

# STUDENT ORGANIZATION POLICIES

## 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 must abide by the Quinnipiac University Policy Statement on Hazing.
- 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 (<http://catalog.qu.edu/handbooks/undergraduate/university-policies/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 Department of Campus Life.

- The possession, sale, use or consumption of alcohol and/or drugs 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 or drugs may be purchased with student organization funds; nor may the purchase of alcoholic beverages or drugs 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/or drugs and unrestricted and/or uninvited access by non-members are prohibited.
- No student organization may co-sponsor an event with an alcohol and/or drug distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol and/or drugs are 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 by 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 and/or drugs are purchased by any of the host organizations, groups or teams.
- Alcohol and drugs are 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 or drug distributor as defined in this policy.
- No alcohol or drugs 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 Bobcat Central (formerly 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 nonalcoholic beverages must be provided in appropriate quantities.
  - A qualified advisor must be present, subject to pre-approval by the respective office(s).
  - 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 any deadlines will result in cancellation of the event.
- Organizations may be required to hire security personnel to assist with venue safety and/or event issues and reduce overall risk.
- Drugs are not permitted at any student organization events, meetings, programs or any other functions that can be associated with the student organization as described in this policy.

## 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 QU Dining 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 to 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 their space as another event or meeting may be in the same location afterwards.
- If a meeting has been rescheduled/canceled, the organization must cancel the EMS space reservation as soon as the decision is made.

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

## Event Management

- Events shall be defined as the following:
  - Any gathering of members, Quinnipiac students, and/or members of the public which includes indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.
  - A gathering taking place 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).
- Permission may be withheld from events during certain times and periods throughout the year including study days, exam periods, Bobcat Weekend and others.
- All events must be registered via Bobcat Central and receive approval from the Department of Campus Life before they can occur.
- Space reservations for events are not confirmed until the event is approved in Bobcat Central.
- 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 Bobcat Central 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 Bobcat Central 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 Department 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 Department of Campus Life may require additional staff or public safety to be present at an event to assist with access, security or other safety needs following the review and evaluation of an event submission. If additional staffing or public safety presence is needed, Campus Life will notify the group and assist in developing an appropriate plan of action.
- Organizations are expected to be courteous to 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/canceled, the organization must cancel the EMS space reservation and update the Bobcat Central 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 Department 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 have the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community. (See Policy Statement on Noise (<http://catalog.qu.edu/handbooks/graduate/university-policies/policy-statement-noise/>).)
- 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 Department 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 Department 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 except for recreational student organizations who should consider applying for Club Sport membership.
- A competition must be registered as an event on Bobcat Central and therefore must be approved.
- Student organizations are not permitted to host or participate in events that involve gambling. Gambling is the wagering of money or something of value on an event with an uncertain outcome, with the chance of winning or losing money or material goods.

## Finance

- Undergraduate student organizations are fully responsible for their own finances, and the officers of each should be aware they are personally accountable for the payment of debts occurring during the period for which they lead the organization. While groups may raise or receive funding from the various methods and areas below, the officers are ultimately responsible for maintaining accurate financial records and ensuring compliance with applicable policies and laws.
- 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).
- For a chartered student organization to receive a budget, it must complete the SGA budgeting process.
- Chartered organizations receiving a budget from SGA must adhere to the SGA financial policy and guidelines. For more information about this policy, please contact the Department of Campus Life.
  - The SGA vice president for operations will assist chartered organizations in setting up and managing their respective financial budgets.

- Student organizations (apart from fraternities and sororities) are not permitted to establish financial accounts with outside banking organizations.
- Organizations that are approved to use a staff member's university credit card must retain all itemized receipts and submit them to the cardholder immediately after use. Failure to 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 members may not sign contracts or enter into any legal agreements on behalf of the organization without prior approval from the Department 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 all repercussions of this choice.
- If an undergraduate student organization is experiencing financial difficulties of any kind, they must contact the Office of Student Engagement as early as possible for advisement and potential assistance.

## 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 Department of Campus Life by completing the Event Submission form on Bobcat Central.
- Organizations wishing to charge admission to an event must gain approval for these activities by the Department of Campus Life by completing the Event Submission form on Bobcat Central.
- 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 Department of Campus Life by completing the Event Submission 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.
  - Items prohibited on or off campus as established in this handbook or by law 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 university tracking and auditing from taking place. Students and organizations that 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, chargebacks and issues which may result from this choice. Quinnipiac University is not responsible for fees, loss of funds, chargebacks, theft or other issues which may arise from not collecting money through university-approved systems and processes.