

STUDENT ORGANIZATION POLICIES

Membership

Student organizations are open to all enrolled Quinnipiac undergraduate students.

- Members of a student organization must meet the Eligibility Requirements for Involvement.
- Membership of a student organization cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, gender identity, age, physical limitation, or academic major.
- Graduate students may not hold an officer position in undergraduate student organizations (with the exception of fraternities and sororities as their dues-paying members are eligible for 4 total years of membership).

Policy Statement on Risk Management

The purpose of the policy is to encourage safety and provide risk management standards for all student organizations. The Policy on Risk Management shall apply to all student organization entities and all levels of student organization membership. The policy includes the statements on the following: Fire, Health and Safety, Hazing, Alcohol and Drugs, Group Meetings, Event Management, Off-Campus Events and Travel, Competitions, Finance and Fundraising.

In case of an emergency at a student organization-sponsored event, please contact 911 and then Department of Public Safety at 203-582-6200.

Fire, Health and Safety

Organizations using Quinnipiac University and non-university owned/operated spaces must adhere to any safety standards outlined by the university and/or off campus venues as defined by the Student Handbook.

Hazing

- Student organizations, advisers, individual members, and external parties or persons shall not conduct or condone hazing activities.
- The expressed or implied consent of the person being hazed is not a defense.
- Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this policy.
- Organizational or group leaders are all responsible for educating student organization members and potential new members about the hazing policy.
- See the **Policy Statement on Hazing** for more information.

Alcohol and Drugs

Student organizations are not permitted to host or co-sponsor events with alcohol without written approval from the Office of Campus Life.

- The possession, sale, use or consumption of alcohol during both formal, endorsed and/or informal organizational events must follow all applicable university policies, laws and associated rules from inter/national affiliated governing or oversight bodies. If an observer associates or may associate an event with a student group, the

organization is responsible for following these policies and may be held accountable as such.

- No alcohol may be purchased with student organization funds; nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization, either formally or informally.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, and/or common excessive quantities of alcohol, is prohibited except when distributed by a licensed, third-party vendor.
- Open parties or gatherings with alcohol and unrestricted and/or uninvited access by non-members are prohibited.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event defined as a fundraiser. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.
 - An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No student organization may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host organizations, groups or teams.
- Alcohol is prohibited at all recruitment activities associated with a student organization. No recruitment activities associated with any student organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No alcohol shall be present at any new/associate member program, formal or informal activity or ritual of a student organization.
- For all events involving alcohol, including but not limited to socials, mixers, semi-formals and/or formals, the following procedures must be adhered to:
 - The event must comply with all student organization policies and procedures including those listed in this policy.
 - The event must be properly registered and approved via Do You QU.
 - University-trained social event managers are required at a ratio of one social event manager per 20 guests for the duration of the event.
 - Food and non-alcoholic beverages must be provided in appropriate quantities.
 - Student organizations must hire security personnel to assist with venue safety and/or event issues.
 - The third-party vendor must agree in writing, via the Third Party Vendor Agreement, to adhere to the responsibilities and requirements stated in the agreement.
 - The student organization member(s) responsible for planning the event and for risk management must meet with Campus Life staff at least 14 days prior to the event.
 - Due at the meeting: a completed Social Event Manager Agreement, Adviser Agreement, Third Party Vendor Agreement, Event Risk Assessment Form, and copy of venue and bus contracts associated with the event.
 - Failure to meet aforementioned deadlines will result in cancellation of the event.

Events /Meetings with Food

Student organizations purchasing, selling, or serving food must abide by the following:

- Eating contests of any kind are strictly prohibited.
- Student organizations must abide by the university agreement with Chartwells as our primary catering provider.
- Any on-site food preparation requirements must be followed as outlined in student organization training.

Student Organization Meetings

- Group meetings shall be defined as the following:
 - Any gathering of a group's membership to discuss organization business.
 - A gathering occurring in an on-campus space which does not require additional resources or setup (beyond basic layout and AV needs).
- All groups wishing to hold a meeting on campus must first reserve a space through the Event Management System (EMS).
- A meeting may not be approved if there is potential for elevated liability and/or risk.
- Group meetings taking place in classrooms may be subject to change based on the academic calendar and at the discretion of the Registrar.
- Organizations are expected to be courteous of the spaces they are utilizing.
- Required clean up after a meeting includes, but is not limited to throwing out all trash, wiping down white/chalk boards, counters and tables, arranging furniture in the way it was set up at the start of event, shutting off all AV equipment, etc.
- Organizations may not run over the time allotted for the space. Another event or meeting may be in the space afterwards.
- If a meeting has been rescheduled/cancelled, the organization must cancel the EMS space reservation.

Student organizations questioning whether a gathering classifies as a meeting or event should contact the Office for Campus Life for clarification.

Event Management

- Events shall be defined as the following:
 - Any gathering of members, Quinnipiac students, and/or members of the general public which includes indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.
 - A gathering occurring in an on-campus space which requires additional resources or setup (beyond basic layout and AV needs).
- All events being held on campus must be reserved by organizations through the Event Management System (EMS).
- All events must be registered via Do You QU and receive approval from the Office of Campus Life before they can occur.
- Space reservations for events are not confirmed until the event is approved in Do You QU.
- Logistical set-ups provided in on-campus spaces (i.e., tables, chairs, staging, electric) may not be altered in any way without permission from the Facilities department.
- All space reservations must be made at least 14 days in advance of the proposed event date to ensure appropriate staffing and support.

Exceptions to this timeline may be considered on a case-by-case basis related to Quinnipiac's ability to accommodate the event.

- Event registrations must be completed in Do You QU no later than Sunday of the week in which the EMS reservation was submitted (*Example: If an event is submitted in EMS on Tuesday, September 3, the Do You QU submission must be submitted before 11:59 p.m. Sunday, September 8*).
- At least one organizational officer must be present at all events.
- An event may not be approved if there is potential for elevated liability and/or risk.
- A student organization is required to meet the safety needs outlined by the Office of Campus Life, and the departments of Facilities and/or Public Safety to host an event.
- The Department of Public Safety retains the right to dispatch officers to any event or meeting.
- The sponsoring organization, in conjunction with the Department of Public Safety, is responsible for controlling access to the event. The Department of Public Safety may require a security layout. This layout must be completed in conjunction with the Department of Public Safety and attached to the Event Registration in Do You QU.
- Organizations planning events which are advertised and open to the general public or outside groups must consult with the Department of Public Safety to determine appropriate fire and/or law enforcement presence at least 14 days in advance.
- Organizations are expected to be courteous of the spaces they are utilizing.
- Required clean up after an event includes, but is not limited to throwing out all trash, wiping down white/chalk boards, counters and tables, arranging furniture in the way it was set up at the start of event, shutting off all AV equipment, etc.
- Organizations may not run over the time allotted for the space. Another event may be in the space afterwards.
- If an event has been rescheduled/cancelled, the organization must cancel the EMS space reservation and update the Do You QU event registration.

Outdoor events need to abide by the following additional policies:

- Events will end no later than 10 p.m. or at the discretion of the Office of Campus Life. Events being held within the residential living area will end no later than 9 p.m. or at the discretion of the Office of Residential Life.
- Professional staff including, but not limited to, the Department of Public Safety, Division of Student Affairs, and Department of Facilities, reserve the right to request that sound levels be lowered should noise complaints be received. In addition, professional staff has the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community.
- No event will be approved to take place during university quiet hours or final exam quiet hours.

Off-Campus Events and Travel

- Students may utilize their personal vehicles when traveling off-campus if the event or activity meets the following criteria:
 - Alcohol is not being served/consumed
 - The destination is within a 170-mile radius from Quinnipiac
- If a student organization is hosting an event off-campus where the above criteria is not met (alcohol is being served or is present and/or

the event is outside of the radius) the group must utilize university-provided or hired professional transportation.

- The Office of Campus Life reserves the right to mandate advisers to travel with students including but not limited to the following criteria:
 - Alcohol is being consumed or served
 - It is taking place outside of a 170-mile radius from Quinnipiac and there is any overnight component
- It is taking place within a 170-mile radius from Quinnipiac and there is an overnight component with a two or more night stay
- All event participants, including guests, must complete the electronic Trip Waiver Form at least 48 hours prior to the event.
- Student organizations are responsible for securing funding to ensure coverage of transportation, lodging, and meal costs for the adviser attending their event.
- If an organization holds or attends an overnight event off-campus without an adviser they must designate at least one organizational officer who will be present and responsible, as well as provide their emergency contact information.

*The Office of Campus Life strongly recommends student organizations utilize advisers for all travel off-campus when possible as it both lowers risk for members and allows a deeper level of development and engagement for the organization.

Competition

- Student organizations are permitted to compete with the exception of recreational student organizations.
- A competition must be registered as an event on Do You QU and therefore must be approved.
- Student organizations are not permitted to host or participate in events that involve gambling.

Finance

- Student organizations are permitted to acquire money through fundraising, the collection of dues, sponsorship through a campus department/office or national/international organization, the Student Government Association (SGA) special appeal process and/or the SGA budget request process (chartered organizations only).
- In order for a chartered student organization to receive a budget, it must complete the SGA budgeting process each spring.
- Chartered organizations that receive a budget from SGA must adhere to the SGA financial policy and guidelines. For more information about this policy, please refer to the Financial Policy located under "Documents" on SGA's Do You QU page.
- SGA serves as the financial agent for these organizations.
 - The SGA vice president for finance will assist all chartered organizations in setting up and managing their respective financial budgets.
 - Payments are processed upon receipt of a request for payment, with the appropriate justification for expenditure and authorized signatures. For a request for payment to be authorized, the signature of the vice president for finance and/or president of SGA must be obtained.
- Student organizations (with the exception of fraternities and sororities) are not permitted to establish financial accounts with outside banking organizations.
- Organizations who are approved to use a staff members university credit must retain any and all receipts and submit them to the cardholder immediately after use. Failure do so may result in the

organization or member being held personally liable for any charges incurred while the card is (or was) used by them.

- Student organizations and/or their member may not sign contracts or enter into any legal agreements on behalf of the organization without prior approval from the Office of Campus Life. If a student or organization enters into a legal agreement or signs a contract without prior approval that student or organization may be held personally liable for any and all repercussions of this choice.

Fundraising/Raffles

- Organizations wishing to solicit off-campus companies for material donations (e.g., prizes or materials for events) must gain approval for these activities by the Office of Campus Life by completing the Event Registration on Do You QU.
- Organizations wishing to charge admission to an event must gain approval for these activities by the Office of Campus Life by completing the Event Registration on Do You QU.
- Organizations may not solicit companies for monetary donations or corporate sponsorship, and the exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is prohibited unless permission has been granted by the vice president and dean of students (or designee) and the vice president for development and Alumni Affairs and the vice president for public affairs (or designee).
- Organizations wishing to host raffles must gain approval for these activities by the Office of Campus Life by completing the Event Registration form on Do You QU.
 - Raffles must meet the requirements as stipulated in Connecticut state law. Connecticut state law prohibits giving alcoholic beverages as prizes for contests, drawings or raffles, and 50/50 raffles.
 - Tobacco products may not be used as prizes.
 - Items (ex. T-shirts, food products, etc.) and/or approved raffle tickets may be sold at approved organizational events only. Items or raffle tickets may not be sold door-to-door in the residence halls or in faculty/staff offices.
- Quinnipiac cautions against the use of payment apps (such as Venmo, PayPal, Zelle, Cash App, etc.) as they are not affiliated with the university and prohibit the appropriate tracking and auditing on a university-level from taking place. Students and organizations who use an outside payment app for the collection of fundraised monies must understand that they and/or their members are fully liable for all transactions, charge backs, and issues which may result from this choice. Quinnipiac University is not responsible for fees, loss of funds, charge-backs, theft, or other issues which may arise from not collecting money through university approved systems and processes.