

BRISTOL COMMUNITY COLLEGE  
**CLUB ADVISOR  
HANDBOOK**

# CONTENTS

- WELCOME
- STUDENT & FAMILY ENGAGEMENT
- ADVISOR ROLE
- CSA: Campus Security Authority
- CLUB OVERVIEW
- CONSTITUTION TEMPLATE
- CLUB RECOGNITION
- FINANCES
- EVENT PLANNING & POLICIES
- STATE MANDATES
- BRISTOL POLICIES

# WELCOME!

## Welcome to Student & Family Engagement at Bristol Community College!

First, I would like to thank you all for your commitment and service to our students. 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 advisors of clubs. It contains sections on the role and responsibilities of the advisor, 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 Advisor 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 for our students.

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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G118

## RENATA GARCIA

ADMINISTRATIVE ASSISTANT II

STUDENT & FAMILY ENGAGEMENT

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G121



*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](mailto:studentengagement@bristolcc.edu)

Check out our website: [BristolCC.edu/SFE](http://BristolCC.edu/SFE)

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

**BRISTOL**

Student & Family  
Engagement

# ADVISOR ROLE

First, congratulations!

You've been selected by students to support to their club. This is something of high importance to them, and can support their social and emotional growth while studying with us at Bristol.

Benefits for you as an advisor;

- Knowing you are making a difference.
- Connecting with students about something you are also passionate about.
- Having fun with students outside of the classroom, often enhancing their in-class engagement.
- Keeping up with campus events and activities.
- Building a community.
- Receiving student appreciation.
- Serving the college community (TOP TIP: Being a Club Advisor can serve as your college-service requirement).

***Advising student clubs at Bristol is a unique opportunity to bond with students outside of the classroom, and in some cases help students connect classroom theory to real-life practice. The experience provides students the opportunity to get to know faculty and staff as real people and often leads to long-term mentoring.***

# ADVISOR FOR NEW CLUBS

When a new club is formed, student members should seek a College faculty or staff member to be the advisor.

In unique circumstances, an off-campus advisor could be approved, at the discretion of Student & Family Engagement.

All advisors will be required to attend advisor meetings when necessary.

The advisor may change each year; this can be determined by the student leaders as they evolve their mission and activities.

*There is an exception with **nationally associated clubs**. These clubs promote, sustain, and support an associated program. Sometimes these clubs will require affiliation with the parent-professional organization. This should be discussed with Student & Family Engagement and reflected in the club's constitution and by-laws.*

## FIRST STEPS FOR NEW ADVISORS:

- Review the constitution of the club.
- Meet with the officers individually and as a group.
- Attend the club's meetings and introduce yourself.
- Set up communication expectations between you and the club leaders.
- Assist the club in setting their goals.
- Meet with Student & Family Engagement whenever you need to.

# ADVISOR ROLE

## EFFECTIVE ADVISORS ARE:

**PASSIONATE  
ADVOCATES  
PROFESSIONAL  
EDUCATORS  
PROBLEM SOLVERS**

**SUPPORTERS  
CHALLENGERS  
LISTENERS  
HELPERS  
ROLE MODELS**

***The advisor is expected to act as a facilitator.** Advisors should be familiar with the constitution of the organization as well as the rules and regulations of the College. The advisor may be viewed as a consultant to the students, as well as serving as a liaison between the organization and college administration. The role of the advisor will vary somewhat from group to group depending upon the expectations each has for one another. It is crucial during the initial stages that the groups' members and advisors discuss, negotiate, and clarify the advisory role.*

## YOU SHOULD

Trust yourself  
Be visible and available  
Know your limits  
Let students succeed  
Let students fail  
Have integrity  
Direct the club to find answers  
Be a good listener  
Ask questions  
Offer reflections

## YOU SHOULD NOT

Control the group  
Run the meeting  
Be the sole recruiter  
Be afraid of new ideas  
Make assumptions  
Know it all  
Take everything seriously  
Show anger or frustration  
Miss events or meetings  
Give up on a student

# ADVISOR ROLE

## WHAT BEING AN ADVISOR COULD LOOK LIKE

- Be a resource to members of the organization.
- Act as an advocate of the club to all members of the College community.
- Help 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, and identify funding opportunities.
- 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.
- Sign off on all internal calendar, activity, facility, and financial requests.
- Sign contracts and other binding documents.
- Help with onboarding new leadership needs through workshops and individual meetings when appropriate.



# ADVISOR ROLE

## Campus Security Authorities

Campus Security Authorities (CSAs) are identified by the National Clery Act as staff who have significant responsibility for student and campus activities. In addition to the campus police department, various college staff are considered campus security authorities (CSAs). They include but are not limited to the following staff:

- **Code of Conduct Officer,**
- **Dean of Students,**
- **Athletic Director, and**
- **Staff that oversee student activities (all club advisors)**

The Clery Act requires that crimes are reported. Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn't always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the campus police. For example, a victim of a sexual offense may turn to an advisor for assistance, or a student whose car was stolen may report the theft to the school's director. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be CSAs.

Under Clery, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution.

If a CSA receives the crime information and believes it was provided in good faith, they should document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. If you are in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

*Every year there will be a training by Campus Police for all CSAs.*

# CLUB OVERVIEW

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.

*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 OVERVIEW

## CLUB LIFE CYCLE

### ESTABLISHMENT PERIOD

- Create mission statement and constitution.
- Eligible to plan and host events and meetings on campus under the advisement of Student & Family Engagement.
- Find an appropriate Advisor.
- Elect President, Secretary, and Treasurer to lead the Club activities.
- Submit needed establishment paperwork to Student Senate for approval.

### 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 year in order to be eligible for funding and continue club operations.

# CONSTITUTION TEMPLATE

The below serves as a standard template for all club constitutions. A constitution is required for all clubs that seek Student Senate recognition. Constitutions should be reviewed annually.

## **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).

B: 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 VIII: AFFILIATIONS**

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

## **ARTICLE IX: ADVISOR**

State procedures to determine the selection of Advisor.

## **ARTICLE X: RATIFICATION**

State how the constitution will be approved by the membership.

## **ARTICLE XI: AMENDMENTS**

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

## **ARTICLE XII: 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.*

# 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.*

# 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.

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*Clubs are expected to follow proper budget and expenditure procedures. All financial transactions must be approved by Club President, and Club Advisor, then be sent to Student & Family Engagement.*

***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 Budget Addition 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 eRFE.

*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. 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.*

# FINANCES

## A FUNDING OR PURCHASE REQUEST WILL AUTOMATICALLY GENERATE AN eRFE

A Electronic Request for Expenditures (eRFE) form will be completed by Club Advisor of member of the Student & Family Engagement team to purchase an item or service or to reimburse for expenses. The eRFE is completed whenever funds are expended.

The eRFE then goes to Student & Family Engagement for the Director's approval, then to Accounts Payable to issue funds.

*Do not spend funds that are not within your budget. You will not be reimbursed if the funds do not exist within the account.*

### FOR REIMBURSEMENT:

- Every eRFE must have a Social Security Number (or student ID #) if the check is being made out to a person or a Federal ID Number if the check is to be made out to a business.
- Every submission must be accompanied by a receipt.
- Give a brief description of the purchase.

### FOR PAYING A BILL:

The process for paying a bill is the same as for reimbursements with the following exceptions: The eRFE must be accompanied by an invoice.

### FOR ISSUING A PURCHASE ORDER:

The process is the same as described above. The requester should check off the Issue Purchase Order box.

### TAXES:

Bristol is a tax exempt organization, as such, sales tax cannot be reimbursed. The only taxes that can be reimbursed are room tax and meal tax.

# EVENT 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 Timeline 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

# EVENT PLANNING GUIDELINE

*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 in to Student & Family Engagement no less than 2 weeks prior to the event.

1. Complete Event Submission Form.
  2. Form should go to the Club Officers, then the Advisor for approval.
  3. Then be submitted to Student & Family Engagement for approval.
- 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.
  - SFE staff will use the information in the Event Submission Form to reserve the appropriate spaces.

**POLICY:** The organization will be responsible for any and all accrued expenses. Club Treasurer should ensure the club has appropriate funds available before spending occurs.

# 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 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.*

# 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: 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/student-services/resources/studenthandbook/>



# 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. Include this paperwork as part of your Event Submission Form.

## 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 Campus, 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

**ODS**Access@BristolCC.edu

# 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.

### **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.

# CAMPUS POLICY

## CLUB SOCIAL MEDIA POLICY

### 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 of the registered organization.

# 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.

# 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.

# CAMPUS POLICY

## POLICY ON GUEST SPEAKERS

As part of the educational process, students, faculty, and staff are encouraged to invite guest speakers to campus who have demonstrated expertise in an area of interest to the College community. Recognized student clubs, organizations, programs, or departments may invite to the College any person who contributes to the intellectual or cultural life of the College. Individual students wishing to invite a speaker to campus should seek the sponsorship of a recognized student club or organization. For more information, contact Student & Family Engagement at 774.357.2222.

In order to derive maximum benefit from a guest speaker's presence on campus, it is recommended that prior to extending a final invitation, the recognized student club sponsoring the guest should consult with the faculty or staff advisor and Student and Family Engagement. Faculty sponsoring a guest speaker should consult with their Program Coordinator and Dean, with final approval coming from the Vice President for Academic Affairs. Staff sponsoring a guest speaker should consult with their division Vice President prior to extending a final invitation. This process shall assist the College in its efforts to offer a full, varied, and balanced program of guest speakers that will result in the broadest exchange of ideas and opinions.

A guest speaker program may be subject to reasonable time, place, and manner restrictions. Speech that is 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 conducted in accordance with this policy is approved or endorsed by the College.

**A FULL LIST OF BRISTOL POLICIES CAN BE  
FOUND ON THE BRISTOL WEBSITE:**

<http://www.bristolcc.edu/about/policiesdisclosureslegalstatements/>



# 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.**



# 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.

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

**REACH OUT FOR  
SUPPORT ANY TIME.**

**STUDENTENGAGEMENT@BRISTOLCC.EDU  
MAIN OFFICE: FALL RIVER CAMPUS, G121**