Through this programming, SPB hopes to foster friendship, develop leaders, and promote undergraduate student involvement, while creating everlasting memories. Examples include:
 - Special Weekends (Big B, Spring Weekend/Concert, and Winter Weekend)
 - Annual Lectures (Examples: Danny Amendola, John Quinones, Dennis Eckersley)
 - Consistent Programming (weekly, bi-weekly, monthly)
 - First Friday Bingo, MIY Mon, & Hungry Hump Day
 - Trips (Examples: theater shows, sporting events, seasonal trips, & recreation)
- **Student Organization Events and Programs** - supports other student organizations in the planning of large-scale campus events as appropriate. A large percentage of these events are handled through the organizations. However, when an event rises to a certain level because of scale, partnerships, liability, or importance the event or program moves from being solely driven by the club and becomes re-focused as a collaboration between the overall department and the sponsoring student organizations. The goal is for these events to remain majority lead, managed, and owned by students, and for students. Examples include:
 - St Jude Up 'til Dawn
 - TEDxBryantU
 - BUNEEC (Collegiate Entrepreneurs Organization)
 - Special Olympics
 - Large Scale Greek Life Initiatives
 - Sorority Formal Recruitment (Jan), Fraternity Recruitment (Feb), Greek Summit (Nov), Greek Week (Apr), Derby Days (Apr)
 - Fall Concert (WJMF Radio)
- **Departmental Programs** - as a department is responsible for organizing or supporting the student components of several other initiatives on behalf of the University. Examples of these events include:
 - Involvement Fairs (September and January)
 - Weeks of Welcome (September)
 - Homecoming (student components) and Spirit Week (October)
 - Blood Drives (September, November, February, May)
 - Festival of Lights (student components) (December)
 - Student Leadership Banquet (May)
 - Late Night Programs – Consistent Nighttime Programming (All year)

Student Organizations

A variety of over 100 student organizations, including:

Partnering Organizations - Partnering organizations serve as recognized representatives of the undergraduate student body to the University administration and are advised by paid University staff dedicated to serving in this role. These organizations include Commuter Connection, International Student Organization, Multicultural Student Union, Panhellenic Council, Interfraternity Council, Student Government, Student Programming Board, and WJMF Radio Station. These organizations have specific functions and obligations delegated to them by Bryant University. These organizations serve the University at the systemic level and support important areas like managing campus systems, programming major events, governing, and representing key subsets of the student community.

Fraternity and Sorority Life - Bryant and the host several Greek organizations on campus. Overall, there are 4 fraternities, 4 sororities, 2 governing bodies, and 2 additional support awareness and leadership organizations. These organizations play a vital role in the ongoing development of both the Bryant University campus and individual students who participate. Greek Life provides leadership, philanthropic, social, and service opportunities to students. Bryant's Greek organizations use a deferred recruitment system, meaning that first-year students must wait until their second semester to pledge or accept a bid from a fraternity or sorority.

Additional Categories: Additional organizations fall under the following areas:

- Academic Organizations
- Affinity/Identity/Religious Organizations
- Arts/Performing Arts Organizations
- Common Interest Organizations
- Community or Political Engagement Organizations
- Professional Development Organizations
- Recreation Organizations

Community Engagement

is working to expand and enhance the level of community engagement opportunities that are available to students at Bryant. The focus is on the development of campus-community partnerships, the expansion of entry level service opportunities, the creation of a volunteer “clearing house,” and the formation of long-term placements and special programs that intersect with other outcomes of the department (leadership development, experiential opportunities, inclusive practices, collaboration, etc.). This includes the Leadership and Community Engagement (LACE) Fellowship Program, that offers Bryant students the opportunity to complete a year-long service program focusing on community engagement and leadership development. Fellows are exposed to networking, direct service, leadership workshops, and reflection. Additionally, works to support the efforts of Recognized Student Organizations that

have a focus on community engagement and service including Special Olympics, Relay for

Life, Habitat for Humanity, Big Brother Big Sister, and the Community Activism and Leadership Organization (CALO).

Administrative Support and Advisement

As a department that works closely with a large population of students also serves as an advisor and guide for new and emerging ideas. Students can come to the to explore new ideas and initiatives that they are interested in exploring at Bryant or to discuss gaps they see in the offerings that are provided to the campus. A student who is interested in expanding their co-curricular portfolio or simply get more involved can work with both professional and student staff in to receive wrap around services that help them navigate the landscape of involvement on the Bryant Campus. Staff can help unpack their interests and connect them with recommended areas of involvement and long-term leadership goals.

also works closely with various stakeholders across the campus to manage and develop policies and procedures that allow student initiatives and opportunities to function and thrive.

2d. The Team:

2e. Stay Informed - Stay Involved:

Come see us: 3rd Floor Fisher Student Center
Contact us: [@bryant.edu](mailto:)

Follow us: @bryant on Facebook, Instagram, and Twitter Get
Connected: [CLICK HERE](#)

2f. Visit

Tom and Marj Eakin Student Leadership Suite (Main Office)

Located on the Third Floor of the Fisher Student Center
Monday-Friday 8:30am-4:30pm *Closed on campus holidays*

Student Organization Resource Center

Located on the Third Floor of the Fisher Student Center
Monday-Thursday: 10am-7pm, Friday: 10am-4:30pm
Closed on campus holidays and summer and winter break

3. Important Terms and Definitions

Student Organization Resource Center

The Student Organization Resource Center is the student staffed office that supports all recognized student organizations. The Resource Center offers opportunities for:

- Poster printing
- Tabletop displays and poster case displays in the Fisher Student Center
- Utilizing student organization budgets
- Locker/storage space
- Involvement counseling and navigation
- Assistance with student organization functions on a day-to-day basis including general questions, Engaged platform, knowledge of resources, and upcoming trainings and opportunities.
- Student Organization Advisement
 - New Student Organization Training
 - Budget Requests (Requests for Initial, Annual, and Additional Funding)
 - Event Planning

Categories of Organizations

The categories for student organizations are Partnering, Academic Sponsored, Club Sports, Fraternity and Sorority Life, Affinity/Identity/Religious, Arts/Performing Arts, Common Interest, Community or Political Engagement, Professional Development, and Recreation. Based on the category of the organization, a student organization may have additional privileges, requirements, and responsibilities aside from those afforded to all recognized student organizations.

Partnering Organizations

Partnering organizations serve as recognized representatives of the student body to the University administration and are advised by paid University staff dedicated to serving in this role. These organizations have specific functions and obligations delegated to them by Bryant University; they are directly supervised by the University in the exercise of these functions. Due to the organizations' responsibilities and commitment to the University, these organizations have the privilege of being afforded an office space. These organizations serve the University at the systemic level and therefore work with the on several requirements in addition to the annual and continuous requirements for all recognized student organizations.

Academic Organizations

Academic organizations are comprised of students who share a common academic interest, this can include academic Greek lettered organizations. These organizations may be supported by a specific academic department or, in the case of interdisciplinary organizations, the Academic Affairs division. In either case, the Academic organization should show how their mission and activities are aligned with the mission of their supporting academic organization. Academic clubs are advised by a faculty or staff member of the department or division with which they are

aligned. Due to the various benefits an organization receives under this academic designation, there are specific processes and sets of ongoing requirements that must be met by working with the .

Recreational Organizations

Recreational organizations are comprised of individuals who have a desire to participate in a sport. Each club's level of activity is unique and ranges. Before an organization can reach the level of “Club Sport” there are special steps, trial periods, and requirements that are outlined by their advisors in and the Athletics Department. *Please note that club sports are separate from the . For information on Club Sports, please reach out to Athletics directly.*

Fraternity and Sorority Life

Bryant and the host several social Fraternities, Sororities, and Greek Leadership organizations on campus. These organizations play a vital role in the ongoing development of both the Bryant University campus and individual students who participate. Greek Life provides leadership, philanthropic, social, and service opportunities to students whose GPAs qualify.

Bryant’s social Fraternities and Sororities use a deferred recruitment system, meaning that first-year students must wait until their second semester to pledge or accept a bid from a fraternity or sorority.

All other categories of Student Organizations

These categories include Affinity/Identify/Religious, Arts/Performing Arts, Common Interest, Community or Political Engagement, Professional Development, and Recreation. These student organizations are comprised of students who share a common interest in a particular activity, cause, or vision. These organizations may vary in type of organization including service, recreational, political, or special interest, arts, performing arts, religious, cultural, and more. Each organization is committed to improving the quality of student life for all participants involved while offering different opportunities to meet the needs of the Bryant community.

Engaged

Engaged is the online community for the Bryant University campus that helps student organizations, departments, and programs streamline processes and drive engagement. Engaged encompasses all student organizations and student activities and helps student organizations and departments connect and engage with the student body, improve information sharing, and minimizes paper usage. For student organizations and departments, Engaged allows centralized communication, online resources, streamlined student and administrative processes, better management of people and groups, organization of calendars, programs, and events, and an ability to analyze assessments and evaluations. It is a one stop shop for all student organization processes, policies, and management. The and the Resource Center can assist with student organization portal management. In this manual, organizations will also see that there are various requirements associated with both maintaining an Engaged portal and using Engaged as a helpful tool to accomplish other logistical tasks. Engaged is the online software used by and all student organizations for the purpose of managing all aspects of an organization including membership, funding, and important files.

4. Recognized Student Organizations

To find the most up to date list of organization please use this [link](#).

Tau Kappa Epsilon Fraternity

ACADEMIC

- Accounting Association
- Actuarial Association
- Bryant Debaters
- Bryant Economic Student Association (BESA)
- Bryant Marketing Association
- Collegiate Entrepreneur Organization (CEO)
- DECA
- Enactus
- Finance Association
- Franco BU
- International Business Association
- Mock Trial
- Model United Nations
- Pi Sigma Epsilon
- Supply Chain Leadership Association (SCLA)

AFFINITY/ IDENTITY/ RELIGIOUS

- Alliance for Women's Awareness
- Black Women's Blueprint
- Bryant Pride
- Bryant Veterans Professional Network (BVPN)
- Bryant University Spanish Cultural Organization (BUSCO)
- Catholic Student Association
- Global China Connection
- Hillel
- Italian American Association
- Orthodox Christian Fellowship
- WOKE Athletes
- Yoga Club

ARTS/PERFORMING ARTS

- aDvANCED Evolution Dance Team
- Anime and Literature Society
- Bryant Arts and Creativity
- Bryant Improv Troupe (BIT)
- Bryant Jazz Ensemble
- Bryant Players
- Bryant Singers
- Bryant Chamber Ensemble

ARTS/PERFORMING ARTS

cont.

- Chinese Music Organization
- Dragon Dance Team
- The Bottom Line
- Velocity Dance Team

COMMON INTEREST

- Bryant Agricultural Association
- Bryant Chess Club
- Bryant Fashion Forum
- Bryant Association of Realtors
- Her Campus
- Spoon University
- Student Alumni Association
- Tedx Bryant U

COMMUNITY OR POLITICAL ENGAGEMENT

- Active Minds
- Big Brothers Big Sisters of Bryant
- Bryant Best Buddies
- Bryant Democrats
- Bryant Habitat for Humanity
- Bryant College Republicans
- Colleges Against Cancer
- Community Activism Leadership Organization (CALO)
- HEAL
- Pinky Swear PACK
- One Campaign
- SPEAK
- Special Olympics
- St. Jude Up Til Dawn
- Sustain US

FRATERNITY & SORORITY LIFE

- Alpha Omicron Pi Sorority
- Alpha Sigma Alpha Sorority
- Delta Chi Fraternity
- Delta Kappa Epsilon Fraternity
- Delta Zeta Sorority
- GAMMA
- Order of Omega
- Sigma Chi Fraternity
- Sigma Sigma Sigma Sorority

PARTNERING

- Student Government
- Commuter Connection
- International Student Organization
- Interfraternity Council
- Multicultural Student Union
- Panhellenic Council
- Student Programming Board
- WJMF Radio Station

PROFESSIO**NAL****DEVELOPM****ENT**

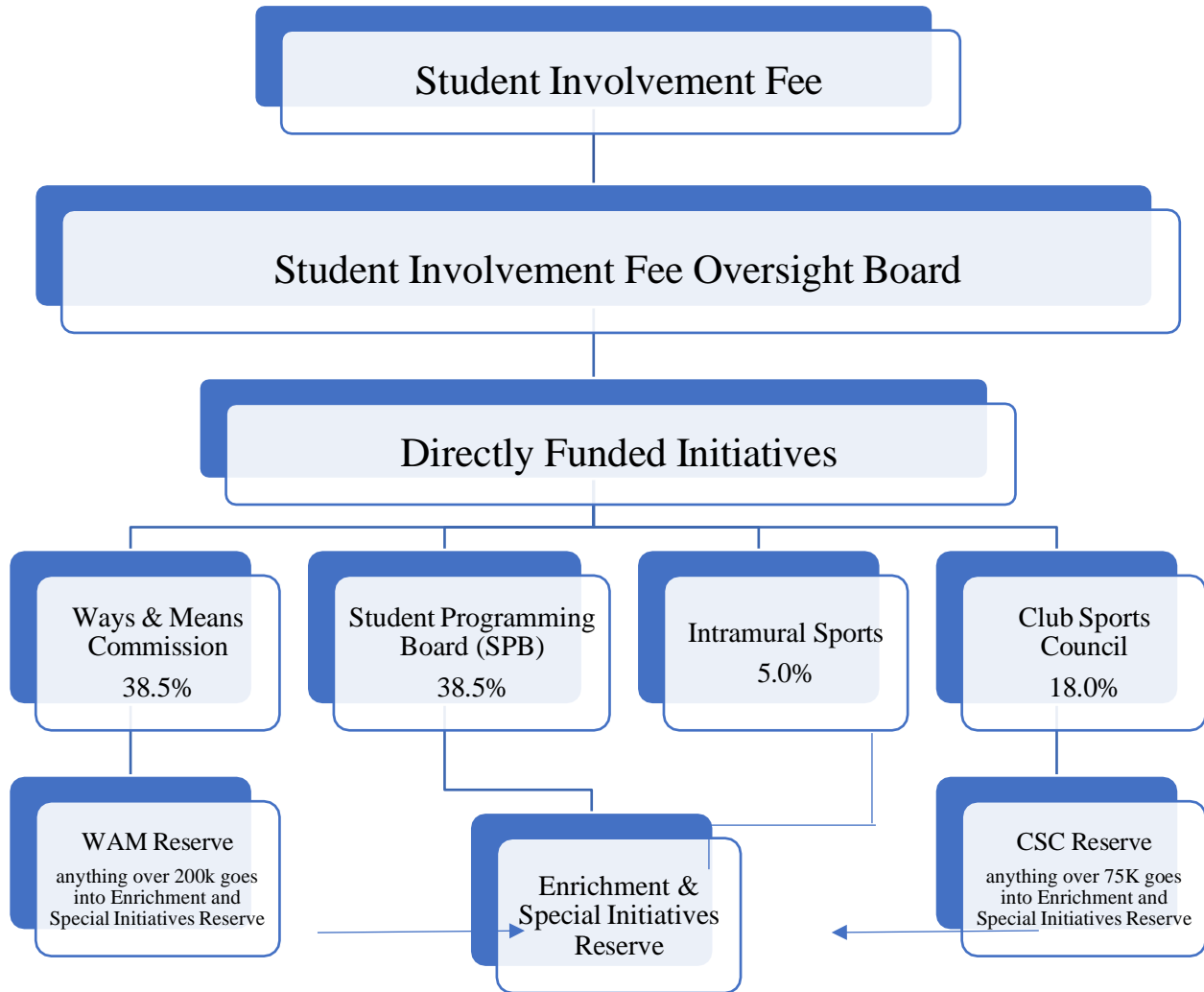
- Bryant Bulldog Think Tank
- Bryant Psychology Association
- Bryant University Sport Business Association (BUSBA)
- Creative Writing Club
- Data Science Association
- Delta Sigma Pi
- Financial Inclusion and Rotaract Association
- Management Association
- National Association of Black Accountants
- Smart Women in Finance
- Society for Human Resource Management
- Technology and Applied Analytics Club
- Women in Technology

RECREATION

- Bryant Outdoor Adventure Club (BOAC)
- Bryant University Badminton Club
- Bryant University Esports
- Bryant University Fishing Club
- Bryant University Golf Club
- Club Basketball
- Club Volleyball
- Men's Club Soccer
- Running Club
- Ski & Ride Club

5. Student Involvement Fee (SIF)

and all student organizations base all funding decisions and processes on the Student Involvement Fee.



5a. Student Involvement Fee Oversight Board

Responsibilities: It shall be the responsibility of this Board to recommend to the President changes in policy and procedure if needed; and to receive any proposals to increase the fee beyond the tuition adjustment. The Board shall review the use of funds for consistency with the established principles and practices on an as needed basis. The Board shall be responsible for setting the fund amount and committee percentages in the spring semester for budget hearings and the upcoming academic year. The Board shall also be responsible for the final approval of all Enrichment Reserve expenditures.

Composition: The SIF Oversight Board shall be comprised of the Vice President for Student Affairs who will serve as chair, the Assistant Vice President for Student Services & Administration, the Director of Athletics (or his/her designee), the Student Government President, the Student Government Treasurer, the Student Government Vice-President for Student Organizations, the Student Programming Board President, three students appointed by the Student Government, the Assistant Director for Financial Operations, a faculty member, and a staff member from Business Affairs selected in consultation with the appropriate vice presidents. All appointments are subject to the approval by the Chair and the President.

Term of Involvement: The term of involvement for students on the board, both elected and appointed, should start on June 1st and continue through May 31st the following year. As needed, conference call meetings will take place in the summer months, depending on workflow of Reserve/Special Initiative requests. The newly elected Student Government President, Student Government Treasurer, the Student Government Vice President for Student Organizations, the Club Sports Council President, and the Student Programming Board President, may attend meetings after elections during the spring semester but may not officially vote until the term begins June 1st.

Rollover: The SIF Board shall ensure rollover is accumulated within the appropriate reserve as defined herein.

5b. Ways and Means Commission

Definition: The Ways and Means Commission of the Student Government (WAM) shall review both annual and supplemental budget requests of Recognized Student Organizations as defined by the Student Government Constitution. The Ways and Means Commission will also vet Enrichment/Special Initiatives Funding Requests before sending them to the SIF Oversight Board for approval, modification, or denial.

Responsibilities: The Ways and Means Commission is responsible for reviewing budget proposals and requests for additional funding out of the Ways and Means budget. The recommendations from the committee must be presented to Student Government for final approval. The Student Government and the Ways and Means Commission are committed to providing fair and just funding for all eligible University recognized organizations in order to provide opportunities by fiscally assisting groups in attaining their goals and objectives. Any

recommendation over \$500 must come to the Student Government for approval, including requests for initial funding. Composition: The Ways & Means Commission shall be comprised of the Student Government Treasurer who will serve as chair, the Student Government Vice-President for Student Organizations, the Director of Student Activities (or his/her designee), one faculty /staff member appointed at the discretion of the chair, the Associate Director of Finance, Budget Management and Operations for Student Affairs, four Student Government representatives (one per class), seven students at large elected by the Student Presidents Advisory Council (SPAC) preferably students removed from substantial leadership roles in order to insure a more equal voice and student body representation. At-Large members will be selected in the spring semester.

The Ways and Means Reserve

The Ways and Means Reserve will be the rollover from previous years. The Ways and Means Reserve will have a cap of \$200,000. All funds above and beyond will roll over to the Enrichment/Special Initiatives Reserve. The Enrichment/Special Initiatives Reserve (ESI Reserve) unused funds will annually roll over to the following year. The ESI Reserve has no cap.

5c. Other SIF Funded Initiatives

Student Programming Board

Definition: The Student Programming Board (SPB) is a programming entity funded by the Student Involvement Fee and acts as an extension to Student Activities. SPB strives to provide meaningful programming to enhance students' Bryant experience both on campus and in the surrounding community.

Composition: The Student Programming Board (SPB) shall be comprised of an Executive Board of 5 students that includes the following positions: President, Vice President of Development, Vice President of Finance, Vice President of Promotion and Recruitment and Vice President of Programming. These positions are elected by a simple majority vote of the current SPB general student members each spring semester. The Executive Board oversees Committee Chair positions, which are filled via an application and interview process following the election of the Executive Board members. General membership is open to the entirety of the Bryant University full-time undergraduate student body. Committees are comprised of general members who join committees during the first few weeks of each semester. The Student Programming Board is advised by the Coordinator for Student Programming and Greek Life in Student Activities, and with support from other staff members from the department and/or division.

Responsibilities: The Student Programming Board is responsible for hosting events throughout the academic year that enhance the Bryant experience both on campus and in the surrounding community for our students. We strive to serve our students through several specified committees that offer a wide variety of alternative, professional, entertaining, cultural, and

intellectual programs. Our community events will foster friendship, develop leaders, and promote student involvement.

Rollover: All remaining funds at the end of the year shall accumulate within the ESI Reserve.

Intramural Sports

Definition: The Intramural Sports portion of the SIF will be used to help cover equipment and student worker costs. The Intramural Director will submit a budget to the Student Government Treasurer, Student Government Vice-President for Student Organizations, and the Assistant Director of Financial Operations each semester with the anticipated costs for that semester for the funds to be transferred. The Intramural Director will be able to request additional money from the Intramural fund if needed throughout the year.

Rollover: All remaining funds at the end of the year shall accumulate within the ESI Reserve.

Club Sports Council

Definition: The Club Sports portion of the SIF will be used to help cover operating, equipment, and travel expenses for the club sports programming. The Club Sports Council (CSC) will approve individual club sports budgets during budgeting season in preparation for the next fiscal year. The individual club sports will be able to request additional money from the Club Sports portion throughout the year if needed.

Rollover: All remaining funds at the end of the year up to \$75,000 shall accumulate within the club sports reserve. Any funds over \$75,000 will be transferred to the ESI Reserve.

Enrichment/Special Initiative Reserve (ESI Reserve)

Definition: The Enrichment/Special Initiative Reserve (ESI Reserve) shall accumulate any excess funds from the Club Sports Council Reserve (if excess funds exceed \$75,000), the Ways and Means Reserve (if excess funds exceeds \$200,000), Intramural, and Student Programming Board. Any unused balance in the fund shall roll forward into the next fiscal year.

Vetting and Proposal Process: The role of the Vetting Process is to clarify and strengthen the proposal. When appropriate, a feasibility analysis will be conducted by the Student Government Treasurer, Student Government President and the Assistant Director for Financial Operations, in conjunction with any appropriate individuals/entities whose input would provide beneficial input (faculty, staff, University departments, etc.). Once the proposal has been deemed feasible, the request is sent to the Ways and Means commission for input. The Ways and Means commission then sends the vetted proposal to the SIF Oversight Board for final analysis and approval/ modification/ denial.

Any community member (students as well as faculty and staff) is eligible to submit a proposal for the expenditure from the ESL Proposals involving significant student input and involvement are strongly preferred.

6. Privileges of Recognized Student Organizations

There are many privileges and benefits of being a recognized student organization including:

- Support Services:
 - Access to a Bryant faculty or staff member as an organization advisor.
 - Access to Student Activities including advisement, logistical support, financial resources, and staff expertise on areas including but not limited to leadership development, student development, event planning, program development, community engagement, campus-community partnership development, student organization & operational management.
 - Access to the Student Organization Resource Center (see Section 3).
- Developmental Opportunities:
 - Access to training and workshops for student organization leaders.
 - Access to the Student President Advisor Council (SPAC) meetings.
 - Access to special training and networking opportunities.
- Digital and Physical Presence On Campus:
 - Access to a Bryant University email address for the student organization.
 - Access to a unique student organization portal on Engaged.
 - Access to a Microsoft Teams platform to utilize for organization communications.
 - Listing on all official Bryant publications.
 - 30 free posters printed each year through the Student Organization Resource Center.
 - Recognized organizations are permitted to print and display tabletop advertising through the Student Organization Resource Center.
 - Participate in the fall and spring Involvement Fairs.
 - Invitations to represent the division or University during important events and programs.
- Campus Resources:
 - Eligible to rent a locker for organization storage in the Eakin Leadership Suite.
 - Access to borrow athletic equipment from the Elizabeth and Malcolm Chase Wellness and Athletic Center.
 - Access to borrow and utilize a Fisher Student Center van for organization needs.
 - Eligibility to apply and receive funding through the Student Involvement Fee channels (Ways and Means Commission, Club Sports Council, etc.).
- Event Privileges
 - Host and advertise events on and off campus.
 - Reserve space on campus through the 25Live reservation system.
 - Utilize the Bryant University name.

- Attend conferences, day trips, off campus events, etc. that align with the mission of the organization.

7. How to start a student organization

If you are interested in starting a new student organization on campus, the organization must:

1. You have an interest, activity, cause, or vision to bring students together.
2. The organization is something that is unique to the Bryant community and not significantly overlap with the mission and activities of an existing organization.
3. Membership must be open to all interested full-time undergraduate Bryant University students.
4. All meetings are open to the Bryant community.
5. The organization must have an advisor who is a member of the Bryant University faculty or staff.
6. Student organizations must not, in their identity and/or day-to-day functions operate under any goals, ideologies, or initiatives that actively or passively promote the marginalization, discrimination, or abuse of any individual, group, or belief. This includes but is not limited to race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status, or genetic information. Student organizations are held to the standards of the University, which is committed to *“providing an inclusive and welcoming education and working environments for all members of its campus community”*.
7. Student organizations must follow the policies laid out in this manual and in the Student Handbook. These policies supersede all individual student organization materials including constitutions, bylaws, and guidelines.
8. During the conceptual process of an organization being created, reserves the right to review the content and materials that serve as the main function and purpose of the organization. may limit certain aspects of an organization or an organization entirely if it is not in line with the mission, inclusiveness, or standards set by Bryant University.
9. If a proposed student organization is recreational, athletically competitive in nature, or could one day become a club sport, the organization must receive approval from the Athletic Director, or their designee. If an organization requires any space or resources from Bryant Athletics as a primary function of the student organization, they must also receive approval. To begin the approval process, please connect with your advisor.

If the student group fulfills the above criteria, then they are eligible to be approved by Student Activities, Student Government, and the Vice President of Student Affairs. Student Activities staff outline specific times during the academic year when the new club recognition process can take place. This is based on other semester events and the needs of the department, student government, and the overall campus.

When meeting with , they will outline an appropriate timeline with you based on how much

time is left in the semester for the recognition process to take place. This timeline is based on the discretion and judgement of .

The process to request recognition as a student organization is as follows:

1. Attend a new student organization interest meeting hosted by the and Vice President of Student Organizations, in partnership with the Assistant Director of Student Activities, or their designee.
2. Submit the new student organization interest form located under the Forms Tab on the main page of Engaged. In this form, submit the list of currently enrolled Bryant University students interested in becoming members and the contact information of the faculty or staff member who has agreed to serve as the organization's advisor. This form should be fully completed at least two weeks prior to the Student Government meeting in which you will present your new club. You can find the form using this link: <https://bryant.campuslabs.com/engage/submitter/form/start/298471>.
 - A minimum of ten currently enrolled full-time undergraduate Bryant University students must indicate interest for the group to request recognition. The majority of students on the interest list must be underclassmen.
3. Each proposed group must have a committed advisor who is a member of the Bryant University faculty or staff prior to formal presentation to the Student Government.
4. A proposed constitution must first be submitted, reviewed, and approved by the Assistant Director of Student Activities and the Vice President of Student Organizations.
 - Following approval, the proposed constitution will be reviewed and voted on by the members of the Student Government.
 - If passed by the Student Government, the constitution must then be approved by the Director of Student Activities , or their designee.
 - If approved, the group becomes a provisionally recognized student organization for the first full semester.
5. The University, through the Office of the Vice President for Student Affairs/Dean of Students and Student Activities , reserves the right to deny recognition to any student organization whose stated aims and/or objectives are not consistent with those of Bryant University.
6. As additional support, all newly recognized student organizations are assigned a Resource Center staff member as a peer advisor.
7. All provisionally recognized student organizations must go through New Student Organization Training hosted by an assigned Resource Center staff member to learn about all services, privileges, and policies for student organizations.

Recreation Organizations: Athletic based student organizations are defined as organizations that have indicated that they eventually want, or, through the nature of their content have the hypothetical potential, to be a club sport. All recreation organizations must sign the Recreation Organization Agreement Form in order to move forward in the recognition process. The agreement form can be found in the index of this manual.

Fraternities and Sororities: A student group desiring recognition as a social fraternity or sorority must submit a written proposal to be approved by the appropriate Greek governing body, as well as Student Activities and the Vice President for Student Affairs/Dean of Students. Groups should begin this process by meeting with a member of the staff. Groups seeking recognition that are affiliated with a nationally recognized organization may be allowed to limit their membership, pending the approval of the Vice President for Student Affairs or his/her designee. However, student organizations that limit membership will be ineligible for funding through the Ways and Means Commission. All social fraternities and sororities must be nationally affiliated to be recognized by the University.

7a. Timeline for starting a new student organization

The timeline for new organizations will be announced by Student Activities and Student Government at the beginning of each semester. During the open period, and the Vice President of Organization Development and the Vice President for Student Organizations will host regular interest meetings, the student group must submit a New Organization Interest Form on Engaged within the timeline as well as submit a constitution to the Vice President for Student Organizations and Assistant Director of for review.

***New Student organizations will not be allowed to complete the process of recognition outside of the designated timeline, the timeline is determined at the discretion of Student Activities.*

7b. Creating a Constitution

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

Why are student organizations required to have a constitution? A constitution:

- Clarifies the purpose of the organization and outlines the basic structure of the organization.
- Provides a cornerstone for the building of an effective organization group.
- Allows members, potential members, and Student Activities and Student Government of Bryant University to have a better understanding of what the organization is all about and how it functions.
- Describes the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

A sample constitution is provided by Student Activities to assist your student organization in creating a constitution that meets the standards for officially registering your organization with Bryant University. There are several required statements and sections that must be in every student organization constitution. The sample constitution can be found in the appendix of this manual or on Engaged ([click here](#)). Please note, **if required items**

are missing from an individual organization’s constitution, it is assumed that these items are still followed. The standards that are set by USG and the are requirements for all organizations. In addition, RSO policies set by the supersede all items written into organization constitutions and bylaws.

8. Advisors

An advisor is an important resource, advocate, and collaborator for any successful student organization. They are also essential for both the day-to-day functionality and long-term visioning of any group. This policy exists to ensure that all student organizations at Bryant are fully utilizing this opportunity. This policy outlines general requirements associated with advisors.

8a. General Requirements and Guidelines

- Every organization is required to work with a advisor.
- Every organization is required to have a non- advisor.
- All non- advisors must be full time faculty or staff members that are part of the Bryant University community.
- Advisors cannot provide monetary funding for any aspects of the organization’s functions including but not limited to travel, supplies, and special programs.
- Organizations must keep their advisor up to date on all major decisions and initiatives including elections, events, travel, and special programs.
- When a new advisor is selected the organization leaders must update the organization’s Engaged portal profile with the correct advisor.

8b. Resources for Advisors

StudentActivities can assist advisors with a variety of student organization related information, general requirements, things to know before committing, and a breakdown of key aspects associated with this role.

8c. Working with Advisors

Because all organizations are required to have a working relationship with both a and non-advisor, it is important to understand the difference between the two roles. Please refer to the following chart for a breakdown.

KEY

- I = Advisors should be informed
- ⚡ = This advisor is your primary contact for this item

<u>ITEM</u>	-	<u>Non- Advisor</u>
Travel Approval	⚡ Approval of travel authorization form	⚡ Agreement to accompany on trip
Annual Budget (content and review)		I
RIF/RAFs	⚡	I
Content Support and Ideation		⚡
Meeting Attendance		I
Travel Accompaniment	I	⚡
Policy, Handbook, and Manual Enforcement	⚡	I
Logistical needs/requests (ex. printing issues, special supplies, space, etc.)	⚡	I
Contracts, Insurance, and Logistics around bringing in External Groups/Individuals to campus	⚡	I
Event Planning	⚡ Engaged, Marketing, Logistics (i.e., funding issues, space, liability questions, special setups, help with understanding University systems, etc.), content	⚡ Content and initial help with logistics
RSO Requirements	⚡ Understanding and help fulfilling	⚡ Help fulfilling
Conflict Resolution	I	⚡
Constitutional Concerns and Updates	I	⚡

9. Recognition Policies

The act of recognition implies that a student organization obligates itself to abide by all the rules and regulations of the University pertaining to student organizations. These rules and regulations are specified throughout the University Student Handbook, the Manual for Recognized Student Organizations, and other University publications. Recognition or the ability to use the name “Bryant University” does not imply or indicate Bryant University sponsorship or endorsement of the activities of the organization.

All student organizations are required to fulfill the policies below to maintain recognition status from one academic year to the next.

9a. *Annual and Continuous Recognition Requirements of Student Organizations*

1. Student Organization Re-Registration

Complete the Re-Registration form on Engaged following their organization election. This includes updating meeting times, organization descriptions, and officer positions, as well as transitioning ownership for organization web applications including Microsoft Teams, 25Live, and sending privileges for organization emails. The re-registration process is also used as our checkpoint for student organizations to confirm their completion of RSO annual requirements including: their Social Impact initiative, membership tracking for the academic year, and attendance at required organization meetings or trainings.

2. Transfer Ownership on Microsoft Teams

Current owners should go into their Team and manage who has current access as owners and add newly elected executive board members who should manage the Team. Any out-of-date or inactive members or owners should be removed to protect the privacy of the organization’s information and messages.

3. Update Engaged Portal

The Student Organization’s Engaged Portal is consistently organized and updated with correct contact information, documentation including constitution, advisor information, and events/programs. It is the expectation that student leaders are constantly updating their rosters and removing old or inactive members to ensure the privacy of their information through the web applications utilized.

4. Membership Tracking

Tracking attendance for both organization meetings and events is required for organizations to receive annual budgets and recognition annually. Organizations will be able to have membership data automatically tracked by following the steps below:

- *Download the Campus Labs Check-In App onto your phone.*
- *Submit event requests for all your meetings and events. [Click here](#) for more information on submitting a request.*

- *Once approved, each unique meeting and event will have an attendance code attached.*
- *Copy and paste this code into the Check-In App to scan participants into your meetings and events.*
 - *For information on checking participants into meetings and events, [click here](#).*
- *The Assistant Director of the will be able to pull attendance tracking reports for individual organizations to determine membership status of students involved by filtering the tracking for participants whose attendance was for 3 or more organization programs.*
- *The VPOD will be able to work with the Assistant Director directly to get necessary reports prior to WAM hearings and annual budgets.*
- *If this method is not utilized, organizations are required to upload a membership tracking document that contains the same information manually.*

5. SPAC Attendance

The Student Organization President or designee will attend all Student President Advisory Council (SPAC) Meetings monthly or as designated.

6. RSO Trainings and Leadership Development Workshops

Attend trainings or workshops shared by Student Activities. Any member of the organization's executive board may attend a training or workshop that is best fit for their role and personal development.

7. Complete the Social Impact Initiative.

[Click here for more information.](#)

8. Involvement Fair Participation

The Student Organization will participate in the fall semester Involvement Fair each academic year.

In addition to the above, requirements for Fraternity/Sorority Life: All Greek chapters must complete the contents of their Fall and Spring Checklists.

9b. Additional Requirements Based on Organization Category

There may be additional requirements for student organizations based on the category of the student organization. The categories for student organizations are Partnering, Academic, Affiliated, Club Sports, and Social Greek Organizations.

Partnering Organizations

These organizations serve the University at the systemic level and therefore work with the on several requirements and obligations in addition to the annual and continuous requirements for all recognized student organizations.

Requirements for Partnering Organizations:

- Sign an office space lease agreement with for use of provided office space

- Participate in the Spring Involvement Fair
- Hold at least 5 open office hours each week during the academic year.
- Any constitution updates, amendments, or changes must be approved by the Student Organization Advisor, Student Activities, and the Vice President of Student Affairs.

Academic Organizations

Academic organizations are comprised of students who share a common academic interest. These organizations may be supported by a specific academic department or, in the case of interdisciplinary organizations, the Academic Affairs division. In either case, the Academic organization should show how their mission and activities are aligned with the mission of their supporting academic organization. Due to the various benefits an organization receives under this academic designation, there are specific processes and sets of ongoing requirements that must be met by working with Student Activities.

Requirements for Academic Organizations:

- Complete re-recognition process through the sponsoring Academic Department or Academic Affairs division annually.
- Academic organizations are required to attend the Spring Involvement Fair

Greek Organizations

Fraternities and Sororities are directly advised by Student Activities in addition to the various levels of advisement from the nationally affiliated organization of which they are members. As such, these organizations are required to complete additional responsibilities to maintain recognition both nationally and on campus.

Requirements for Greek Organizations:

- Provide updated rosters at the beginning of each semester
- Provide up to date grade release forms each year
- Meet the requirements of their national chapter including grade reporting, philanthropy, and other logistical needs that must be shared with oversight organizations
- *Work with GAMMA, Interfraternity Council, and Panhellenic Council on:*
 - Proactive wellness programming that supports a healthy Greek culture
 - Necessary reporting and logistics that must be share with the NIC and/or NPC.
- Each fraternity, sorority, and Greek leadership organization should hold 1 office hour each week in the Greek Leadership office located in the Eakin Leadership Suite on the third floor of the Fisher Student Center.
- Greek organizations must follow all recruitment guidelines put forth by Bryant and their national chapters
- Greek organizations work with to ensure that all dues from members are collected and returned to in a timely manner that meets due dates.
- Greek leadership and officers should work directly with their Student Activities advisors to meet any other additional annual requirements or needs of the University, Student Activities , or national chapters.

9c. Roles and responsibilities of the members and leaders of student organizations

Student Organizations serve as an integral part of the University community. Student Organizations are committed to improving the quality of student life for all participants involved while offering different opportunities to meet the needs of the Bryant community. As such, student organizations, the leaders, and members have the following responsibilities:

1. Student organization members and leaders must not, in their identity as a member of an organization and/or day-to-day functions operate under any goals, ideologies, or initiatives that actively or passively promote the marginalization, discrimination, or abuse of any individual, group, or belief. This includes but is not limited to race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status, or genetic information. Student organization members and leaders are held to the standards of the University, which is committed to *“providing an inclusive and welcoming education and working environment for all members of its campus community”*.
2. Student organization members and leaders must follow the policies laid out in this manual and in the Student Handbook. These policies supersede all individual student organization materials including constitutions, bylaws, and guidelines. Any violations may result in disciplinary action against the organization, officers, or individuals. In addition, members and officers agree to comply with all rules and regulations of the University and recognize that violation of any University policies or interference with University functions is grounds for disciplinary action against the organization and its members.

Responsibilities of Officers

The officers of all student organizations must be in good academic and disciplinary standing as well as spending the entire academic year at Bryant (with the intention of not choosing to study abroad the duration of holding office) at the time of election or appointment and through their terms of service to the organization.

- Student Organization President (or designee if needed) attends all Student President Advisory Council Meetings.
- Student Organization Officers will attend any required trainings, meetings, or other related events/programs as stated by Student Activities and Division of Student Affairs.

9d. Election Policies

Student Activities and Bryant University believe in developing leaders that practice equitable, transparent, and ethical behavior. An essential aspect of a leader’s development is to learn and practice decision-making that avoids conflicts of interest and is based on their organization’s goals and best possible outcomes. As part of this belief, all student

organizations are required to follow basic election guidelines set forth by Student Activities . Organizations can incorporate additional guidelines in their constitutions and processes but must still include this required framework. All policies outlined by maintain precedence over, and supersede, all individual constitutions.

Recognized Student Organizations must abide by the following election policies:

Constitution:

All election processes must be outlined in the organization’s constitution. If it is not in the constitution, the organization must outline these policies as an amendment. All election processes must include:

- When nominations and elections will take place, including the timeline of both.
- Nomination guidelines
 - Ex: Can a member nominate themselves
 - Requirements, paperwork, & due dates (if any) that exist for someone to meet to be on the ballot and clear instructions on what they must do
- Eligibility requirements for running
 - Ex: Must be a member for at least 6 months
- Key moments
 - Ex: Debates, pitches, etc.
- Voting Process
 - Including:
 - Whose role is it to oversee the election? (i.e., Secretary)
 - How are ballots counted and are votes confidential?
 - What percentage of eligible voting members need to be present?
- Voter Eligibility Requirements
 - Ex: What specific standing with the club does a member have to have including participation in programs, meeting attendance, etc.
 - Ex: Does a member need to be present or is there an absentee/digital component
- Requirements for an individual to be elected
 - Ex: Must receive majority vote
 - Ex: Must receive 51% of the vote
- Guidelines for special elections and officer removal
- Process for assuming office
 - Ex: Date, oath, etc.

Communication:

Transparency around election processes also involves organizations ensuring that their election policies and timelines are deliberately shared through clear and direct communication.

The first phase of an election is based on an individual organization’s process. When referencing “Phase 1” in this guide, Student Activities is referring to whatever the organization’s first election activity is (ex. Nomination process, announcing timeline/dates, etc.)

- At least three weeks prior to the first phase of an organization’s election process (ex. three weeks before the nomination process or three weeks before due dates to get on the

ballot) communication must go out to the entire active roster of the student organization. This communication must share the organization's complete list of policies and procedures around elections, including eligibility requirements, due dates, and available positions. This communication can be in person but must be followed up in writing via either an Engaged message or email. If audited, the organization must be able to provide a clearly traceable list and original version of the message that indicates who received this written communication.

- At least three weeks prior to the first phase of an organization's election process (ex. three weeks before the nomination process or three weeks before due dates to get on the ballot) an Engaged event must be added to the organization's portal. This event should outline and share the organization's complete list of policies and procedures around elections, including eligibility requirements, due dates, and available positions.
- At least two days prior to voting, a message must go out to the complete roster, which again shares the organization's complete list of policies and procedures around elections including voter eligibility requirements and methods for voting. This communication can be in person but must be followed up in writing via either an Engaged message or email. If audited, the organization must be able to provide a clearly traceable list and original version of the message that indicates who received this written communication.
- Within 2 days after an election, the results must be shared with the full roster, via written communication.
- Within 1 week of elections, the re-registration form on Engaged must be completed to update new positions and contact information and to get web application access to the new executive board members.

Terms and Positions

- Organizations must clearly define the length (not to exceed 1 year) and start/end date of their elected officials' terms in the organization's constitution.
- In the organization's constitution, the organization must clearly define all electable positions that exist within the organization along with a reasonable description of each role.
- Appointed roles:
 - Appointed positions including special roles or committee chairs must be clearly defined in an organization's constitution including dates, descriptions, and general requirements.
 - The method of selecting an individual to fill any of these roles must also be clearly defined within the constitution.
 - Selection or appointment may not be a unilateral decision made by one elected officer. At a minimum, they must be selected by a majority vote from all members of the executive board. Additionally, organizations are encouraged to make this process as transparent and inclusive as possible.
 - Any member in good standing that meets the requirements of a position must have the right to apply, run, or otherwise attempt to fill these positions.

University Wide Elections and Decisions

- All elections associated with large scale or partnering organizations where positions are open to non-current members of the organization or members of the general student body abide by the following policies and processes:
 - All policies outlined in the election guidelines must still be followed.
 - All policies outlined in that organization, unless superseded by University or policies must be followed.
 - Any election information must be shared on both the organization’s Engaged portal and via email to the respective voting members or on the Bulldog Nation portal.
 - 6 weeks prior to the first phase of the organization’s election process (ex. six weeks before the nomination process or six weeks before due dates to get on the ballot) the executive board must notify all their staff and faculty advisors, via email, that they are entering the election period.
- Voting Process
 - First Phase:
 - At least 4 weeks prior to the first phase of an organization’s election process (ex. four weeks before the nomination process or four weeks before due dates to get on the ballot) communication must be shared out, at minimum, in the following ways:
 - An Engaged event on the Organization’s portal and Voting Booth portal that outlines the full election process and all protocol, requirements, and due dates, including the nomination requirements.
 - Written email communication, drafted by the organization and shared with Student Activities. Student Activities will then disseminate the information to the larger student body
 - Announcements with links to additional information shared on all major platforms of the organization including websites and social media
 - Nomination process must begin at least 4 weeks prior to elections and conclude at least 2 weeks prior to elections with the formal list of candidates being shared in all future communication.
 - Second phase of election
 - All candidates must attend a candidate meeting hosted by the student organization’s election commissioner to review and formally agree to candidacy etiquette, behavior, actions, policies, and procedures around elections.
 - The organization must host a “Meet the Candidates” session open to the entire Bryant community at least 4 days prior to the election.
 - Information about how to vote in the election, including voter eligibility requirements and methods for voting, must be sent to all eligible voters through Student Activities at least 2 days

prior to the election. The organization must provide that information to Student Activities at least 24 hours in advance of when it needs to be sent out.

- Third phase of election
 - Organization must follow election procedures as listed in the organization's constitution.
 - All voting must take place through the Voting Booth portal on Engaged.
 - All votes will be tabulated by Student Activities and the organization's election commissioner. No other executive board member of the organization may have access to votes or results until the results are finalized.
 - Within 2 days after an election, the results must be shared with the eligible voters, via written communication through Student Activities.
 - Within 1 week of elections, the student organization's Engaged portal must be updated to reflect correct positions and contact information.

Miscellaneous

- Organizations can only change eligibility requirements in the first 6 months after the previous election. For example, if an election takes place on December 15, 2021, an organization can address necessary changes to election processes from December 16, 2021 – June 15, 2022. Additionally, if part of these changes includes the time elections take place, the next election cannot take place until at least 4 months after this period. Using the same example as above, the next election would not be permitted until on or after October 16, 2022.
- Changes to election policies must be recommended based on a majority vote from an executive board. The board will then present these policy suggestions to all members in good standing. All members will (including the board) vote on these recommendations when at least 75% of all eligible voting members are present. The final decision will be based on majority vote. All changes must still abide by the framework set forth in 's election policies.

Audits, Appeals, and Oversight

Please note that all policies, including those associated with elections, supersede all election policies and processes put forward by individual organizations. staff, at the discretion of the Director, maintain final say on disputes or issues associated with elections. Students who are part of an election process or members of an organization have the right to appeal or seek support from staff if they feel that a process lacks transparency and equity. reserves the right to audit any student organization's elections policies, processes, communications, and results. Violations of these policies can result in sanctions on the organization or individual officers, which will be determined by Student Activities.

9e. Ethical Behavior and Conflicts of Interest

Ethics and avoiding conflict can become a complicated topic. It is something that can often be misinterpreted or forgotten when important decisions are being made by an organization or

enterprise and its members. believes in promoting transparent, ethical, and equitable behavior. As student leaders, this emphasis on ethical behavior is essential. These leadership positions are meant to be opportunities to learn and grow. For this reason, has this policy, which exists to ensure that Bryant students enter their career and future engagements with a real- world understanding of how leaders operate within legitimate companies, organizations, and sectors. Additionally, it is important for student leaders to learn about the impact ethical behavior and transparency can have on the perception, trust, and long-term support that an organization and/or leadership receive from their constituents or clients. A leader should feel comfortable asking questions or seeking advice if they are in doubt about certain decision making or actions from them or their peers. As a rule of thumb, ask how this decision would be seen by an impartial outsider. When in doubt consult with Student Activities.

Officers, leaders, and members of recognized student organizations hold their positions to serve and benefit the larger student body, and not for obtaining unwarranted personal or private gain in the performance of their role(s). Student Activities recognizes that, as part of a learning experience, there is a need for clear and reasonable standards of ethical behavior. This policy establishes those standards.

Private Gain

No member can use their position, privileges, and duties to gain a financial or material benefit for himself or herself, a colleague, friend, family member, or any private organization in which he or she has an interest. As a leader or contributing member it is important to learn about and practice ethical decision making that is guided by the well-being of the organization and not the individual agendas or aspirations of a sub-group or individual.

Finances

Leaders of student organizations with control over their group finances and assets are expected to carry out their responsibilities in an honest and ethical manner that ensures that the group funds are expended for lawful purposes to benefit the student body in general. Specifically, they should:

1. Follow prescribed procedures and directions from Student Activities and Student Engagement and authorized Student Government representatives
2. Avoid financially benefitting from their position. This includes avoiding decisions that would benefit a member's personal business, a friend or partner's personal interests, or any other direct or indirect conflicts that exist.
3. Never set up or deposit money from activities into a personal account or any other account other than the University assigned account
4. Never keep money from sales and fundraisers on your person for an extended period. Instead, these should be deposited as soon as possible and in line with school and policies

Disclosure & Recusal

Sometimes conflict can be unavoidable. When this occurs, it is important that the right level of communication and action occur.

Disclosure: Whenever a member or leader of an organization encounters a conflict of interest related to actions and decisions of their organization, they must disclose this conflict to the President and Secretary of the organization. This disclosure should be made before any tangible actions or decision making occurs.

Recusal: No member or leader may participate in a decision, vote, or set of actions that can be linked to private gain (see above section). If such decisions or actions are encountered, leaders are asked to recuse themselves from the process. The executive board must determine a suitable and qualified replacement as outlined in their individual constitutions.

Organization and University Resources

Resources that are afforded to an organization and/or resources from the University that are borrowed or utilized by an organization must be used solely for the purpose in which they were approved and originally intended. No resources may be used or extended to members in a way that provides them with personal or private gain. This includes finances, equipment, access to space, and any other resources and opportunities that are provided or approved, in good faith, to the organization.

Nepotism

No organization leader or member may take action or make decisions on positions, appointments, or other personnel matters based on “rewarding,” “bribing,” or other illegitimate negotiation tactics and/or un-approved communication methods. In other words, no quid pro quo may be established between members, leaders, students, vendors, or other outside entities.

Confidential Information

No member or leader that, in the course of their duties, gains access to confidential or sensitive information may disclose or use this information outside of the immediately intended purpose.

9f. Important Dates

Below is a list of important dates for student organizations, some dates have not been set. To find all correct dates for student organizations check with Student Activities.

Date	Topic/Event
September	Engaged, 25Live, Teams, and WAM Treasurer Trainings
September 15, 2021	Involvement Fair
September 30, 2021	SPAC
November 4, 2021	SPAC

December 2, 2021	SPAC
December 2021	Annual Budget Training (WAM)
End of Fall Semester	Membership Tracking Checkpoint
Spring Semester	
January 26, 2022	Annual Budgets Due (WAM)
February 9, 2022	Spring Involvement Fair
February 3, 2022	SPAC
February 2022	Annual Budget Hearings (WAM)
March 3, 2022	SPAC
March 31, 2022	SPAC ** (Election for VPSO/VPOD/WAM take place)
April 14, 2022	SPAC
May 3, 2022	SPAC
May 15, 2022	Engaged Re-Registration Due
End of Spring Semester	Membership Tracking Checkpoint
End of Spring Semester	Leadership Banquet (<i>Date TBD</i>)

10. Event Policies

10a. Event Approval Guidelines

All activities including but not limited to speakers, meetings, programs, performances, raffles, lotteries, and fundraisers, held on Bryant University property and/or sponsored by recognized student organizations must be approved by Student Activities. In addition to policies, separate guidelines exist regarding activities held in the Residence Halls, Academic Halls, and Fisher Student Center. The specific policies can be obtained from the administrators responsible for those areas. More detailed general policies may be obtained from Student Activities.

Conditions for Approval

- Assurance that all University regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct will be followed.
- Indication that the activity is consistent with the purposes and constitution of the sponsoring organization.
- Availability of financial resources on the part of the sponsoring organization if the event is a financial failure or if property damage is incurred.
- Assurance that all policies outlined in this manual will be followed
- Assurance that no group or individual will accrue private financial gain from sponsorship of the event.

In addition to the above conditions for approval any program, event, meeting, etc. hosted by a recognized student organization must also be added to the student organization's Engaged portal. This applies, even for events that are not using funds. Student organizations also have the opportunity to add the Engaged event to the main Engaged community calendar.

Finally, a student organization planning an event or program agrees that they will utilize the planning checklist, which can be found in the news article section of Engaged. Please note, if a new element is added to a program after the original form is submitted, students planning the program/event must notify their advisor. This includes the addition of outside elements (risky behavior, new physical activities) or new speakers, performers, and vendors.

10b. During Event Policies

i. Staffing (organization and pro-staff requirements)

All events must be staffed by the appropriate number of trained student leaders. If an organization needs assistance in determining the adequate number, please contact your advisor. If an organization involves a large number of attendees, risky activities (typically ones that require a waiver), or outside vendors/performers/speakers the event organizers should assess the need for staffing from their non- advisor. If the organization needs assistance in making this determination, please contact your advisor.

ii. Documentation/tracking

All organizations must track the number of attendees using the mobile Check-In App. Additionally, organizations should photograph and otherwise document the anecdotal aspects of their event. If sends a student staff member to an event to help with photography and documentation the student must be given access to the event.

10c. Post Event Assessment

Student Organizations should always evaluate a program, event, or initiative to build and create better events in the future. Student Organizations are encouraged to add questions to their event request submissions for attendees to provide feedback for their program or event. This will assist student leaders on assessing the attendance, utilization of resources and success of events and can be used as data for future budget requests.

11. Campus Policies

Many campus partners work with student organizations to provide resources and services for student organization events and programs. Campus partners include Department of Public Safety, Auxiliary Services, Sodexo, Facilities, Chase Wellness Center, and the Fisher Student Center. Different partners on campus have different requirements and policies. To find the full comprehensive policies, please contact the corresponding department directly. More information and policies can also be found in the news article section on Engaged.

11a. Reserving Space on Campus

All recognized student organizations can reserve space on campus through the 25Live system. In order to utilize the system, the organization must have designated at least 1, but no more than 2, executive board members through organization re-registration to be given access to the 25Live platform. If you are unsure who has access in your organization, or need access, please reach out to your advisor.

- For issues or questions with the 25 Live login or system contact the Fisher Student Center Scheduling Coordinator, or University Scheduling, at schedule@bryant.edu.

All events, programs, functions, etc. of the student organization must be reserved through the 25 Live system and reservations must be submitted at least 3 business days in advance of the event/program.

The Bello Library Grand Hall has additional approvals and has a form that needs to be submitted at least 30 days in advance. To request this space, please connect with your advisor to begin the booking process.

To find step by step instructions on how to use the 25 Live system refer to the news article on Engaged or contact the Fisher Student Center Scheduling Coordinator

Locations

Student Organizations are eligible to reserve space on campus through the 25Live online request system. Student Organizations can reserve space in the following buildings:

- Fisher Student Center/ Machtley Interfaith Center
- Unistructure
- Chase Wellness Center
- Koffler
- Bello
- Outdoor spaces
- Academic Innovation Center*
 - Academic Organizations are the only organizations able to reserve space in the Academic Innovation Center (AIC).

Residence Halls: To have programs in any Residence Hall, approval must be given by the Office of Residence Life. Student Organizations are prohibited from hosting programs or events at the Townhouses.

Booking Athletic Space

The Chace Wellness Center will be “offline” and closed during for the following times:

Sunday: 12:00am-11:00am, 11:00pm-12:00am

Monday- Thursday: 12:00am-6:00am, 11:00pm-12:00am

Friday- 12:00am-6:00am, 7pm-12am

Saturday- 12:00am-11:00am, 7:00pm-12:00am

Subject to change for holiday hours, athletic contests, summer hours

If any campus department, student club and/or organization, external community event, or outside rental wish to use the space during the times listed above, they are responsible for hiring a Manager On-Duty for a 3-hour minimum at \$15 per hour. MOD's will be assigned by the Assistant Athletic Director of Campus Recreation and Intramurals and will assist any group in terms of equipment, locking/unlocking doors, help monitor building, etc. All reservation requests should still be submitted via 25Live.

All other athletic facilities/fields, including Conaty Indoor Athletic Center will be reviewed and approved based on the need of the individual groups.

11b. Facilities Policies

For all campus facilities student organizations are accountable for:

- Damage/Theft
 - It is the responsibility of the sponsor(s) for any damage, theft, and/or abuse of facilities immediately before, during and after the event.
- Facility cleanup
 - It is the responsibility of the sponsor(s) to leave the facility in a satisfactory condition, as determined by the University, after each event.
- Financial Responsibility
 - The sponsor(s) assumes complete financial responsibility for any damage, theft, and/or abuse of the facilities immediately before, during and after the event.

Facilities Requests

All facilities requests should be submitted through the 25 Live system when submitting a space reservation. Student organizations should take the following into account:

- If the event is after 2:30pm, located outside the Fisher Student Center (other buildings or outdoor space), and requires any setup (tables, chairs, trash cans, etc.), breakdown, or cleanup by custodians the organization is responsible for paying for overtime wages.
- Facilities requests for any programs outside the Fisher Student Center must be submitted at least **1-2 weeks** prior to the event through a work order form linked [here](#).

11c. Safety Policies

Risk Management

Any event or program that involves some level of risk must meet special requirements to ensure that the initiative is run successfully, responsibly, and safely for all members of the campus. These requirements may include:

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- Special considerations for how the event will be run, staffed, setup, secured, limited, and otherwise managed
- A Certificate of Insurance naming Bryant University as additionally insured by the outside entity that is involved with the campus.
- A waiver, which can be used to inform students and attendees of any risk

The following is a list of examples for when liability considerations may need to be considered.

- Physical activity from attendees (ex. bounce houses, races, mechanical bulls, obstacle courses, etc.)
- Visitors from off campus (speakers, performers, vendors, etc.) are coming to Bryant to provide a service or performance. **This should not be limited to those that are contracted with the University. If an organization is having a visitor (even free and un-contracted) they should check with appropriate staff (see below) to verify requirements.**
- Food – including preparation, distribution, & non-Bryant Commercially prepared vendors

When in doubt – ASK! The idea of risk management can be difficult to assess. The student leaders should reach out to either the Bryant Risk Manager or their advisor for help with making these determinations.

Department of Public Safety

DPS supports sponsoring groups who conduct campus events by assigning detail officers to help provide safety and the continuation of order. DPS should be contacted if one of the following activities is proposed or scheduled. Presence in the form of a detail officer(s) may be required. All DPS details are scheduled with the Assistant Director of Public Safety.

- Alcohol is served or present
- Tent is to be erected
- Parking is affected by large groups
- Fireworks is scheduled for detonation
- Groups over 300 hundred are expected
- Activity has potential for personal injury
- Open fire and flame apparatuses are present
- Controversial group or individual is expected
- General public is invited to a campus function
- High visibility person who requires security is expected
- Special needs group is expected, ex. elderly, disabled, etc.
- Activity has potential to breach the safety or order of the campus
- Activity does not offer alcohol but is perceived as potentially problematic
- Anytime, regardless of the circumstance, that a DPS detail officer is requested
- Director of Public Safety determines the need based on factors related to safety or health

To ensure safety during campus events, it is imperative that an adequate number of detail officers be present. Private contractors and members from law enforcement agencies may not be independently hired by sponsoring groups or individuals. The presence of officers may, at times, be waived based upon on the type of event, its location, and other factors that may influence the need for safety and order.

Cancellations

Notice of canceled details/events must be received at DPS at least 24 hours prior to the original start of the event; otherwise, the sponsoring group is responsible for full payment of detail officers for the minimum number of hours (3).

DPS Fire Marshal

Activities that involve the presence of open flames or fireworks may require a permit from the Smithfield Fire Department and fire related apparatuses to be present. These types of activities must be coordinated with the DPS Fire Marshal who will guide the planner through the process of obtaining a permit.

Failure to Request Detail Officers

Sponsoring groups/individuals who fail to inform DPS of activities assume liability for personal injury and property damage. If detail officers are not requested and later found to be needed, the Director of Public Safety is authorized to assign officers and recharge sponsoring groups/individuals.

Hazing

1. The Student Organization will not encourage or participate in any form of hazing.
 - a. Hazing is defined as any action taken or situation created to produce excessive mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted to, paddling in any form, creation of excessive fatigue, requiring the consumption of alcohol; physical or psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities conducted off-campus; wearing in public any apparel which is not normally in good taste; engaging in public stunts; morally degrading games and activities which are not consistent with the law, ritual or policy of Greek governing bodies, or the regulations and policies of Bryant University.
2. Continue to fulfill all original recognition requirements. This includes:
 - a. Membership must be open to all interested full-time undergraduate Bryant University students.
 - b. All meetings are open to the Bryant community.
 - c. The organization must have an advisor who is a member of the Bryant University faculty or staff.

Food Policy

Student organizations can bring food to meetings, events, and programs. All food at any events must be pre-made, pre-cooked, or catered by a professional restaurant. This includes all fundraisers. Pre-made items can be defined as any food that is in its final form (packaged and prepared) bought from a store, restaurant, or bakery. Pre-cooked food can be defined as food that is fully prepared and cooked beforehand that can be served as is or reheated. Food fundraisers that are not aligned with this policy include food from scratch such as pancakes, grilled cheese, baked good, etc.

Student organizations should always practice good food safety guidelines. For assistance or questions about food safety contact Bryant's Risk Manager, and if necessary, a representative from Sodexo Dining Services.

Catering on Campus

Student Organizations can use any of the on-campus food options to cater meetings, events, or programs by using a Service Form. More information can be found in the Student Organization Funds section. The full list of food options on campus:

- Dunkin Donuts
- AVI
 - The student organization can order food through Sodexo's online catering website: <https://bryant.catertrax.com/>
 - The student organization is responsible for making all necessary arrangements with dining services at least two weeks (10 working days) in advance.

Off Campus Catering

Student organizations do have the option to utilize off-campus catering. All food must come from a licensed food vendor.

Additional requirements

and the Risk Manager reserve the right to add additional requirements based on the unique nature of each event or program that involves food. Similarly, (at the recommendation from the Risk Manager) reserve the right to issue exceptions to some of these policies based on certifications or other proactive measures that may be taken by students. This, however, is not guaranteed.

12. Event Limitations

The following policies reflect campus policies as well as some local, state, and federal laws in regard to events involving alcohol, gambling, and copyright policies.

12a. Alcohol at Events:

Any student organization that receives any form of SIF funding at any point during their existence as a recognized organization is not permitted to program with alcohol or distribute alcohol in any way. Student Involvement Fee funds are not eligible to be used for the purchase of, or reimbursement for the purchase of, alcoholic beverages. Additionally, any secondary or complementary events or programs that are adjacent to events, lectures, performances, or other programs that utilized SIF Funds are not permitted to use alcohol. For example, if a lecturer is brought to campus for an SIF funded program, a special meet and greet event before or after that is using non-SIF funds may not serve alcohol.

Alcohol is not permitted at any on campus student organization event, program, or any additional functions.

A summary of State and city laws concerning alcohol:

- Rhode Island law regarding alcoholic beverages states that no alcoholic beverages can be sold, delivered or in any way given to a person under twenty-one (21) years of age. The possession of alcohol is also in violation of this State law. Anyone under the age of twenty-one (21) years who knowingly makes false statements as to his/her age in order to purchase or in any way procure alcoholic beverages shall be subject to appropriate penalties by the State of Rhode Island. This includes the use of falsified or false identification in order to procure alcohol in violation of the law. Bryant University is obligated to abide by and enforce this state law.
- Open container: Rhode Island General Laws (#31-27-2) and Smithfield City Ordinance (#3-4) prohibit open containers of alcohol in public areas, including outside, public lounges, hallways, etc.

Any eligible organization hosting a non-SIF funded, off-campus event that is seeking a special exception to this policy must meet the following criteria:

- First, an organization must be eligible. Eligibility is only possible when an organization's overall identity and existence as a recognized student organization is not tied or will ever be tied to the Student Involvement Fee.
- Events must be registered and approved (before formal commitments) by the Office of Residence Life, Student Activities, Student Engagement, and the Department of Public Safety. An approval/signature form can be acquired through .
- Consumption of alcohol is permitted only within the limits of a pre-approved area at the event site.
- Non-alcoholic beverages must be available at the same price or less as the alcoholic beverage(s) and featured as prominently as the alcoholic beverage(s).

- Alcoholic beverages cannot be provided in an open bar setting and must be sold to attendees. Additionally, the sale of these beverages must be performed by tip-certified and trained individuals that are identified and hired by the venue.
- A reasonable portion of the budget for the event shall be designated for the purchase of food items.
- No event shall include any form of drinking contest in its activities or promotion.
- “All you can drink events” at which an unlimited amount of alcohol may be consumed for one fee, or special price promotions are not permitted.
- Event organizers must confirm with the venue that adequate security will be hired on-site by the venue for the duration of the function.
- The following is not permitted:
 - Providing/serving alcohol to minors
 - Minors attempting to purchase alcohol
 - Minors transporting or consuming alcohol
 - Purchasing alcohol for a minor

Alcohol may not be used at membership recruitment functions by any campus organization, including, but not limited to:

- Student organizations (including Fraternities or Sororities)
- Departmental organizations
- Special interest groups
- Alcohol may not be served, consumed, or otherwise present at athletic, Intramural or recreational sports events.

12b. Gambling Events

Gambling, the acts which are found to be illegal and against Bryant University policy, on campus and during campus events are prohibited at Bryant University. Student Activities must be consulted before the planning and implementation of events such as poker tournaments, casino nights, pitch tournaments, and the like, sponsored by student clubs and organizations.

Gambling is prohibited at Bryant University, and students are strongly cautioned about the dangers, both psychological and potentially physical, of engaging in any form of gambling. It is considered especially harmful to place bets with bookies, to take bets, to distribute gambling information and paraphernalia, to bet on credit, and to be a party to any form of extortion, intimidation, or threat. (For the full University policies please see the 2018-2019 Student Handbook)

12c. Decorations

All decorations must follow these guidelines:

- Decorations must be removable, cannot be hung from the ceiling, and can only be adhered using Blue Painters Tape.
- Decorations must be flame retardant according to their packaging, must adhere to current fire regulations, and must be taken down immediately following the event.
- Balloons with helium are permitted but Mylar balloons are not.
- Glitter and confetti are prohibited.
- Bryant University is not responsible for injuries that may occur from installing or removing decorations.
- Damage done to any space including the walls, floors, or furnishings could result in a damage fee.
- Decorations must not cover any exit signs, doors, or lights.

Specific buildings may have more specific decoration policies, make sure to check with the specific building management to ensure the organization follows all decoration guidelines.

13. Student Organization Finances

13a. Fundraisers

Student organizations must submit a Fundraiser Request Form on Engaged:

<https://engaged.bryant.edu/submitter/form/start/489789> at least 10 days in advance of the fundraiser. A fundraiser will be considered anytime an organization is raising funds either for the organization, charity, or other entity. Fundraisers include but are not limited to bake sales, ticket sales, raffles, sale of goods, etc. Anytime a fundraiser or raffle occurs an organization must work with their adviser to make sure all Bryant, Town, and State policies are being met.

Student Involvement Fee Policies regarding fundraisers:

- Student Organizations that receive SIF funding may not utilize any other bank account outside of the University assigned account.
 - a. The only acceptable methods of collecting funds are with cash, check, or clover devices. No payment applications (i.e., Venmo) are permitted due to the applications requirements of connecting to a bank account.
- No person or sponsoring organization may make a profit from a student involvement fee sponsored event. Student Organizations may, however, with the written approval of Student Activities, suggest a donation admission/fee only if the money collected will support charitable groups.

Deposits

Student organizations can collect funds through cash, check or by using the University Clover devices. Clover is a payment processing solution that accepts credit cards, EMV chip and contactless payments from customers. To utilize a clover device, submit the Engaged form: <https://bryant.campuslabs.com/engage/submitter/form/start/298419> at least 3 business days in advance.

Funds that are deposited, end up in one of the following account types:

- TRF Account – This is a special rollover account that can be used for long-term fundraising goals (that go past a single FY), grants, gifts, sponsorships, and prize money.
- Operational Account – This is the club’s regular account and can be used for fundraised dollars that are being spent that year
- Exchange Account – This is where money is deposited when it is intended for immediate donation

Any funds collected should be given to the Associate Director of Finance, Budget Management and Operations on the 2nd floor of the Fisher Student Center. Every semester, hours of operation will be provided when deposits are accepted. Lisa will help determine which of the above accounts the money should be deposited into.

Please note, to access this money organizations will still use a purchasing card, which will only be given if the resource center verifies that there is still deposited money in the account in addition to following all current payment request policies.

Sales

Re-occurring ticket sales or high dollar ticket sales should be done using the online ticket system (which allows credit/debit card payments) called U-Store or cash, check and clover (see above). Student Organizations interested in using the online ticket system need to meet with the Associate Director of Finance, Budget Management and Operations for Student Affairs of Student Engagement at least 45 days prior to the start of the sales.

Solicitation

Solicitation applies to commercial, charitable, religious, and political endeavors. Authorization to sell or solicit for the sale of merchandise in the Unistructure or Housing Units will not ordinarily be given. All parties granted permission to sell or solicit for the sale of merchandise must agree to abide by appropriate federal, state, and local regulations. Commercial endeavors are divided into three categories: student ventures, student organization ventures and non-student ventures. Student organization ventures are projects conducted by recognized student organizations for the purpose of making a profit. Student organizations may sell or solicit for the sale of merchandise on campus only when written approval is provided after successfully booking space in the FSC or the Rotunda using 25Live. New solicitations should be approved by the advisor using the form on Engaged. If sales are part of the solicitation approval will only be given when it can be shown that the primary beneficiaries of the sale will be the University community and the student organization. For more information see the 2021-2022 Student Handbook.

Charitable, Religious, and Political Solicitations

Charitable, religious, and political solicitation on university property is not allowed unless they have received the permission of the Vice President for Student Affairs/Dean of Students or their designee. Permission for such solicitation will be granted only to the extent that such activities are consistent in time, place, and manner with the mission and activities of Bryant University.

Sponsorships

Organizations should abide by the Bryant Student Handbook for limitations on the types of sponsors that students cannot acquire. An example of this would be local bars or alcohol distributors.

Student Ventures

All policies outlined in the Bryant Student Handbook should be followed by student organizations and their members. Additionally, organizations should not use student ventures to purchase event supplies and can only be given special permission by demonstrating need, reasoning, value, and a lack of conflict to staff.

13b. Cash Box/Petty Cash

Student Activities maintains 9 locking cash boxes that are available for Bryant University recognized student organizations to checkout and use for their fundraisers, making change at events and ticket sales. Offices and departments may request petty cash boxes on a limited basis and with prior approval by the administrative secretary of .

Cash Box Policy:

- Groups wishing to checkout a cash box must complete the Cash Box Request Form on Engaged, <https://engaged.bryant.edu/submitter/form/start/489802>, at least 3 days before the date needed. If the cash box is being used for a fundraiser, the Club/Organization Fundraiser Request Form must be submitted first.
- Cash boxes will only be issued to organizations in good standing.
- No more than \$100 may be loaned out unless approved through the Associate Director of Finance, Budget Management and Operations for Student Affairs.
- Check outs and returns occur between 8:30 a.m. and 4 p.m., Monday - Friday. After hour returns should be arranged in advance with the Assistant Director of the and should be returned to the Resource Center prior to 7 pm (Mon. – Thurs.). In event that the Resource Center is closed, the petty cash box can be returned to the FSC Center Manager by calling 401-232-6983.
- Cash boxes, bags, or money shall not be loaned out for more than 5 days or during campus breaks and must remain on the Bryant campus.
- A Bryant ID must be presented to pick up cash boxes. The recognized student organization is responsible for the cash box and its contents.

13c. Student Organization Funding

The primary source of all funds for Recognized Student Organizations is from the Ways and Means Commission of Bryant University Student Government. Student organizations are expected to request and utilize funds for the purposes of fulfilling the mission and values of the organization and to enrich the Bryant University community.

Student Organization budgets will be reflected through the organization Engaged portal. Any student organization that has a budget through Engaged is required to utilize Engaged to request access to funds through procurement cards (p-cards), service forms, invoices, or contracts.

Annual Budget Requests

Recognized Student Organizations will submit Annual Budget Requests, annually each January. Budget hearings will be held throughout the month of February. Annual budgets are the primary funding source for the entire year for student organizations. Trainings on annual budget requests will be held near the end of November/early December hosted by the Treasurer of Bryant University's Student Government. During Annual Budget Requests, overnight travel is not

eligible for request, any request for overnight travel must be done via Request for Additional Funding.

Requests for Initial Funding (RIF)

This applies to newly recognized student organizations after the provisional checklist is completed and approved by Student Activities. Before submitting a RIF the student organization treasurer and president must meet with the Student Organization Resource Center. RIF are capped at \$750.00.

Process:

1. Student Organization must be active for at least one semester and submit the completed checklist on the Engaged Portal:
<https://engaged.bryant.edu/submitter/form/start/490031>
2. Once the provisional checklist is approved by the Assistant Director of , the student organization president and treasurer must meet with the Resource Center to create and review the process and request. The Assistant Director of will direct you to the appropriate Resource Center staff member. During this meeting, the Resource Center staff member will review the process for submitting a budget request, as well as current guidelines and policies around funding and using Student Involvement Fee funds.
3. After the meeting with the Resource Center the student organization treasurer will submit the RIF through Engaged. All requests must be submitted by Monday at 12pm (noon) to be seen at the same week WAM meeting.
4. After the Treasurer of Student Government receives verification from the resource center, he or she will reach out to the organization with a hearing time for the request with the Ways and Means Commission (WAM). The organization should confirm the hearing time immediately.
5. The student organization treasurer will present the request the Ways and Means Commission (WAM).
 - a. Show up on time.
 - b. Justify your request.
 - c. Answer questions from the Commissioners.
6. If the request approved, Student Senate will review and either approve or deny at the next Student Senate meeting. If the request is denied the organization can appeal to Student Senate.
7. Once the request is approved by Student Senate a budget line will be created for the student organization and the student organization will be able to access the approved funds (see further info in this section on access and spending protocol).

Requests for Additional Funding (RAF)

These requests are to be used when Annual Budget funds are not sufficient. Student Organizations are expected to give exact amounts and provide quotes/prices and additional information to support the request.

Process:

1. Fill out the Engaged form and “save and finish later”.
2. Optional: Receive possible feedback from the Resource Center and revise original form.
 - a. To schedule a meeting with the Resource Center contact resourcecenter@bryant.edu.
3. Submit form for approval through Engaged (student organization treasurer must submit the form). All requests must be submitted by Monday at 12pm (noon) to be seen at the same week WAM meeting.
4. The Treasurer of Student Government will reach out with a hearing time for the request with the Ways and Means Commission (WAM). The organization should confirm the hearing time immediately.
5. Attend the hearing with WAM.
 - a. Show up on time.
 - b. Justify your request.
 - c. Answer questions from the Commissioners.
6. After the presentation to WAM, the Student Government treasurer will email the decision the same day.
 - a. If the request is over \$500, the student organization will need to present to Student Senate the following week.
 - b. If the request is denied, WAM will provide details as to why. The student organization can appeal to Student Senate the following week. Inform the treasurer that you would like to appeal.
7. If the student organization needs to present to Student Senate, respond with confirmation that an executive board member will attend Senate the following week.
 - a. Go to Senate (Wednesdays at 4:00pm in Bello Grand Hall) the following week to appeal or accept the WAM recommendation.

TRAVEL

Please refer to the travel policy found in this manual for information regarding funding and student organization trips. Overnight travel can only be requested via RAF.

RIF/RAF Assistance

The Student Organization Resource Center offers opportunities for student organizations to receive assistance with creating, submitting, and presenting Requests for Initial Funding and Requests for Additional Funding. The Resource Center can assist with reviewing the request, navigating Engaged and practice presenting before the WAM hearing.

For RIF’s student organization presidents and treasurers are required to meet with the Resource Center before a RIF is submitted. For RAF, this is an optional resource for student organizations. It is also highly encouraged when an organization is appealing a WAM decision.

To set up a meeting with the Resource Center contact at resourcecenter@bryant.edu or (401)232-6954.

13d. Organization Expenditures

Once a student organization has a budget, they are able to access their funds through Engaged and the Student Organization Resource Center.

Reimbursements for faculty, staff, or students, using student organization funds are not permitted.

Student organizations should only utilize funds for student organization activities, program, initiatives that enrich the organization and larger campus community and fulfill the organization mission and values.

Student Activities can approve or deny expenditure requests at their discretion. All expenditures must align with Student Involvement Fee policies. To review those policies please see the index.

Engaged

Anytime a student organization wishes to utilize funds, the treasurer must submit a request through Engaged. To find a step-by-step instruction on how to use Engaged to request funds, review the news article on Engaged regarding this topic.

Student organizations must use Engaged to utilize funds via procurement cards (p-card), service forms, check requests in the form of an invoice or contract. P-card requests must be submitted at least 3 business days in advance and service forms must be submitted at least 1 business day in advance by the student organization treasurer. For check requests, Bryant University has a net-30 payment schedule so payment of check may take up to 30 business days from approval.

Procurement Cards (P-cards)

The p-cards can be used to purchase goods or services by phone, mail, internet, or in person at the supplier's store. Organization can obtain a card from the Resource Center (with approval from the Assistant Director of Student Activities) on the third floor of the Fisher Student Center. Treasurers must submit a request at least 3 business days in advance.

The request must include:

- Person picking up the p-card, name, phone number, and email
- Date and time of p-card pickup from Resource Center
- Brief description of what is being purchased
 - a. For internet purchases, please provide links

P-cards are to be used and returned ONLY by the person signing out the card and must be returned at least 30 minutes before the Resource Center closes. When returning a p-card all receipts must be returned as well. Receipts must be itemized. Approval from is required if a p-card is needed after hours or on weekends.

Always call (401)232-6954 or email resourcecenter@bryant.edu if p-card returns are going to be late or there are any issues.

Service Forms

This form is used whenever you would like to purchase items from one of the service areas on the Bryant University campus and have the cost charged directly to your account. Service areas include:

- Auxiliary Services (printing, binding, etc.)
- Bookstore
- Bryant Dining
- Dunkin Donuts
- Info Center
- L'Artisan Café
- Library
- Ronzio
- Subway

If the student organization places a large quantity order from any of the above businesses, please submit the order at least 3 days in advance to the purchase.

The request must include:

- Person picking up service form name, phone number, and email
- Date and time of service form pickup from Resource Center
- Brief description of what is being purchased

Service forms are only able to be used with a signature from a staff member in . The form is a three-part form. The vendor will need to complete the bottom portion of the form or print a duplicate receipt. The vendor will keep the original white copy, the yellow copy (and/or accompanying receipt) must be dropped off in the white drop box outside the Resource Center on the third floor of the Fisher Student Center. The pink copy can be kept by the student organization for record keeping purposes.

Check Requests

The check request process is used anytime the student organization needs a check cut from the organization account to pay for goods or services. Please keep in mind that the process for creating and mailing a check takes anywhere from 10-30 days to process.

For invoices:

Before any goods are purchased or services are rendered, student organizations should submit a payment request through Engaged with the "Check Request" payment type and upload a quote for the goods or services. The quote will be reviewed by the Assistant Director of . Once the payment request is approved the student organization can move forward with purchasing the

goods or confirming services. Once a final invoice is sent to the student organization, the treasurer must submit the invoice to Student Activities at @bryant.edu.

For contracts:

If the student organization needs to contract for goods or services, the first step is submitting a Contract Request form. To access this form, click here:

<https://engaged.bryant.edu/submitter/form/start/489791>

Once a contract is complete with all signatures, the student organization Treasurer must submit a payment request through Engaged and upload the final contract. Please note that for contracted services the only form of payment that may be used is check requests via invoices.

For purchases over \$5,000:

If purchases, bills, or contracts exceed \$5,000 the University requires a purchase order to be made for the payment to be processed. A purchase order is essentially a “guarantee of payment” on the part of Bryant University. Once a purchase order is issued, a company is guaranteed that amount of money has been set aside in your organization’s account to pay them. A purchase order must be issued for all purchases over \$5,000. Please contact the Assistant Director in the with assistance on completing a purchase order.

If your purchase is less than \$5,000, Bryant University does not require you to obtain a purchase order. Purchase orders are not used frequently for student organization purchases, all organizations, especially those funded through the Ways & Means committee are asked to work closely with the Assistant Director in Student Activities in completing and filing the necessary paperwork for purchase orders. Organizations are not permitted to split invoices for the same service solely to dip below the \$5,000 limit.

Bryant Tax Exempt Status

Bryant University is a tax-exempt institution. As such, all student organization purchases must also be tax exempt. Prior to going shopping at retail stores, online, or making phone orders) make sure to pick up a tax-exempt form from the Resource Center. Take the tax-exempt form with you and present it at the point of purchase (or email it to vendors you are dealing with over the phone or internet). It is the student organization’s responsibility to present the tax-exempt form if taxes are paid on a purchase the organization will not be reimbursed.

14. External Policies

14a. Film, video, and other copyright policies

Bryant University adheres to and promotes observance of U.S. copyright laws. Those laws aim to “promote the progress of science and useful arts” (Constitution of the United States, Art. I, Sec. 8) and protect the rights of authors, artists, composers, copyright holders, and those who use material produced by others.

The Federal Copyright Act specifies that copyrighted materials, like movies, can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one’s home.

Student organizations can work with Student Activities to purchase the proper licenses to show or utilize copyrighted information, films, books, music, plays, etc. Contact at @bryant.edu for assistance.

14b. Outside vendors/speakers/entertainment

When student organizations intend to bring outside vendors, speakers or entertainment to campus the vendor, speaker, or entertainment must fit within the mission and values of the organization.

Contracts

Determining if one is needed:

For certain outside of Bryant vendors/speakers/entertainment the student organization will need to complete the Contract Request Form (<https://engaged.bryant.edu/submitter/form/start/489791>) at least four weeks in advance of the event/program. A contract is needed if at least one of these items applies:

- The fee is more than \$250.00
- The vendor/speaker/entertainment will be paying the organization/Bryant University (any amount)
- Requires a setup/technology/transportation/hotel/other requests
- The vendor/speaker/entertainment will involve risk or liability to either students, the student organization, or Bryant University. If this is the case, a Certificate of Insurance, a waiver, or some special considerations may be needed for the event. If that is the case than a contract will be needed. Some liability examples include:
 - Physical activity from attendees (ex. bounce houses, races, mechanical bulls, obstacle courses, etc.)
 - Visitors from off campus (speakers, performers, vendors, etc.) are coming to Bryant to provide a service or performance.
 - Visitors will be driving on the campus
 - Food is involved in the event.

- When in doubt – ASK! The idea of risk management can be difficult to assess. The student leaders should reach out to either the Bryant Risk Manager (bthomas12@bryant.edu) or their adviser for help with making these determinations.
- If there is a question as to whether a vendor/speaker/entertainment for an event requires a contract, please contact your adviser for additional support.

The contract process:

1. Determine the details of your event that are pertinent to the contract (name of performer, cost, date, location, time of event, travel arrangements, etc.).
 - a. If the student organization needs assistance on negotiating prices or details, Student Activities is available to assist at [@bryant.edu](mailto:sa@bryant.edu).
2. Fill out the above-mentioned Engaged form at least four weeks prior to the event.
3. Contract will be generated, and a copy of the completed contract are e-mailed to the performer or agent for his/her signature.
4. The performer signs the copy and returns them to Bryant University. The Director of then signs and dates the copy and forwards the contracts to the Risk Manager for signature.
 - a. If the contract is over \$5,000, the contract must be signed by the Assistant Vice President, Student Engagement.
 - b. If the contract is over \$10,000, the contract must be signed by the Vice President of Student Affairs/Dean of Students.
5. Once the contract has been fully signed, one copy is kept by the student organization. A second copy should be mailed back to the performer for their records, and the final copy is used to generate a check via Banner.
6. Payments generally take up to 30 days for processing by the Accounts Payable Department.

In addition to the contract, a vendor/speaker/entertainment may be required to submit an up-to-date 2018 W-9 and a Certificate of Insurance (COI) to Student Activities. Please see previous sections of the manual for details.

14c. Travel Policies

Student Organizations wishing to travel off campus for either day or overnight trips using Student Involvement Fee funds must comply with all policies set forth by the SIF Oversight Board, the Ways and Means Commission, and Student Activities. These policies are currently under revision and will be amended in this manual.

Sanctions

reserves the right to sanction any student organization based on non-compliance of any of the above policies and/or financial misuse. This includes but is not limited to freezing an organization's funds, freezing an organization's activities and ability to plan events, and suspending or removing an organization.

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15. Organization Identity and Marketing

15a. Posting Policy

Student organizations should refer to the Bryant University Student Handbook for this policy.

15b. Poster Printing Guidelines

The Poster Printer on the 3rd Floor of the Fisher Student Center is a beneficial resource to Registered Student Organizations (RSO). Each RSO is given 30 free posters each academic year. Posters are only printed for EVENTS open to the entire Bryant community.

The Poster Printer primarily prints 22x32 sized posters, 24x36 for A-Frames, or 24x72 banners. Please email the Resource Center if you have a need for any other sized files. The Resource Center only accepts Publisher, JPG, BMP, TIFF, or PDF files. Publisher or PDF files are recommended.

Information that should be included on your poster are:

- Date
- Time
- Location
- Description of event
- Sponsoring Organization
- Contact information
- Appropriate language
- No advertising of alcohol/drug related items
- No inappropriate or offensive messaging, content, or design

If a poster is not picked up within 3 business days of being printed, it will be discarded. Any poster to be hung in the poster display cases will be put up within 2 business days from the time the poster is approved.

Only one copy of each poster file can be placed in the display case, due to space restrictions.

The Resource Center is open Monday-Thursday 10:00am-7:00pm and Friday 10:00am-4:30pm. Posters can be picked up after 10:30 daily. Posters for print must be requested at least 24 hours in advance. If a poster is submitted over the weekend, the poster will be printed within the first 24 hours of the next business day. Contact the Student Organization Resource Center at resourcecenter@bryant.edu with any questions.

15c. Tabletop Advertisements

In support of the various events and programs offered through our campus is providing tabletop sign holders in various locations throughout the Fisher Student Center. Please review the following policies and procedures for the use of the tabletop sign holders.

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Tabletop Display Advertisement Policy:

Student organizations, offices, and departments affiliated with Bryant University will have the opportunity to advertise their event or service by utilizing the tabletop sign holders throughout the Fisher Student Center. The tabletop sign holders fit three 4”x6” inserts. Groups wishing to utilize the provided sign holders should abide by the following:

- Reservations for postings should be made through Engaged utilizing the form Tabletop Advertising Request Form. <https://engaged.bryant.edu/submitter/form/start/489785>
- Priority will be given to student groups affiliated with Bryant University. Offices and departments are available as space allows.
- No more than 1 reservation will be allowed per event unless a group is approved to advertise for any pre-event needs and activities
- Organizations/departments can only have 1 advertisement in the holders at a time.
- Postings should be displayed no more than 5 days before your event and the reservation should end the day of the event.
- Any postcards found in the holder without a reservation will be removed immediately and discarded
- Departments should drop off printed materials to the Resource Center 3 days prior to your scheduled posting. RSOs will be directed in the Engaged form to attach their poster for the Resource Center to print.
- Postings must be 4”x6” in size, one sided, portrait style (vertical) to fit in the holders.
- Postings must meet the requirements as stated in the Student Handbook under Poster, Paint, and Sign Policy.
- Postings must display who, what, when, and where with sponsoring contact information.
- Postings will be removed once your reservation has expired and will be recycled.
- Postings must not contain inappropriate or offensive language, content, or designs

15d. Digital Presence

Recognized Student Organizations should always be cognizant of the digital presence that they maintain. When using the Bryant University name, including its departments and/or recognition status the following must be maintained. All official portals, social media accounts, email addresses, websites, files, and any other digital platforms of a recognized student organization are directly connected with said organization. This means that all policies and procedures put forth in the Bryant University Student Handbook and the Manual for Recognized Student Organizations still apply. Organizations are responsible for maintaining these digital platforms in a way that complies with these regulations and understands that they (officers, members, and overall organizations) can be held accountable in the form of sanctions up to and including removal of recognition.

Engaged

All student organizations should continue to follow all required due dates and guidelines around portal updates, which are listed in this manual. Additionally, portals should not contain any inappropriate content or be used to market unapproved events, programs, and initiatives.

University Email Address and Email List Serve Programs

Organizations may not use SIF funds to pay for subscriptions to list serves or other communication platforms.

Websites

Any organization that would like to have a website must do so via the feature on Engaged. This is the only website that will be considered “official” when meeting transparency requirements around posting and communication.

Any organization looking for an exception due to using outside websites for major events or programs, or since they already have a website in place, must discuss this with their advisor. To be given an exception, the advisor may have some specific requirements, such as linking the website through other digital platforms like Engaged to make it more accessible.

Organizations may not use SIF funds to pay for subscriptions to web hosts unless they (1) can demonstrate necessary features that are not offered through a university-maintained platform and (2) have received a special exception (see above) from their advisor.

Miscellaneous

In addition to the policies laid out in the Bryant University Student Handbook and the Manual for Recognized Student Organizations, the following should be considered:

- **Non-Discrimination:** Student organizations must not, in their digital activity, identity, brand, and/or day-to-day functions operate under any goals, ideologies, messaging, or initiatives that actively or passively promote the marginalization, discrimination, or abuse of any individual, group, or belief. This includes but is not limited to race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status, or genetic information. Student organizations and their digital platforms are held to the standards of the University, which is committed to “providing an inclusive and welcoming education and working environments for all members of its campus community”.
- **Digital Files:** All digital files, including but not limited to logos, standard branding, files, archived materials, and documentation must be uploaded to the organization’s Engaged portal. At all times, should have access to view or download these files.

16. Additional Resources

As one of their privileges, recognized student organizations have access to many additional resources on campus through various departments and offices. These policies are either managed by or additional departments. To learn about specific policies and procedures related to these departments, student organizations should contact the corresponding departments and offices directly. Resources include:

- Locker Storage
- Van transportation rental (Fisher Student Center)
- Resources and policies for specific campus spaces
 - Fisher Student Center
 - Bello Library
 - Unistructure
 - Academic Innovation Center
 - Residence Halls
- Mascot Bookings (Athletics)
- Athletic Equipment (Campus Recreation)
- Strategies, tips, and tricks for:
 - Advertising
 - Event planning
 - Engaged
 - Running a meeting
 - Delegating for officers
 - And more!

17. Student Org Status Changes

17a. Provisional Status

Newly recognized student organizations (See New Student Organizations section) are immediately set to the Provisional Status in the first semester of recognition. Student organizations must complete the provisional checklist to become a fully recognized student organization and eligible to submit a Request for Initial Funding (RIF). Student organizations are ineligible to apply for Requests for Initial Funding until after they complete the checklist, and it is approved by the Vice President for Student Organizations and Student Activities. Student organizations have one full year to complete the provisional status checklist to maintain recognition. After the first full semester, the student organization will present their provisional club requirement checklist with evidence to the Vice President of Clubs and Organizations of the Student Government and the Assistant Director of Student Activities. If the provisionally recognized student organization does not fulfill this checklist, they must go through one more semester of provisional status to complete this checklist. If the organization does not succeed, they will be ineligible to apply for full recognition.

The Provisional Checklist includes:

1. Updated student organization's Engaged portal with correct officer information.
2. Final constitution uploaded to the organization's Engaged portal.
3. Uploaded (at least 5) meeting attendance and minutes for the student organization.
 - a. Attendance average must be at least 10
4. Student organization president (or designee) has attended every Student President Advisory Council (SPAC) since the organization has been recognized.
5. The executive board has attended a New Organization Training with a staff member from the Resource Center.
6. The student organization treasurer met with the Resource Center for budget and request for initial funding training.
7. Suggested:
 - a. Any PR evidence advertising the organization or specific event, meeting, or program.
 - b. Documentation of any events or programs hosted by the organization.

17b. Changing Categories

If an affiliated organization would like to transition to a different category of organization they must fulfill the specific requirements, which vary based on the new category. To learn more about certain criteria and requirements contact at @bryant.edu. To change to any category:

- The organization must be a fully recognized affiliated organization for at least one academic year. Please note that time as a provisionally recognized organization does not count towards this requirement.
- The organization has shown significant growth in both membership and programs/events/initiatives.
- The organization must meet with their adviser to get a list of specific requirements for entering a different category (ex. Academic, Club Sports, etc.)
- If an organization does successfully switch into a new category, they must meet the ongoing/annual requirements for that category. These are in addition to the general requirements followed by all recognized student organization categories. The first year that an organization is in this category is considered a trial period and, at the discretion of , they may be moved back to their original category at any time. Additionally, at the end of their trial year, will assess the level at which they handled the requirements of their new category and determine if the organization will remain there in a more permanent capacity. Ongoing requirements of categories can be found in section 9a of this manual.
- PLEASE NOTE: The is not currently accepting petitions to become a Partnering Organization.

17c. Restarting a Student Organization

Student organizations can be re-activated if they have been inactive for a year or less. Student organizations which have been inactive for more than a year are considered defunct and must go through the recognition process for new student organizations. Inactivity for student organizations can be reported to by current members or student organizations will be notified and asked to confirm if the organization is active by . Student organizations are considered inactive when more than one of the following occurs:

- No space reservations are made for a semester
- Organization does not re-register for the upcoming academic year
- No annual budget request is made OR a student organization does not access annual budget funds for one semester

To re-activate a student organization:

- The organization needs to meet with the Assistant Director of Student Activities and submit a completed New Organization Interest Form on Student Activities Engaged Portal along with a roster of at least 10 Bryant University students who are interested in joining the club.
- Submit an updated version of the student organization constitution to the Assistant Director for Student Activities, and the Vice President of Student Organizations.
- Once this constitution is approved by , the organization will need to attend a Student Government meeting where a vote will be taken on the new constitution. If the new constitution is approved by the Student Government and then approved by the Director of or their designee, then the group will be re-activated.

- If the group was a Club Sport, it will have to remain, for at least one semester, in the Affiliated category before becoming re-recognized as a Club Sport. Re-recognition requirements for academic or partnering organizations is at the discretion of the in conjunction with any additional sponsoring departments.

17d. Sanctions, Suspension, and Removal

Student organizations that violate any policies or procedures of the Student Handbook and/or the Manual for Recognized Student Organizations are, at the discretion of staff, at risk of disciplinary action or sanctions against their organization, officers, or members. reserves the right to sanction a student organization, member, or officer for actions that they deem inappropriate even if said actions are not explicitly listed in formal policies. This final decision is at the discretion of staff.

Please note that depending on the nature of the violations, organizations, officers, or individual students may also be subject to disciplinary action from the Dean of Students, Student Affairs, or other campus officials. The purpose of this policy is to outline only the component of organization, member, and officer sanctions. Processes maintained by Student Affairs and other campus officials can be found in the student handbook or within individual departmental policies.

Student organizations that do not fulfill annual requirements will be put on probation and assigned a Resource Engagement Peer as a peer advisor. The student organization must meet with their assigned Resource Engagement Peer (REP) once a semester and can reach out to the REP for questions. If the student organization does not complete annual requirements for a second year in a row, Staff will meet with the leadership of the organization and the organization advisor and discuss possible sanctions, suspension, or removal.

Procedures

Step 1: Verbal Warning

Organizations, members, or officers will be given a verbal warning. This will explain the nature of the violation and provide feedback on how this can be improved next time. It will also include further instructions on any additional steps that need to be taken.

Step 2: Written Warning

Organizations, members, or officers will be given a formally written warning. This will explain the violation and provide instruction on next steps needed.

Step 3: Suspension

If an organization, member, or officer has a third offense they will be formally suspended as an organization. Suspension of an organization means that a club's funds and assets are frozen, all upcoming events and programs are cancelled. Suspension of a member or officer means that the individual will be removed from participating in any activities associated with the organization including but not limited to leadership roles, decision making, and event/meeting attendance.

Based on the level of the offense the suspension period will last for a specific amount of time and require certain actions for the organization, member, or officer to be reinstated. For an organization, this includes but may not be limited to a new proposal including what changes need to be made within the organization so that similar problems do not happen again. For an individual or officer this would take the form of a personal action plan. A due date will be attached to this proposal and/or personal action plan.

Possible Actions:

- The proposal and/or personal action plan is accepted, all necessary actions are complete, and after the suspension period is complete, they are reinstated as an organization, member, or officer.
 - Please note that, depending on the offence, an officer may be reinstated as a member but not in a leadership position
 - Please note that individual organizations may also set additional rules around accountability and removal of members and officers, which can complement these policies
- The proposal and/or personal action plan is not accepted and/or necessary actions are not completed, and the suspension period is extended until the organization, member, or officer is able to make the required level of changes
- The proposal and/or personal action plan is not handed in and/or necessary actions are not completed on time and the organization is removed

Step 4: Removal

If an organization, officer, or member is reinstated and once again has a violation they will be immediately removed.

Please note that, when appropriate, Student Activities reserves the right to remove, sanction, suspend, or place on probation an organization, member, or officer at any time. Depending on the severity of the violations and the level at which an organization, member or officer is willing to work to rectify the situation, has the authority to skip steps listed above and escalate situations as appropriate. In addition to , the Vice President for Student Affairs/Dean of Students may also revoke an existing organization's recognition whenever due cause for said revocation can be clearly demonstrated.

18. Conclusion

18a. Miscellaneous Notes

Please remember and note the following:

- is always available to help answer questions and navigate these policies.
- reserves the right to update, expand, elaborate on, or otherwise amend these policies at their discretion and whenever necessary.
- The policies in this manual are meant to complement the daily operations of individual organizations, however, it is important to note that these policies supersede individual constitutions, policies, practices, or any additional materials of an individual organization.
- In matters where this manual or individual policies within it are being utilized or enforced, any interpretation or reasonable assumptions that can be drawn from the written content is solely at the discretion of staff.
- and Bryant University are inclusive, equitable, and transparent environments of learning and development. This expectation and high standard extend to all student organizations.

18b. Why This Matters

Involvement in an organization is an opportunity that provides students with many positive outcomes. Students who are leaders or members of a recognized student organization develop personally, professionally, and socially. The leadership development, skill enhancement, and overall enrichment that can occur within an organization provides a valuable foundation, which can be used and applied long after a student's college career. Additionally, the actions and initiatives of these groups provide immense value throughout campus and enhance the college experience for the entire student body. A significant portion of this development occurs when organizations and their members are challenged to perform in a highly responsible, efficient, and sustainable manner. This learning continues when organizations and members recognize that, as part of a learning environment, it is okay to make certain errors or mistakes and that those instances provide some of the best opportunities to grow. Student Activities maintains the policies in this **Manual for Recognized Student Organizations** not to hinder or limit an organization's potential or autonomy, but to help sustain the collaborative, challenging, and developmentally driven opportunities that are fostered by these organizations and their students.

19. Index

19a. Student Organization Sample Constitution

*Everything that has (*R*) must be included in your constitution.*

STUDENT ORGANIZATION NAME

[*Date of Adoption/Revision]

ARTICLE I: Name (*R*)

Section 1: The Name of this organization shall be [insert name] at Bryant University.

ARTICLE II: Purpose (*R*)

Section 1: [State the organization's mission or purpose statement]

Section 2: The goals of the organization shall be:

.01) [Optional: list out organization's goals]

ARTICLE III: Authority & Responsibility (*R*)

Section 1: Power: The officers of [insert name of student organization] have the power to administer and enforce the constitution of the organization.

Section 2: Authority: This organization operates under the authority of Bryant University, Student Activities, and the Student Government of Bryant University. (*R*)

Section 3: [IF APPLICABLE] This organization is affiliated with [Name of national or affiliated organization] and adheres to [national or affiliated organization bylaws or governing documents]

Section 4: Responsibility: This organization is a recognized student organization at Bryant University and adheres to all campus policies and procedures of Bryant University, including but not limited to, policies set forth in the Bryant University Student Handbook, Student Activities, the Student Government of Bryant University, and the Division of Student Affairs. (*R*)

ARTICLE IV: Membership (*R*)

Section 1: Membership is open to all interested full-time undergraduate Bryant University students. (*R*)

Section 2: [List any requirements for students to become members and maintain membership] *The minimum requirement for membership is:* Interested students must attend at least 3 general meetings before membership is established. To maintain membership, members must attend at least 3 general meetings each

semester, or an additional requirement set individually per organization that exceeds this number.

Section 3: [Define how “good standing” is defined for members] Membership in good standing is defined by maintaining all requirements of membership and continuously following policies laid out in the Recognized Student Organization Manual and Student Handbook.

Section 4: All members of [insert student organization name] are expected to uphold the rules and regulations of Bryant University and adhere to all policies and procedures set by the Student Government of Bryant University, Student Activities and the Division of Student Affairs. (*R*)

ARTICLE V: Officers (*R*)

Section 1: [List of officer titles and terms, **MUST have President and Treasurer**] For example: The officers of [insert student organization name] shall be President, Vice President, Treasurer, and Secretary. All positions will serve for one year from January 1 to December 31.

Section 2: [List qualifications to be an officer] For example: To be eligible to run for an officer position, the person must be a member of [insert student organization name] for at least one full semester prior to elections.

Section 3: [List powers and duties of officers] For Example: The Powers and Duties of officers shall include:

.01) (*R*) The President shall:

- (a) Be the chief executive officer.
- (b) Be the main point of contact for Bryant University administration, Student Activities, and Student Government of Bryant University. (*R*)
- (c) Attend monthly Student Presidents Advisory Council (SPAC). (*R*)
- (d) Attend annual treasurer training hosted by Student Activities and Student Government of Bryant University. (*R*)
- (e) Intend to spend the entire office term on campus at Bryant University while serving office (with no intention of being abroad). (*R*)
- (f) Preside over all regular and executive board meetings.

.02) (*R*) The Treasurer shall:

- (a) Keep a current record of all financial transactions of the organization.
- (b) Be the main point of contact for the Associate Director of Finance, Budget Management and Operations for Student Affairs. (*R*)
- (c) Attend annual treasurer training hosted by Student Activities and Student Government of Bryant University. (*R*)

.03) The Vice President shall:

- (a) Fulfill all roles and duties of the President should the President be absent, unable to perform stated responsibilities, removed, or resigned from the position.
 - (b) Oversee all marketing and advertisements for [Insert student organization name]
 - (c) Ensure all organization events are recorded on the organization’s Bryant Engaged portal.
- .04) The Secretary shall:
- (a) Record and store minutes from all organization meetings and ensure the copy of minutes is uploaded on the organization Bryant Engaged portal
 - (b) Keep record of all organization activities, including events, photographs, and attendance of the organization.

Section 4: [Define how “good standing” is defined for an officer position] For example: An officer in good standing is defined by maintaining all requirements of membership and continuously following policies laid out in the Recognized Student Organization Manual and Student Handbook as well as fulfilling all duties and responsibilities listed in this document as well as any duties as assigned and agreed on by both the executive board, officer, and advisor.

Section 5: [Insert statement on how and why an officer may be removed] For example: An officer failing to maintain membership in good standing, may be removed at any meeting by vote of the general membership.

ARTICLE VI: Advisor (*R*)

Section 1: The advisor of this organization must be a member of the Bryant University faculty or staff. (*R*)

Section 2: [Insert statement of how the advisor is selected] For example: The advisor must have knowledge of [insert topic or mission of the organization] and will be selected and voted in by majority of the executive board.

Section 3: The advisor shall be confirmed yearly by the executive board. Should the organization choose not to confirm the advisor, the organization must select another Bryant University faculty or staff member to serve as the advisor.

Section 4: The advisor shall fulfill the responsibilities specified in Student Activities Advisor Handbook. (*R*)

Section 5: [Add any additional requirements of the advisor] For example: The advisor will attend bi-weekly executive board meetings throughout the academic year.

ARTICLE VII: Elections (*R*)

Section 1: Elections of officers shall be held [insert when elections take place, for example: at the end of the month of November each year]. (*R*)

Section 2: [Expand on election process] For example: Nominations will take place at the regular meeting immediately preceding the election. Members may nominate themselves for an officer position and will have an opportunity before the election to give a brief (no more than 5 minutes) statement about their candidacy.

Section 3: Officer shall be elected by majority vote of the active membership present at a regular meeting where quorum is present. If no candidate receives majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.

Section 4: All votes will be cast by secret ballot, prepared by the Secretary.

Section 5: Members must be present to vote. Absentee or proxy voting is not permitted.

Section 6: To vote a member must be in good standing.

Section 7: Notice of election or appointment results will be announced at the next regular meeting following the election.

Section 8: [Insert process for a vacancy in office] For example: In case of resignation or removal of any office an interim officer will be selected by special election, the timeline to be determined by the executive board.

- .01) Should the office of President become vacant, the Vice President should complete the President's unexpired term and call for an election for Vice President consistent with election processes.

ARTICLE VIII: Meetings (*R*)

Section 1: All meetings are open to the Bryant community. (*R*)

Section 2: Regular meetings shall be held [insert when meeting times occur, for example:] weekly during the academic year.

Section 3: [Insert process for special meetings] For example: Special meetings may be called by the President or a majority of the executive board. All members must be given a minimum of 24 hours prior notice of the meeting time.

Section 4: [Insert what quorum will consist of] For example: A quorum shall consist of two-thirds of active members of the organization. (*Quorum may be based on the number of official members or simply those in attendance at each meeting depending on how formal your organization is*)

Section 5: Business cannot be conducted unless a quorum of the membership is present.

ARTICLE IX: Committees

Section 1: Special committees may be established by the executive board and shall perform such duties as defined in their establishment.

Section 2: The executive board shall appoint, and may remove, committee members and a chairperson for each committee

Section 3: [If you have special committees, for example. Constitution review committee, list their names and duties] For example: The Constitution Review Committee shall meet once per academic year to review the constitution and recommend amendments or changes to the constitution to the executive board and general membership. The committee must have at least one executive board member present.

ARTICLE X: Finances (*R*)

- Section 1:** All funds of [insert student organization name] must be kept within the University's budgetary system, no off-campus accounts are permitted. (*R*)
- Section 2:** Expenditures of any funds are subject to State, University, Student Involvement Fee, and Ways & Means guidelines and procedures. (*R*)
- Section 3:** The organization may generate revenues through fund-raising activities approved by the Associate Director of Finance, Budget Management and Operations for Student Affairs and Student Activities. (*R*)
- Section 4:** [Any additional rules for finances] For example: The organization may make expenditures with the approval of the organization Treasurer and President.

ARTICLE XI: Amendments and Ratifications (*R*)

- Section 1:** The constitution shall be implemented upon its adoption by a majority vote of Student Government at Bryant University and the approval of Student Activities, and the Vice President of Student Affairs & Dean of Students. Following ratification will be conducted yearly by [insert how ratification will be determined, for example:] majority vote of the general membership. (*R*)
- Section 2:** Proposed amendments to this constitution shall be presented to the membership one meeting prior to the meeting where the amendment will be voted upon.
- Section 3:** Any amendments to this constitution are also subject to the approval of the Vice President of Student Organizations, Student Activities and the Vice President of Student Affairs & Dean of Students. (*R*)
- Section 4:** A copy of any amendments to this constitution must be submitted to Student Activities and uploaded to the organization's Bryant Engaged portal within two weeks of adoption. (*R*)

ARTICLE XII: Dissolution (*R*)

- Section 1:** Upon dissolution of [insert student organization name] for any reason, all work, funds, and property controlled by the organization will be turned over to Student Activities.

ARTICLE XIII: Non-Hazing Clause (*R*)

- Section 1:** [Insert student organization name] will not encourage or participate in any form of hazing. Hazing is defined as any action taken or situation created to produce excessive mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted to, paddling in any form, creation of excessive fatigue, requiring the consumption of alcohol; physical or psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities conducted off-campus; wearing in public any apparel which is not normally in good taste; engaging in public stunts; morally degrading games and activities which are not consistent with the law, ritual or policy of Greek governing bodies, or the regulations and policies of Bryant University.

19b. Liability Waiver



RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: _____

Activity Date(s) and Time(s): _____

Activity Location/Facility: _____

In consideration for being allowed to participate in this Activity, I **release from liability and waive my right to sue** the Bryant University, and their employees, officers, volunteers, and agents (collectively “University”), from any and all claims, **including the University’s negligence**, resulting in any physical injury, illness (including death) or economic loss I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that my participation in this activity involves (INSERT SPECIFICS OF ACTIVITY). I understand that there are risks, dangers and hazards, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. Such injuries may include, but are not limited to slip fall strain, sprains, bruises, broken bones, (IF NEEDED, INCLUDE OTHERS). These injuries or outcomes may arise from my own or other’s actions, inactions, negligence, or from the condition of our facility(ies). I further understand that the risks, dangers, and hazards with respect to this Activity includes those both known and unknown. Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this Activity, including travel to and from the Activity. **It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.**

I agree to **hold** the University **harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney’s fees**, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. This release is intended to discharge the University from and against any and all liability arising out of or connected in any way with my participation in Bryant’s **INSERT EVENT** on **INSERT DATE RANGE**.

I further certify that I am in adequate physical condition and physically able to perform this Activity. I acknowledge having read and knowing the University policies and procedures relating to the activities, facilities and/or equipment that I may be using and understand that the safe and proper use of the facilities, equipment or participation in the activity is dependent upon carefully following such policies and procedures. I further

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acknowledge that I have the requisite skills, qualifications, physical ability and training necessary to properly and safely use the equipment and facilities and to participate in the Activity itself. If I have any questions as to what skills, qualifications or training is necessary to properly use the equipment, facility, or participate in the activity itself, I will direct such questions to the appropriate staff member on site.

If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance. I have been encouraged to purchase health insurance prior to any and all participation in the Activity.

I am 18 years or older. I have read this document, and I am signing it freely. I acknowledge that I have been fully informed of the risks and dangers involved in this Activity and further **understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of Rhode Island. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name: _____

Date: _____

Signature: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I have read this two-page document, and I am signing it freely. **I understand the legal consequences of signing this document, including (a) release of University from all liability on my and the Participant’s behalf, (b) waiver of my and the Participants’ right to sue, (c) and assumption of all risks of the Participant’s participation in this Activity, including travel to and from the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

Signature of Minor Participant’s Parent/Guardian

Date

Minor Participant’s Name

19c. Student Involvement Fee Use

Funds made available from the SIF must be used in a manner consistent with the University policies and procedures. No funds may be spent in any way that violates local, state, or federal laws or the policies governing student organizations.

Policies

The purposes outlined and categories to be funded represent the places where the most progress can be made in enriching the out-of-class experience of the students in the campus community. The following should receive special attention:

- No person or sponsoring organization may make a profit from a student involvement fee sponsored event. Student organizations may, however, with the written approval of the Student Activities, suggest a donation admission/fee only if the money collected will support charitable groups.
- Money that is disbursed from any portion of the Student Involvement Fee will be documented in a public forum.
- Money may be used for wages, (preferably for students) but NOT for salaries. In some cases, wages for professional staff may be appropriate when student employees with appropriate time and/or experience are not available.
- Money used for support of clubs and organizations require annual justification. Some flexibility should be permitted within the budget; however, all money must be used consistent with university policies and rules in conjunction with those outlined within the Ways and Means Constitution.
- These funds should not be used for construction or maintenance of new buildings.
- Funding use cannot be discriminatory, arbitrary, or capricious.
- No person or sponsoring organization may make a profit from a student involvement fee sponsored event. Student Organizations may, however, with the written approval of the Student Activities, suggest a donation admission/fee only if the money collected will support charitable groups.
- Requestors must use student involvement fee funding for the purpose of which it was allocated.
- Activities sponsored by the student involvement fee must be open to all University students.
- The Student Involvement Fee cannot be transferred to any general funds budget unless being used to fund a Special Initiative/Enrichment Reserve request that has been approved by the SIF Oversight Board.
- Individual chapters recognized by the Interfraternity Council and Panhellenic Council are eligible for funding only when the event is open to the entire University population.
- Promotional items for events, door prizes, and participation prizes must be distributed randomly.

19d. Ways and Means Fiscal Year 2022 Guidelines

Bryant University Student Government, Ways and Means Commission

Below you will find the Ways and Means Commission's Fiscal Year 2022 Funding Guidelines. These guidelines are for common expenses requested by Recognized Student Organizations. Any request made outside of these guidelines may be funded so long as it is found justifiable by the Ways and Means Commission.

Funding Guidelines are a benchmark used to ensure the Ways and Means Commission applies equitable and consistent recommendations across Recognized Student Organizations. These organizations are not required to justify requests made at or below guideline.

Recognized Student Organizations make requests above guideline, provided they justify a need for exceeding guideline. If the Ways and Means Commission determines such a request is justified, they may recommend a funding level in excess of guideline.

Food for internal events and meetings: \$15 per member

Wearables (includes t-shirts and apparel): \$15 per member

Internal awards for members: \$200 per year

Printing and copying: \$20 per semester

Gifts for lecturers: \$200 per year (each gift may not exceed \$25)

Community event participation: \$35 per event

Promotional items: \$350 per year

19e. Social Impact Requirement

Summary

As part of its mission, Student Activities works to foster off-campus opportunities that create real-world connections, foster community engagement, and promote active citizenship across the community of students and leaders at Bryant. The Social Impact Initiative for Recognized Student Organizations (RSO) serves as a key tool that supports the achievement of this mission. The Social Impact Initiative is a meaningful moment that connects our on-campus Recognized Student Organizations (RSO) with a community-based entity such as: a non-profit, an educational institution, or a public entity that serves within the greater community. While the types of engagement and examples of impact can come in many different forms, each RSO must be able to clearly articulate how they, as a team, have successfully interacted with the community-based organization they worked with and how that has created a positive outcome.

Benefits

Some of the many benefits students will gain from participation in the Social Impact Initiative include an opportunity to learn about a new community organization or social issue, the chance for a RSO to develop further as a team through a meaningful community-based project, and access to external audiences and ideas that broaden the perspective of the organization and provide networking opportunities for students. It also provides an environment for development at the experiential level and gives student leaders and their organization an opportunity to engage with new audiences and experiences outside of the traditional campus setting.

This is an annual requirement for all RSOs that ask organizations to show engagement in the community through a demonstrated instance of social impact. Failure to complete this requirement can impact an organization's recognition status and the various resources and benefits associated with this. Please see the Manual for Recognized Student Organizations for more information.

Social Impact Initiative Checklist

PART 1: PREPARING FOR YOUR SOCIAL IMPACT INITIATIVE

1. Brainstorm your initiative:

- A meaningful moment that connects our on-campus Recognized Student Organizations (RSO) with a community-based entity such as a non-profit, an education institution, or a public entity that serves within the greater community.
- *Tip: Your Social Impact Initiative can help your club/organization recruit new members who have interests in doing the decided initiative. Sharing and promoting your Social Impact Initiatives around campus can spread awareness for your project and club to gain participants.*

2. Research community-based organizations or initiatives:

- This can be anything that aligns with your RSO's mission or with the interests of your members. Ideally, this project could be something that your organization can continue to do annually for your Social Impact Initiative to continue to develop a positive relationship with an outside entity.

3. Reach out to a representative from the organization or initiative that your RSO is interested in working with:

- Explain your interest in their organization, and the structure of the Social Impact initiative. Ask them to consider if some form of reciprocal collaboration would work. See outreach template below for important items you should include when reaching out to partner sites.
- Hi,
My name is BLANK and I am a student at Bryant University and President of

BLANK organization. Our group was looking into your organization to see if there are any opportunities for us to support your work through an initiative that would allow us to directly interact with your organization and the communities you serve. We have around 10-15 students who are looking to participate in this. Our goal is to increase our knowledge and awareness of your organization's mission and to help support any ongoing efforts you already have in place. If you have any opportunities that sound like they would fit these criteria, please let me know at your earliest convenience.

4. Establish your initiative with your partner-site:

- Determine the best fit partner site for your group. Discuss what opportunities they have available for you to complete and see if they meet the criteria below:
 - The initiative is a direct action, meaning that part of the project must include members of the RSO directly interacting with their partner site and the communities they serve.
 - The RSO must incorporate some level of expanded knowledge or awareness in their initiative. Participants will gain an increased understanding of a new organization, social cause, or community-based initiative.
- *Please note the following examples that do not qualify: Partisan-based political activities; Fundraising initiatives, donating directly to a cause, or any other low-to-no interaction activities that do not incorporate the RSO working directly with your partner organization. NOTE: A philanthropic initiative is permitted if it also incorporates direct action and expanded knowledge.*

5. Complete the Engaged Checklist Form

Here: <https://engaged.bryant.edu/submitter/form/start/490479>

PART 2: COMPLETING YOUR SOCIAL IMPACT INITIATIVE

1. Complete your Social Impact Initiative:

- For your initiative to qualify, your RSO should have your entire executive board participation in the planning and/or execution of the initiative, as well as member, (and other student) participation, depending on the needs of the partner site and your initiative. If you need more guidance, please contact the Resource Center Social Impact REP, *INSERT NAME HERE*, for more information.

2. Close communications with your partner site:

- Follow up with partner site to thank them for the opportunity to work with them on your initiative
 - Discuss potential opportunities to continue working together in the future (if interested)

3. Complete your Social Impact Completion form on Engaged:

- Complete the Social Impact Initiative Completion form on Engaged here: <https://engaged.bryant.edu/submitter/form/start/494854>
 - This form must be completed prior to the conclusion of the academic year, but is best completed immediately following the completion of the Social Impact Initiative.

19f. Recreation Organization Agreement Form

Special Agreement for Recognized Organization that has indicated that they eventually want or, through the nature of their content, have the hypothetical potential to be a club sport.

I _____, the founding member of _____
acknowledge the following:

- In order to become a club sport, you must first begin as a recognized student organization as a recreational organization
- Because of this fact, the following must be acknowledged:
 - The initiative may still proceed as a Recognized Student Organization
 - There may never be an opportunity to be a club sport and the creation of this RSO does not guarantee that a club sport will eventually be created or that they will have the opportunity to propose a club sport
 - Because this group would be a RSO (not a Club Sport) they are not permitted to:
 - Fund or have through self-funding/volunteer basis an official coach.
 - Travel and/or compete as a team in any official or league capacity that identifies them as a representative of Bryant
 - Use the Bryant name, logo, or other representative elements past the level that any other RSO would be using them
 - Athletics cannot guarantee the use of space for this club to function. The organization is still able to book available spaces, but it is not something that has a standing guarantee, and the organization understands that Division 1 and Club Sports space needs take precedent when space limitations occur.
 - As a recreation/athletic based student organization that has some limitations (listed above) we have, in our planning and constitution creation, justified why we should still exist as a Recognized Student Organization and what functions we would be able to provide (within the parameters listed above) that would still allow us to operate on a regular and successful basis
 - We understand that longevity of existence will not guarantee that we are in a certain "spot in line" for becoming a club sport. Club sport creation is often based on the strategic needs of Athletics, Admissions, and the University and may not reflect a "first come, first served" protocol.
 - Additional vetting and changes to the organization may be needed based on further feedback from Student Activities , Athletics, and the VPSA office.

We understand and agree to the above expectations:

Signature

Date

Name

Organization Name