

BRISTOL COMMUNITY COLLEGE STUDENT CLUB HANDBOOK



WELCOME!

Welcome to Student & Family Engagement at Bristol Community College!

First, I would like to thank you all for your commitment and service. Engagement is a proven tool to support retention, enhance opportunity for personal and professional growth, and leads to higher rates of persistence and employability.

This guide, along with our office support, should serve as a resource guide to student leaders. It contains sections on the role and responsibilities of the club officer roles, how to register a student group, club finances, and other information for you to use, as needed.

A sample of all necessary forms can be found in this guide. In efforts to be environmentally friendly, provide the most up-to-date information, and be accessible, you will also find each form online. All forms that require approval must include the club advisor's signature. The forms must then be delivered (by hand or via online form) to Student & Family Engagement in G Building. Please allow one week to process paperwork.

Along with training, clubs are encouraged to keep in contact with Student & Family Engagement so they can be fully supported.

I appreciate you, your time, and hope that this is a fruitful experience for you as I know it will be the students who join your groups!

In Collaboration,



Emma Montague
Director, Student & Family Engagement
Emma.montague@bristolcc.edu
Ex: 2425

MEET THE TEAM!

EMMA MONTAGUE

DIRECTOR

STUDENT & FAMILY ENGAGEMENT

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RENATA GARCIA

ADMINISTRATIVE ASSISTANT II

STUDENT & FAMILY ENGAGEMENT

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The Student & Family Engagement team is here to provide our community with core co-curricular programming, leadership opportunities and experiences to support the holistic development of our students during their time here, and beyond.

FIND US IN FALL RIVER IN THE COMMONWEALTH COLLEGE CENTER AND ON EVERY BRISTOL CAMPUS.

Email us: studentengagement@bristolcc.edu

Check out our website: BristolCC.edu/SFE

Follow our social media channels: [@BristolSFE](https://www.instagram.com/BristolSFE)

BRISTOL

Student & Family
Engagement

CLUB OVERVIEW

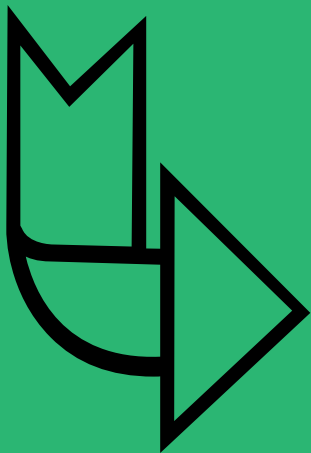
WHAT IS A BRISTOL CLUB?

Bristol Student Clubs (clubs) are defined as any organization whose full membership is comprised of students, with students in leadership roles for the group, that has been recognized by Student Senate.

These opportunities are open to all Bristol students.

90+

In the past 10 years, there have been more than 90 recognized student clubs at Bristol



WHY?

Clubs offer students the opportunity to pursue special areas of interest that enhance their educational experience. Involvement provides students with experiences to help them become more effective employees, responsible citizens, and well-rounded individuals.

CLUB OVERVIEW

For accessibility and ease of access to information, our Clubs are divided into several categories including but not limited to the following:

SERVICE CLUBS

Service clubs are those who have service as a main objective. Many students who participate in service clubs are eligible for co-curricular credit and recognition for a minimum of 10 hours of service. One role an Advisor may play is to support logistics of a group community service project. Please connect with our partners in Civic Engagement for more information.

RECREATION CLUBS

Recreation clubs are those whose primary purpose is to provide an opportunity for all students to actively practice and play competitive sports. We collaborate with our colleagues in Athletics & Recreation to support these initiatives and ensure all liabilities are addressed.

ACADEMIC CLUBS

Clubs within this category are those organizations associated with programs of study and may be affiliated with a parent professional association. The clubs promote, sustain and support the associated program and educate students with current and future issues, trends and experiences of the profession. Although most of these clubs are open to all students, some may require the students be enrolled in the specific Program of interest.

SOCIAL CLUBS

Clubs that fall into this category are social in nature. Their purpose is to provide educational and social opportunities for all interested students. In an effort to enhance student growth and development, students will explore, experience and enjoy club activities.

CLUB OVERVIEW



*All Clubs must abide by the policies and procedures as prescribed by **Student & Family Engagement, Student Senate, Bristol Community College, and the Commonwealth of Massachusetts.** They are responsible for knowing and abiding by all college policies and local, state, and federal laws.*

CLUB LIFE CYCLE

ESTABLISHMENT PERIOD

- Meet with Student Senate representatives
- Create mission statement and constitution
- Eligible to plan and host events and meetings on campus under the advisement of Student & Family Engagement
- This period typically lasts from a month to one semester and should be used to gain membership and find an appropriate Advisor
- An amount of funding can be allocated for student clubs in the Establishment Period

RECOGNITION

- Once the Establishment Period has ended, new clubs may be invited by Student Senate to be recognized
- Once recognized, student clubs are eligible for seed funding through Student Senate

REGISTRATION

- Once recognized by Student Senate, student clubs must register their club every semester in order to be eligible for funding
- Registration takes place at the end of the spring semester or the start of the fall semester

REGISTRATION

REGISTERED CLUBS RECEIVE:

- The right to schedule and utilize campus facilities
- Use of the College's name as part of the club's name
- Eligibility for funding through Student Senate
- The right to post approved flyers and advertisements across all four campus & electronically via Student & Family Engagement
- An club email account
- Ability to conduct fundraising activities on campus
- Club information posted on the Bristol website

REGISTERED CLUBS ARE RESPONSIBLE FOR:

- Knowing, understanding and adhering to all Student & Family Engagement and Bristol Community College policies and procedures
- Registering each year with Student & Family Engagement
- Assuring that all events and activities are consistent with the mission of the club, Student & Family Engagement and Bristol Community College
- Working with their club's Advisor and members of Student & Family Engagement
- Maintaining open membership to all Bristol Community College Students
- Actively recruiting to maintain the longevity of the club
- Updating Student Senate of any changes to the organization, it's structure or constitution amendments
- Not discriminating on the basis of race, ethnicity, national origin, gender identity or expression, sexual orientation, age, ability, class, marital status, family status, military status, citizenship status, or any other protected identity.

MEMBERSHIP

POLICY: All registered Bristol Community College Clubs must be open to all currently enrolled Bristol students. Unless the club is academic in nature, then membership may be restricted to students enrolled in the academic program of the same name. i.e Nursing Club would be for those registered with the Nursing Program.

POLICY: Student Organizations can not discriminate on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual orientation, or any other protected status.

POLICY: All students may participate in co-curricular life on campus as long as they meet the requirements Good Academic Standing as well as Good Judicial Standing. For a complete description of Good Academic Standing please reference the course catalog.

CONSTITUTION REQUIREMENTS

ARTICLE I: NAME

State the club's official name.

ARTICLE II: PURPOSE

State the purpose of the club's creation and its objectives

ARTICLE III: MEMBERSHIP

A: State who is eligible for membership into the club (assuring no discrimination).

C: State the rights and privileges of members

ARTICLE IV: MEETING

A: State how often meetings will be held during the academic year.

B: State procedures for calling regular and/or special meetings.

C: Safe Space Clause

ARTICLE V: EXECUTIVE BOARD

A: State the club officers and each of their duties

B: State process for filling officer vacancies within the Executive Board

ARTICLE VI: ELECTIONS

A: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.

B: State the procedures for nominations and timeline for when they take place.

C: State how nominees will present their qualifications and how and when elections are held.

ARTICLE VII: COMMITTEES/DIVISIONS

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX: AFFILIATIONS

A: State any club affiliations with local, state, regional, or national associations/organizations.

B: State adherence to any rules by a sport governing body.

ARTICLE X: ADVISOR

State procedures to determine the selection of Advisor

ARTICLE XI: RATIFICATION

State how the constitution will be approved by the membership

ARTICLE XII: AMENDMENTS

State how amendments to the constitution will be proposed and how it will be ratified.

ARTICLE XIII: STATE MANDATES AND CAMPUS POLICIES FOR CLUBS

A collection of policies and state mandates that must be included in all recognized Bristol club constitutions.



The constitution should be the basic framework for an organization

BRISTOL

Student & Family
Engagement

CLUB RECOGNITION

The Office of Student & Family Engagement and the Student Senate encourages the formation of new student clubs.

- Every club must have a full-time faculty or staff advisor.
- Clubs must be open to all members of the student body. With the exception of departmental clubs, that may restrict membership to those enrolled in that specific department.
- Students interested in forming a new student club will be required to submit certain documentation to the Office of Student & Family Engagement.
- Recognition of a student club by the College or the Student Senate shall not imply approval or endorsement of the club or its activities.
- All student clubs and their members are subject to the College's policies and procedures, including the Student Code of Conduct and Policy on Affirmative Action, Equal Opportunity & Diversity.

To become recognized, clubs must:

- Complete a New Club Interest Form.
- Once that form has been reviewed by Student & Family Engagement, those interested will receive; a Club Officer Form, a Constitution Template, and Advisor Manual (this document), and a Club Officer Manual.
- Club Officer Form and completed Constitution Template should then be submitted to Student Senate for recognition.
- If approved, the new Club will receive seed funds, the permission to start reserving on campus spaces, and permission to advertise club events on campus.



The Club Officer Form and Constitution are critical documents for club recognition.

ADVISOR

EVERY CLUB NEEDS AN ADVISOR

An advisor is a Bristol faculty or staff member who provides support and guidance to officers and members of your club. They not only serve as a representative of the club in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages all club members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities.

WHERE DO WE FIND AN ADVISOR?

Student & Family Engagement can help identify potential advisors for your club!

When approaching a potential advisor, make certain that they have a clear understanding of your organization's purpose as well as what would be required of them, their duties, and the time commitment involved.

Don't forget that advisors volunteer their time to support student organizations, so this can be a big commitment.

If possible, choose someone who shares some of the same interests as your club and someone who you can contact easily. It is best to meet with your advisor regularly to keep them updated on the activities and decisions of the organization. Advisors can be a great resource for your club, so take advantage of their experience and insight.

ADVISOR

WHAT BEING AN ADVISOR COULD LOOK LIKE

- Be a resource to members of the organization in relation to proposed programs, activities, and day-to-day functions
- Encourage motivation and enthusiasm within the College towards the activities and programs of the club
- Act as an advocate of the club to the faculty, staff, and administration of the College
- Help to mediate within the group and assist with problems that may arise
- Assist the club in planning and evaluating their programs and activities with reports submitted to Student & Family Engagement
- Assist student leaders in developing goals and objectives for the academic year
- Assist in the proper expenditure of monies for club finances. Discourage students from expending their own money on club needs
- Help develop program ideas, discuss goals and objectives, identify funding opportunities, and examine difficulties
- Give feedback through praise or constructive criticism on individual or group programs and activities
- Act as a club liaison to the staff in Student & Family Engagement
- Make every effort to be available for meetings and events of the student organization
- Monitor student conduct at social events or meetings
- Assist student leaders in complying with the various policies and regulations of the College and its agencies
- Sign off on all internal calendar, activity, facility, and financial requests
- Sign contracts and other binding documents
- Ensure all designated procedures for securing services necessary for carrying out a successful event are followed
- Help with onboarding new leadership needs through workshops and individual meetings when appropriate

CLUB PLANNING

INTRODUCTION GUIDELINES & POLICIES

At any given time there are many activities and events taking place. Student & Family Engagement is committed to offering support, however, it is the responsibility of the individual clubs or organizations to plan, organize, and schedule their activities and events.

When planning activities and events, clubs and organizations must adhere to Bristol rules and regulations. **There are policies and procedures in place to assist in the coordination including but not limited to the following:**

ON-CAMPUS EVENTS & ACTIVITIES EVENT APPROVALS

POLICY: In order to be approved by Student & Family Engagement or Student Senate, final plans for any on-campus event, program or activity must be submitted to Student & Family Engagement no less than 2 weeks prior to the event. Events should be submitted using the Event Submission Form.

- After an event is submitted SFE staff are available to discuss the needs of the organization and create an action plan to ensure a successful event.
- If the event will occur outside of a standard classroom or if there are particular needs associated with the physical space, please create a diagram detailing the setup of the room for Facilities.

POLICY: The organization will be responsible for any and all accrued expenses. All Purchase Request forms must be submitted and approved by the Student Senate Chair of Finance prior to any event approval.

CLUB PLANNING

ON-CAMPUS EVENTS & ACTIVITIES VENDOR CONTRACTS

POLICY: If a professional is being contracted for an event, all contracts, technical riders insurance policies, and other related materials must be reviewed and signed by the Director of Student & Family Engagement.

ON-CAMPUS EVENTS & ACTIVITIES ON-CAMPUS ADVERTISING [PHYSICAL]

It is important for clubs to have the opportunity to publicize their meetings, activities, and events. Clubs are able to advertise through the use of; flyers, posters, and messages on the Campus Monitor System. Please read the policies on posting flyers around campus and/or content on the monitors.

Typical postings are 8½" x 11" or smaller; limited larger postings are also permitted.

POLICY: All physical materials posted on the campus must be reviewed, approved, and stamped by Business Services (Fall River, F100) before they may be posted. Postings include any information tacked, tied, or stapled to any surface on campus.

POLICY: Materials may only be posted on designated bulletin boards and may not be posted on bulletin boards designated for college use or departmental use only. Bulletin board space is available on a first-come, first-served basis. All users of college bulletin boards are expected to respect the materials posted by other individuals and organizations and may NOT cover any existing posted material.

POLICY: To ensure that all individuals in the college will be able to fully participate in College-sponsored events, please use the Bristol access statement graphic or statement on any flyers or posters you create.



For access, contact:

Office of Disability Services

508.678.2811 ext.2955

ODSAccess@BristolCC.edu

CLUB PLANNING

ON-CAMPUS EVENTS & ACTIVITIES

ON-CAMPUS ADVERTISING [PHYSICAL]



POLICY: Posters must clearly indicate the name of the responsible organization and contact person, the expiration date, as well as required disability contact information.

POLICY: The maximum length of time any posting may be displayed is three weeks. *The sponsoring group should remove all flyers within two (2) days after the event or deadline.*

POLICY: Materials may not be distributed or posted in the following locations:



- On parked vehicles
- In elevators or around the elevator doors or buttons
- On glass doors and/or windows
- On stairs or in stairwells
- Over fire doors, exit sign
- On any electric light fixtures or switches
- At Bus stops
- On any emergency call boxes
- On any outside area

ON-CAMPUS EVENTS & ACTIVITIES

ON-CAMPUS ADVERTISING [DIGITAL]

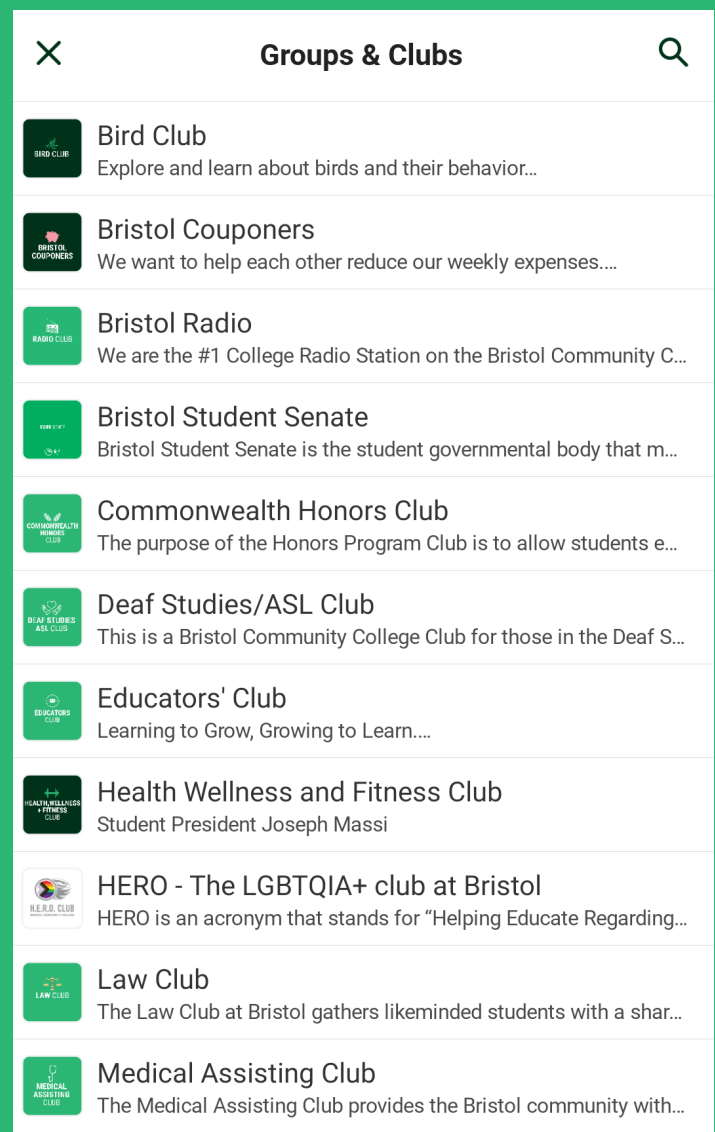
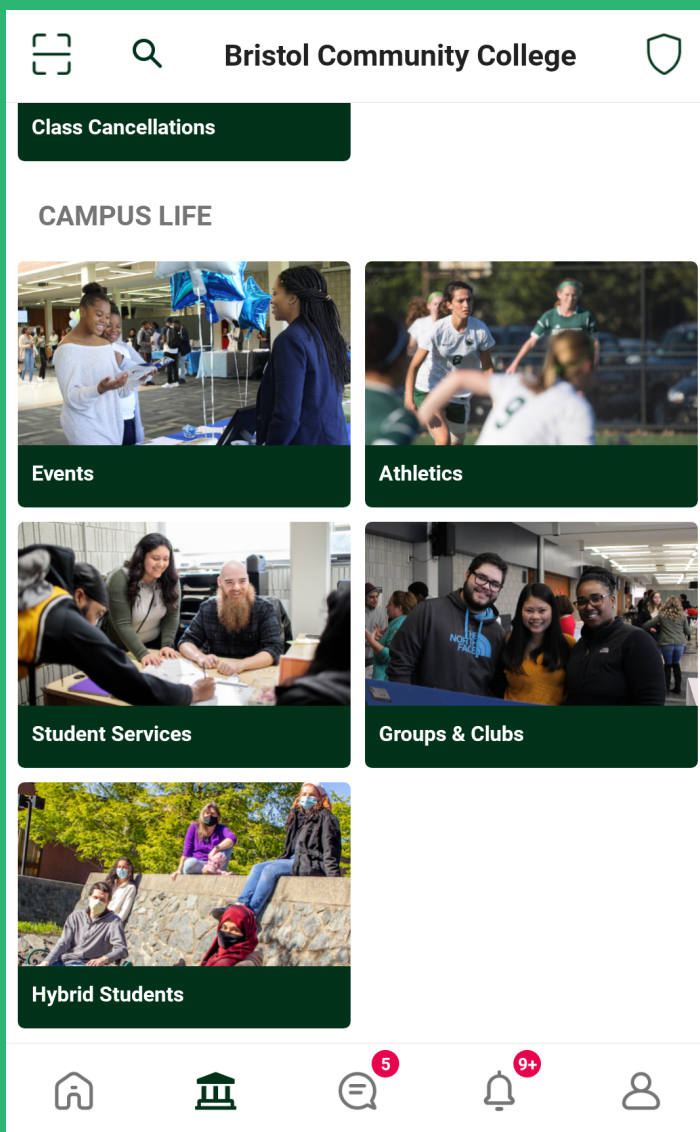
The digital monitors serve as an electronic bulletin board for announcements that relate to the general College community. The message stream is run electronically from the office of Marketing and Communications. Messages can be posted regarding class cancellations, campus events, student activities, and general and emergency messages.

A Campus Monitor Message Request Form must be completed by the organization online (search 'Campus Monitor Request' on the Bristol website. Please submit the form at least two days before the message is scheduled to begin. All messages should have a start and end date.

BRISTOL MOBILE APP

THE BRISTOL MOBILE APP

The Bristol Mobile App was developed to provide students with the resources necessary to achieve academic success at Bristol. Each club at Bristol has its own page on the app. Clubs can use their page as a recruitment and communication tool for all members.



CLUB PLANNING

ON-CAMPUS EVENTS & ACTIVITIES

ON-CAMPUS ADVERTISING [DIGITAL]

POLICY: Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Partisan messages of any sort, personal greetings, or messages from off-campus organizations are not accepted. However, partisan groups with an on-campus affiliation may announce events or invite attendance to meetings, etc., using the monitors. The College reserves the right to determine appropriateness, timeliness, and frequency of any message, and to refuse to post any message that does not adhere to this standard.

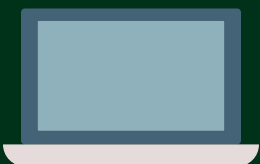
OFF-CAMPUS EVENTS & ACTIVITIES

WAIVERS & LIABILITY

POLICY: When planning an off-campus event or activity, the organization must file a waiver for each individual attending the event. This waiver, the Acknowledgement of Risk and Consent Form/Waiver of Liability, must be completed by every student and guest who participates and submitted to Student & Family Engagement.

SAMPLE OF THE FORM: *I understand that participation in this off-campus event involves risks and hazards, including risks involved in traveling, and I have sought and obtained information and advice that I feel are necessary and appropriate. I am fully aware of and voluntarily assume the risks and hazards connected with participating, and I hereby voluntarily elect to participate in this off-campus event. I acknowledge, accept, and assume all such risks, whether or not foreseeable and whether or not caused by the negligent or intentional acts or omissions of others.*

POLICY: All off-campus activity participants must agree that Bristol Community College has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the event, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the event or other participants.



FIND THE BRISTOL STUDENT HANDBOOK HERE:

<http://www.bristolcc.edu/studentservices/resources/studenthandbook/>

CLUB PLANNING

BEFORE YOU EVEN START PLANNING YOUR EVENTS HERE ARE SOME THINGS TO THINK ABOUT :

- ☐ Has an event like this happened in the past? See if you can find any research about how it went the first time
- ☐ **If you want to bring someone to campus, research and contact vendors**
- ☐ Check for conflict with major college events and other club events - The College Calendar is your friend
- ☐ **Figure out where on campus you want to host your event and see if there is space available**
- ☐ Consider audience, language, accessibility, cultural sensitivity, etc. for the event
- ☐ **Who are you going to collaborate with? Meet with other clubs or departments about working together**
- ☐ Get your members involved. What does your organization hope to accomplish this year?
- ☐ **Create a Time Line for your event. This is your To-Do List, what needs to be done and when does it need to be done by**
- ☐ It's a good idea to discuss budget and responsibilities during preliminary meetings

WHAT TO THINK ABOUT WHEN YOU ARE PLANNING YOUR EVENT:

- ☐ Reserve your space - Make sure that the space you are using has everything you need, including technology
- ☐ **Create a list of member duties for the event, and work with your organization to fill these positions**
- ☐ Create your marketing plan - What do you want to post, who's going to make it and where do you want to post it?
- ☐ **Does your event require a set up of furniture? Even if you just need a desk moved, create a diagram**
- ☐ Create an itemized list of supplies needed for the event and where do you want to order from?
- ☐ **Do you need contracts signed? Make sure you get them to Student & Family Engagement**
- ☐ Do Campus Police need to be present? Give them the heads up that your event is happening
- ☐ **Need Catering? Contact on-campus catering services to see how they can help**
- ☐ Start thinking about post-event and how you will assess the success of your event

FINANCES

ALL CLUBS HAVE 2 ACCOUNTS:



1

THE ALLOCATED FUNDS ACCOUNT is where college finances are deposited. This account includes Senate and college allocated funds.

2

THE AGENCY ACCOUNT is where monies collected from dues, fundraising, and donations are deposited.

Clubs are expected to follow proper budget and expenditure procedures. All financial paperwork must be completed and within BRISTOL Engage and approved by a club's advisor. All finance information is stored in BRISTOL Engage.

It's recommended to meet with Student & Family Engagement & The Student Senate Chair of Finance to go over specifics of club budgets each semester.

FINANCES

1 ALLOCATED FUNDS

Every academic year that a student club is recognized by Student Senate, they have the ability to receive base allocation money or seed money to spend on club activities. The funds are held by Student Senate in the club's Allocated Funds Account. These funds can be used on anything related to the club's mission. The use of these funds does not require Student Senate approval. If a club wants to host an event that will cost more than what they have been initially allocated or have been able to fundraise, they can receive an additional allocation from Student Senate by filling out the proper sections of the Student Senate Purchase Form and being approved by Student Senate.

POLICY: Student Senate-funded accounts that have remained inactive for three consecutive semesters will forfeit all funds back to Student Senate to be used for student engagement opportunities.



FINANCES

2 AGENCY FUNDS

A club's Agency account holds all funds raised by the club. This account is unique to your club and all funds are held by the Bristol Community College Student Accounts Office. These funds can be used on anything related to the club's mission and can also be used to supplement club member costs associated with the Allocated Funds Account.

POLICY: All funds raised and/or received by or for an Agency Account must be deposited in the Student Accounts Office in accordance with the College's policy. As an agency of the Commonwealth of Massachusetts, state law requires the deposit process to begin within 24 hours of collection.

Collecting funds and disbursing straight from those funds is inappropriate. All receipts must be deposited to the Agency Account, and all disbursements must be expended from the Agency Account.

POLICY: Agency accounts that have remained inactive for three full and consecutive academic years will forfeit all funds back to Student Senate to be used for student engagement opportunities.

FINANCES

PURCHASE REQUEST

A Purchase Request form is used any time a club wishes to use funds that they have in either of their club accounts on a purchase or event. This form may only be used if the amount of money being requested can be covered by the club's accounts.

POLICY: Withdrawals will be made from the club's Allocated Funds Account before withdrawing from the club's Agency Account.

ADDITIONAL FUNDING

A Student Senate Budget Addition form is used any time a club wishes to use funds that they do not have in either of their club accounts on a purchase or event. This form should only be used if the amount of money being requested can not be covered by the club's accounts.

POLICY: Any club that submits a Budget Addition form must send a representative to the next Student Senate meeting to discuss the request. All funding request approvals need a majority vote of Student Senate

FINANCES

THE STUDENT SENATE CHAIR OF FINANCE

The Chair of Finance is an appointed Student Senate executive board member whose primary responsibility is to recommend the annual allocation of the Student Activity Fee among eligible student organizations efficiently. A secondary responsibility is to recommend, uphold, and carry out the guidelines and conditions under which the Student Activity Fund is allocated on behalf of the Student Senate.

FROM THE STUDENT SENATE CONSTITUTION:

- A Senate member is appointed to the position through an application and interview process by the current members of the Executive Board after the Executive Board elections
- Represents and reflects the views of the Bristol Community College student body
- Meets with the President of Senate and any other administrators as needed
- Works with Student and Family Engagement professional staff to distribute and track allocated funding to recognized campus clubs
- Tracks and reports on all allocated funding and Senate budgets and spending
- Keeps contact information for all recognized clubs
- Communicates regular budget updates to all members of recognized clubs' leadership and advisors

FINANCES

VENDOR SELECTION SUMMARY

POLICY: If a request is over \$1,000.00, a Vendor Selection Summary Form must be prepared and attached to the request form and will be submitted with the RFE.

POLICY: Quotes or written bids must be solicited from vendors unless the item can be purchased from a Massachusetts Higher Education Consortium (MHEC) contract or another State contract.

POLICY: For purchases costing between \$1,000.00 and \$2,000.00, it is College policy to obtain written quotes. For purchases totaling \$2,000.00 or more, written bids must be obtained. To initiate the bidding process, contact the college's purchasing office. Once a vendor has been determined, the organization will be asked to fill out a Results of Bidding form. This form will be forwarded to the purchasing agent, along with the completed Vendor Selection Summary form and the completed RFE.

At the time the Purchase Order is created in the Accounting Department (which takes at least two days), the encumbrance will be created and will appear on the club's Finance Record in BRISTOL Engage. When the goods or services are received, the requester should sign the Receiving Slip and forward it back to the college's purchasing agent. They will then release the Purchase Order for payment and the Vendor will be paid.

CAMPUS POLICY

BRISTOL SOCIAL MEDIA CODE OF CONDUCT POLICY

The [ABRIDGED] social media policy as outlined below governs Bristol Community College's (Bristol) presence on any social media and networking sites. This includes the official pages overseen by the Marketing & Communications department as well as all college-sponsored pages representing college divisions, departments, programs, services, or student clubs and organizations. Full policy can be found on PolicySTAT

Social Media Code of Conduct:

- Be respectful.
- Be honest.
- Respect copyright and fair use. See Bristol's Copyright Policy.
- Unsolicited or unauthorized advertising (including advertising of non-Bristol services or products) and promotional materials are not permitted.
- Derogatory comments, including but not limited to racially or sexually motivated, and sexually explicit materials are not permitted.
- Any form of cyberbullying or shaming of others on Bristol's social media platforms will not be tolerated.
- Bristol's objective is for the social media presence to exist for the purpose of supporting the college's mission, goals and objectives.

CAMPUS POLICY

CLUB SOCIAL MEDIA POLICY

Thousands of current and future students, faculty, staff, alumni, and donors are utilizing mediums such as Facebook, Twitter, Instagram LinkedIn, Snapchat, YouTube, and many others to stay connected. The Bristol Student & Family Engagement believes that having a presence in these areas will allow the College to broadcast information and interact with the public. In order to operate within these mediums effectively, the Student & Family Engagement has developed a social media policy to ensure that any and all interactions on behalf of Bristol Community College represent the College's best interests.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining the Bristol Community Standards of Conduct and Bristol University Acceptable Use Policy. Student clubs should become very familiar with both policies before utilizing social media to promote their organizations.

The Bristol Student & Family Engagement Social Media Policy only applies to social media accounts created to represent Bristol Community College Student Clubs and does not apply to private individual accounts.

Facebook

It is required that all registered student organizations make their Facebook groups private. Therefore, new members must request permission to join. Then system administrators must review the person and approve/not approve their admission. The requirements of approving a person are that the said person must be currently affiliated with Bristol Community College. In addition, all Facebook groups representing a student clubs must have a member of Student & Family Engagement as an administrator at all times. However, it is the responsibility of the student clubs's executive board to monitor and manage the content of their groups.

Twitter

All Twitter accounts representing a student club must have Student & Family Engagement (@bristolsfe) as a follower at all times, and the student organization's respective advisor must be given access information to access the account. However, it is the responsibility of the student organization's executive board to monitor and manage the content of their tweets and their accounts.

Instagram

All Instagram accounts representing a student club must have Student & Family Engagement (@bristolsfe) as a follower at all times, and the student organization's respective advisor must be given access information to access the account. However, it is the responsibility of the student organization's executive board to monitor and manage the content of their tweets and their accounts.

Content

- Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
- You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.
- You may not use your club's name or Student & Family Engagement's name to promote any opinion, product, cause, or political candidate.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- Student & Family Engagement has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.

Consequences

Any student organization found in violation with the Student & Family Engagement Social Media – Student Club Policy must meet with a member of the Student & Family Engagement staff to discuss the infraction. Depending on the severity of the infraction, student clubs will be subject to either correcting the mistake, a probationary period, or elimination the registered organization.

CAMPUS POLICY

CLUB SOCIAL MEDIA POLICY

Questions to Ask Before Getting Started.

We know you're itching to get started helping us grow the Bristol brand on social. Asking yourself these questions will ensure that you approach this decision with strategy and planning.

- What are my goals?
- How will I measure the outcomes?
- Who is my audience and are they using this channel?
What information would be valuable to them?
- Who will develop, curate and post content to this site?
- What types of content will I have ability to post on a regular basis?
- Who will maintain account and respond to comments/messages during non-business hours?
- Who will take over the account if account administrator leaves?

Quick tips:

- *Identify resources, partners, etc. to help in sharing this or future messages.*
- *Determine the best schedule for posting content on a regular basis. Work this into your regular meetings*
- *There is strength in numbers. Consider multiple people to serve as content developers.*
- *Identify metrics that you plan to measure for success of your efforts and how you will report the data.*

CAMPUS POLICY

POLICY ON STUDENT EXPRESSION

In order to ensure that individuals and groups who are not affiliated with the College understand the College's policies and procedures concerning expressive activities on campus, all unaffiliated individuals or groups must first contact the Office of the Vice President for Student Services and Enrollment Management at 774.357.2150 at least five (5) business days before engaging in any expressive activities on College property in order to ensure proper planning and the availability of security, facility equipment and/or personnel and/or food services to the extent requested or required. Non-affiliated guests may be subject to reasonable time, place, and manner restrictions. Speech intended to incite violence or that is considered harassing, threatening, defaming or obscene is prohibited. It shall not be inferred or implied that any guest speaker program, whether sponsored or non-affiliated, conducted in accordance with this policy is approved or endorsed by the College.

POLICY ON STUDENT CLUB RECOGNITION

The Office of Student & Family Engagement and the Student Senate encourages the formation of new student clubs. Every club must have a full-time faculty or staff advisor and be open to all members of the student body. Students interested in forming a new student club will be required to submit certain documentation to the Office of Student & Family Engagement. A staff member may request a meeting with club organizers in order to collect additional information needed for recognition. Recognition of a student club by the College or the Student Senate shall not imply approval or endorsement of the club or its activities. All student clubs and their members are subject to the College's policies and procedures, including the Student Code of Conduct and Policy on Affirmative Action, Equal Opportunity & Diversity.

CAMPUS POLICY

POLICY ON EXPRESSIVE BEHAVIOR FOR NON-AFFILIATED INDIVIDUALS OR GROUPS

The College recognizes and supports the rights of students to engage in constitutionally protected expressive activities on campus, including speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. Expressive activities may be conducted at any publicly accessible outdoor area on campus.

Nothing in this policy shall be interpreted as limiting expressive activities at any other publicly accessible location on College property so long as the expressive activity or related student conduct does not disrupt College activities or functions or violate any other applicable College policies. Disruptive activities, which are generally prohibited, may include obstructing building entrances or exits, walkways, sidewalks, vehicular or pedestrian traffic on or adjacent to campus, and/or interfering with the College's academic mission, classes, meetings, events, ceremonies, or with other essential processes of the College. The College reserves the right to impose reasonable and content-neutral time, place, and manner restrictions on expressive activities as constitutionally appropriate and to prohibit any expressive activities that seek to incite imminent violence or constitute harassment, threats, defamation, or obscenities. It shall not be inferred or implied that any expressive activity conducted in accordance with this policy is approved or endorsed by the College.

The College strongly encourages students who wish to engage in expressive activities in publicly accessible locations on campus to contact the Office of the Vice President for Student Services and Enrollment Management at 774.357.2150 in order to schedule the desired location in advance so as to minimize possible conflicts. Priority for use of specific locations is given to students who register their activities with the College. Use of any non-publicly accessible locations on campus by any student must be scheduled through the Office of the Vice President for Student Services and Enrollment Management.

When distributing literature on campus, it is strongly recommended that all such literature bear the name of the individual, club, or organization distributing the materials. The distribution of literature for the purpose of solicitation or commercial activity is strictly prohibited.

BRISTOL POLICY

ALCOHOL AND OTHER DRUGS POLICY

Bristol Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the college, supports the following statements:

- **Manufacture, Distribution and Use of Alcohol and Other Drugs**

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campuses of Bristol Community College including while using a motor vehicle owned or leased by the college, or as a part of any college-related activity. College-related activities include offsite work such as internships or volunteer activity performed as a Bristol student or Bristol employee.
- The State Liquor Control Act, M.G.L. Chapter 138 regulates "alcoholic beverages" as that term is defined by law. The law defines "alcoholic beverages" to be "any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit." Approved exceptions for alcohol use are limited to college events, with an approved liquor permit. See Section V on Event Management, which describes the process for approved exceptions.
- Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution in accordance with the Student Code of Conduct, the Non-Unit Professional Handbook, or applicable Collective Bargaining Agreements. When students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances, in accordance with the Student Code of Conduct, NUP Handbook and Collective Bargaining agreements.

- **Massachusetts Regulations**

- Bristol Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:
 - Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
 - Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
 - Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)
- Under-age drinking is prohibited at Bristol Community College.

3. Massachusetts Penalties

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, to a period of imprisonment of up to two years and a fine of two thousand dollars (\$2,000) for each subsequent conviction related to sale or distribution (Class A-E substances). Prescribed penalties under Chapter 90, Section 24 range from a fine of one hundred dollars (\$100) to imprisonment for not more than two years and a fine of one thousand dollars (\$1,000). Federal judicial guidelines also exist which impose penalties for violation of federal criminal statutes related to drugs and alcohol. Other towns within the college's service area may have similar or additional penalties in place related to alcohol and drug use.

4. Risks of using alcohol and other drugs

- The following medical risks are associated with alcohol and other drug use:
 - **Overdose** An overdose can happen due to unknown purity, strength or even type of drug one may get illegally. It can also happen due to increased tolerance because one needs increased dosages to achieve the same effect. An overdose of alcohol and/or other drugs can cause psychosis, convulsions, coma, or death.
 - **Dependence** Continued use of alcohol and other drugs can lead to psychological and/or physical need for them.
 - **Ill Health** Long-term use of alcohol and other drugs can destroy a healthy body and mind. Generally, alcohol and other drug abuse can lead to organ damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting HIV/AIDS, hepatitis and other infectious diseases. Alcohol and other drug use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency, or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.
- **Accidents** When alcohol or other drugs affect an individual's perception and/or reaction time, accidents become more likely.

BRISTOL POLICY

ALCOHOL AND OTHER DRUGS POLICY

- Occasionally, Bristol Community College hosts events where liquor may be served to individuals over the age of 21.

Liquor is served only with a college permit, which requires both administrative approval and Campus Police oversight. Historically, there have been very few events with student representation. If a student of legal age attends this type of event, they will be permitted to use alcohol. However, they are reminded of the Expectation of Behavior in the Student Code of Conduct. Inappropriate behavior will not be tolerated when attending an approved event. Similarly, employees are expected to comply with the Standards of Ethical Conduct.

- Requests for alcohol use on campus must be made at the same time as an event request is made via the event management system, VEMS. Please refer to the Event Request policy for more information. In the process of creating an event, according to the Event request policy, the requester will confirm if alcohol will be served. If the answer is “yes”, the requester must complete an Alcohol Permit request and submit to Event Management. Event Management will coordinate the liquor permit request with Campus Police. The alcohol permit must be made at least six weeks prior to an event. See the related Alcohol Event Request Policy.
- No alcoholic beverages may be consumed, served, sold or stored on any college campus without the advance written approval from the Vice President of Administration and Finance. This approval process is initiated at the time of the event request and will be processed through Event Management and with Campus Police. This approval includes ensuring a valid permit has been obtained and that when alcohol is served or sold by anyone, it must be served or sold strictly in accordance with applicable state law. The approval also requires a responsible person as the event’s contact and will include all arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages on Bristol Community College property.

STATE MANDATES

MASSACHUSETTS HAZING LAW **COMMONWEALTH OF MASSACHUSETTS** **GENERAL LAWS 269:17, 18, 19**

Hazing as defined by state or federal laws, including but not limited to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.

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

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

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

269:18 FAILURE TO REPORT HAZING.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

By state mandate, we must provide the Massachusetts Hazing Law, to be followed by all Clubs and enforced by Advisors and administrators

STATE MANDATES

STATE OF MASSACHUSETTS REGULATIONS ON HOMEMADE FOOD

In 2000 the state of Massachusetts developed regulations and provisions that appeared to ban the use of home-made foods used in bake sales in all public arenas including churches, schools and colleges. The law, which also targeted food served at holiday parties and as classroom treats, has been open to interpretation from town to town. Some towns will not allow the sale of food prepared in a kitchen that has not been inspected by a health inspector, while others allowed it.

Therefore, in 2009, the Massachusetts Department of Public Health defined what is and is not allowed so that the regulations are fair and consistent from town to town. The state allows its residents to operate home-based businesses to produce low-risk foods, such as cakes, cookies, breads and confectioneries, however there are certain stipulations.

- Residential kitchens are strictly limited to the preparation of non-potentially hazardous foods (non-PHF), such as baked goods, confectioneries, jams and jellies. Non-PHF such as cakes and cookies, which have PHF ingredients, are acceptable.
- The preparation and sale of potentially hazardous foods (PHF) such as cream-filled pastries, cheese cake, custard and other foods which can support the growth of disease causing bacteria are strictly prohibited.
- In addition, perishable foods that require refrigeration, such as meat, cut fruit and vegetables, tomato and barbeque sauce, pickled products, relishes and salad dressings are not permitted in residential kitchens.
- All foods that are manufactured or packaged using processes that require state or federal control (e.g., acidification, hot fill, vacuum-packaging, etc) are prohibited. Garlic-in-oil products are not permitted.
- All foods prepared in a residential kitchen must be labeled with all ingredients (in order of amount by volume), list of allergens, name of residential kitchen, address and/or phone number, and sell-by date, if required.

Clubs can still sell store bought items or food that has been cooked in a kitchen that has been inspected by the local health department.

LEADERSHIP & STUDENT DEVELOPMENT

TIPS FOR MOTIVATING OTHERS

MAKE THE TASK INTERESTING

No one wants to be bored. Make sure each of your clubs is engaged by creating fun and interesting things for them to do throughout the semester.

SET CLEAR GOALS

Define what you want to learn, what you want your members to learn - and think about how you'll get there.

COMMUNICATE HIGH EXPECTATIONS

You can't expect the best results if you don't communicate belief in your members and leadership. Use communication to let others know what you expect from them, and follow up.

BE ACCEPTING

There will be a ton of students from all different backgrounds, cultures, & experiences who want to join your club. Make sure you provide a space that is welcoming for each of them, and won't trigger any negative thoughts, experiences or behavior.

USE POSITIVE REINFORCEMENT

Let your members and leadership know when you think they have done something awesome! Everyone loves positive feedback!

TEACH COOPERATION

Be a role model of what working on a team looks like for your members. Show them that regardless of differences, we can all work together.

BE ENTHUSIASTIC

College is awesome, especially when you find something to be involved in. Your verbal and non-verbal cues are important to your members,, so make sure you look like you love your club and Bristol as much as you do.

PERSONALIZE YOUR WORK

Get to know your members and leadership and. Play off their strengths and interests. Use this information to personalize your conversations, tasks, and more.

ENCOURAGE FEEDBACK

Make it apparent that you want to know how you're doing. Make your members comfortable enough to approach you with any feedback they may have.

LEADERSHIP & STUDENT DEVELOPMENT

GET STUDENTS INTERESTED

An **INTEREST MEETING** is held to see how many students are interested in your club across campus.

At the meeting you will want to explain:

- The purpose of the club and what it is really about.
- What you are all about. The goals for the club and what you want to accomplish during the year.
- What the time commitment will be for the group.
- Events you would like to hold. Do some brainstorming.

Also, at the meeting you will want to find out:

- Who might be interested in having some sort of leadership role in the group.
- What are good times for the group to meet.
- What types of things the group would be interested in doing or participating in for the year.
- Any ideas that they have for the club.

KEEP IT CASUAL
LET STUDENTS SHARE THEIR VOICE

LEADERSHIP & STUDENT DEVELOPMENT

GROUP DEVELOPMENT

In 1965, a psychologist named Bruce Tuckman said that teams go through 5 stages of development: **forming**, **storming**, **norming**, **performing** and **adjourning**. The stages start from the time that a group first meets until the project ends.



Because student organization membership changes annually it is easy to see that Bruce Tuckman's developmental stages of groups: forming, storming, norming, and performing is a recurring event as is adjourning when the school year ends.

LEADERSHIP & STUDENT DEVELOPMENT

TIME MANAGEMENT

ORGANIZE

Ideally, you should make a list each morning of everything that you want or need to do for that day. Do not plan every minute and don't even think about which task is most important. Just write them all down. Some people find it more helpful to list their "things to do" in 5 to 7 day groupings. In this way they can plan for longer projects and get a better sense of their week. Whichever method you choose, keep in mind everyone has good and bad days. Don't scold yourself if you don't accomplish everything; just add the uncompleted tasks to your next list and get them done.

PRIORITIZE

After you have recorded these "things to do," go back over the list and rewrite in priority order which things you need/want to do at the top and less important/pressing tasks at the bottom. Another option is to use a grading method with your list. For example, mark those things you need/want to get done immediately with an A+ while those things that are less important with a C. Keep in mind due dates, commitments you have made, and whether or not these tasks involve others. If the items are for class, it is important to consider how much of the final grade they are worth. How you choose to prioritize is a very personal matter. What is important is that you are responsible with your priorities.

SCHEDULE

The last thing to do is to take this list and begin to work these "things to do" into your schedule. Don't plan every minute of your day. Remember to leave room for breaks, socializing, and those unexpected things that pop up. There's no use making a schedule that is impossible to follow. Try these suggestions, see what works best, and then be sure to integrate them into your lifestyle. Learning effective time management now will help you throughout your personal life and professional career

LEADERSHIP & STUDENT DEVELOPMENT

DEVELOPMENTAL VECTORS IN COLLEGE

ACHIEVING COMPETENCE

Students will begin to develop intellectual, physical, social, and interpersonal competence. A sense of confidence also develops during this time.

MANAGING EMOTIONS

Students learn to become aware of feelings, trust them, and express them appropriately

BECOMING AUTONOMOUS

Students will stop looking for reassurance and approval, but will understand they exist in a larger world and things are not done in a vacuum. When this competency is developed, students will be able to cope with problems without seeking help, and make decisions independently.

ESTABLISHING IDENTITY

College is often the time where students find themselves. Through a process of self-discovery, students will establish a personal identity, and become comfortable with who they are.

FREEING INTERPERSONAL RELATIONSHIPS

Individual relationships become more centered and comfortable, with all parties seeming to be on equal footing. Students will recognize the importance of relationships, and the importance of maintaining self within those relationships.

CLARIFYING PURPOSE

Students will begin to establish goals and priorities in their lives.

DEVELOPING INTEGRITY

Students evaluate their own morals, values, and beliefs; and establish a guideline for how they will live their life. Individuals begin to understand that very little is black or white, but rather many shades of grey. Students will not only tolerate those who differ from them, but come to understand and appreciate those differences.

*Chickering, A.W. (1969)
Education and Identity, San Francisco: Jossey-Bass*

**THANK YOU FOR
YOUR SERVICE AS A
CLUB LEADER.**

**REACH OUT FOR
SUPPORT ANY TIME.**

**STUDENTENGAGEMENT@BRISTOLCC.EDU
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