STUDENT ORGANIZATION MANUAL

2021-2022

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PART 1: Introductory Information

THE OFFICE OF UNDERGRADUATE STUDENT LIFE

The Office of Undergraduate Student Life (Student Life) fosters learning experiences for all students at Stevens through intellectual, personal, and social development that occurs beyond the classroom. We prepare students holistically through leadership development, co-curricular programming, community engagement, and dialogue around inclusion and diversity. We strive to create a community of learners that think critically and act responsibly both within the Stevens community and beyond.

Specifically, we advise and provide organizational support to over 100 student organizations, facilitate programs for women through the Lore-El Center for Women's Leadership, administer a three-tiered leadership development series through Stevens LEADS, oversee Safe Zone and diversity education programming, and manage Fraternity & Sorority Life. Additionally, our office coordinates annual campus-wide programs, which includes Heritage Months, Techfest, Family Weekend, the Student Leader Awards Brunch, Senior Week, Founder's Day Ball, and New Student Programs.

For more information about policies and procedures that Stevens' students are expected to comply with, you may review the **Undergraduate Student Handbook**. You may also visit the office in the Student Center, or call 201-216-5699.

LIAISONS

Your liaison in Student Life works with you and other organizations in similar interest categories (Subcommittees) of Student Organizations (SOs). Your liaison is your main contact for event planning, logistics, and can be a resource as you navigate:
- Event approvals in DuckLink
- Managing officer transitions in your organization
- Large-scale event planning (room reservations, catering, risk management, etc.)
- Financial approvals and contract/insurance reviews
- Fostering an inclusive environment within your organization and organization membership
- Group dynamics and leadership development

It is the responsibility of RSO leaders to contact their Student Life or Diversity, Equity, and Inclusion Liaison periodically, at least 1 month in advance of event planning and elections.

CONTACTS

Name	Contact	Liaison to
Office of Undergraduate Student Life	student_life@stevens.edu	
Leo Pedraza, Assistant Dean of Students & Director of Student Life	lpedraza@stevens.edu	Commuter Student Union, SGA, Arts & Music
Liliana Delman, Director for Diversity, Equity, and Inclusion*	ldelman@stevens.edu	Cultural, Identity and Faith-based
Danielle Maxson, Associate Director of Student Life	dmaxson@stevens.edu	Professional and Service
Kevin Grunder, Assistant Director of Fraternity & Sorority Life	kgrunder@stevens.edu	Interfraternity Council, Stevens Panhellenic Council, Cultural Greek Council, Order of Omega
Shaya Morgan, Student Life Coordinator	smorgan2@stevens.edu	Media, Non-RSOs, SGA, Special Interests
Natasha Oramas, Administrative Assistant	noramas@stevens.edu	Recreational, Electronics & Gaming
Deja Suarez, Graduate Coordinator of Greek Life	dsuarez3@stevens.edu	

Note: The Office of Diversity, Equity, and Inclusion is a separate office from Student Life, however, all policies in this manual apply to cultural, identity, and faith-based groups.

THE STUDENT GOVERNMENT ASSOCIATION

The mission of the Student Government Association of Stevens Institute of Technology (SGA) is to advocate for the undergraduate student body and serve as a means of communication between students, faculty, and staff. The SGA is committed to enhancing the student experience and quality of life on campus. Charging itself with being a voice for the student body, the SGA is responsive to the issues, rights, and concerns of Stevens students. The SGA promotes the image of the student body it serves with integrity and honor and the image of the university; it provides students with leadership development and the promotion of their general welfare.

The SGA is composed of an Executive Branch and a Legislative Branch; these are referred to as the Cabinet and the Senate, respectively. There are six members of the Cabinet - President, Vice President of Operations, Vice President of Student Interests, Vice President of Finance, Vice President of Academic Affairs, and Secretary who are

elected at the end of the Fall Semester. The Senate is made up of several representatives of each class year at Stevens.

The SGA, specifically the Vice President of Student Interests (VPSI), oversees all student organizations in tandem with Student Life. The Vice President of Finance (VPF) and Budget Committee of the SGA also oversee and organize all organization financial allocations and spendings in coordination with the Administrative Assistant in Student Life.

Some other things that organizations should note the SGA does:
- Approves Constitutions and Bylaws
- Grants additional funding requests (AFR) and semesterly budgets
- Hosts required leadership workshops for organization executive board members (Leadership Paths)
- Oversees the New Organization Process and application once a semester

STUDENT CODE OF CONDUCT
All individuals shall conduct themselves in a manner consistent with the mission of the university. Any student who fails to conduct themselves in such a manner violates this code and a disciplinary sanction may be imposed. The student conduct process at Stevens is an educational process that ensures safety and respect in our community. All students are responsible for reading, understanding, and abiding by the policies listed above that comprise Student Code of Conduct. If a student or organization is found responsible, sanctions are imposed that reflect the severity of the violation, previous disciplinary action if any, and the impact on the greater Stevens community. For more information, please review the Student Code of Conduct, which is housed in the Student Handbook.

TERMINOLOGY

Name	Acronym
Student Organization	SO
Recognized Student Organization	RSO
Student Government Association	SGA
Vice President of Student Interests	VPSI
Vice President of Finance	VPF
Certificate of Insurance	COI
Additional Funding Request	AFR

PART 2: Student Organization Logistics

Good Standing Policy, Required Leadership Events, DuckLink

SO GOOD STANDING POLICY

All SOs are responsible for maintaining a good standing with the institution in conjunction with rules and regulations as provided by the Office of Undergraduate Student Life (Student Life) and SGA. Each SO must adhere to the following expectations as set forth by Student Life.

1. Maintain accurate membership and officer information in DuckLink, which includes, but is not limited to:
   a. **Maintaining an updated Primary Contact, President, Treasurer, and University Events representative(s).**
   b. Creating Events on Ducklink for all programs held by SO before the event takes place.
   c. Complete all new officer nominations in DuckLink PRIOR to holding elections.
2. All officers must be in good academic standing with the institution, which includes:
   a. Maintaining an overall grade point average at or above 2.5
   b. Staying enrolled in at least 12 credits as a full-time, undergraduate student at Stevens.
      i. Students in their final year at Stevens can be part-time and hold an officer position.
   c. Not being on academic probation
3. Be responsible for proper use of the organization's purchasing card (P-card), which includes:
   a. Uploading all receipts to DuckLink **within 24 hours** of purchase(s)
   b. Ensuring the P-card remains in Student Life when not in use
4. Have the **President, Treasurer, and additional officer of the president's choosing participate in and complete the Leadership Path Series.** Leadership Paths support student leaders under the Office of Undergraduate Student Life to develop the skills, confidence, and understanding to be responsible and impactful leaders in the Stevens community.
   a. **Attend 6 core and elective leadership workshops within their full-year term for continued development and skill-building.**
5. Follow all policies regarding the utilization of financial resources, as outlined in Parts 7 & 8 of this manual.

Each organization must adhere to the following expectations as set forth by the SGA.

1. Follow all policies and regulations regarding operations as per the Constitution and Bylaws of both the organization and the SGA, as well as regarding this Manual.
2. Follow all budgeting and policy guidelines as set forth by the Senate Budget Committee.
3. Organize and hold at least two general body meetings per semester.
4. Attend all meetings deemed mandatory.
5. Failure to comply with any of these expectations may result in sanctions from the SGA or Student Life, respectively. Penalties from SGA are described by [category of sanction](#) and each category consists of [examples of these penalties](#).
6. If an organization does not consistently meet these requirements, the organization will be considered inactive until proper steps are taken as determined by Student Life and/or SGA. Inactivity can include but is not limited to:
   - No budgeting/AFR access or purchases allowed
   - Events may not be hosted

Failure to attend and engage in these events will result in the organization no longer being in good standing and subject to a sanction for their organization.

PART 3: Creating an Inclusive Organization Environment

Inclusion Statements, Accountability Standards

INCLUSION STATEMENTS

All SOs are encouraged to add an inclusion statement to their constitution. Even without an inclusion statement, it is important that all organization leadership and membership hold each other accountable for fostering an inclusive environment within their organization.

Why have an Inclusion Statement?

Inclusion statements signify your organization's commitment to honor marginalized voices and recognize how social inequities impact each of us in different ways - it shows your organization values inclusive leadership and celebrates diversity. Additionally, inclusion statements help to foster an environment in which all members can engage in brave conversations, show up authentically in their organization's space (meetings, events, etc.) and get the most out of the purpose of the club.

Please utilize the following resources for developing an inclusion statement:

[From US Lacrosse Diversity & Inclusion, Updated 08/2015]

Creighton Students Union Diversity & Inclusion Statement

For additional guidance in creating an inclusion statement please contact your Liaison or Diversity Education. We are happy to support you in this work.

ACCOUNTABILITY STANDARDS

Should a member have concerns about the actions within their organization regarding inclusion, bias, harassment, discrimination, etc. they should either contact their liaison or submit a report on myStevens.

It is also important that organization leadership and members uphold the Student Code of Conduct. If an organization executive board member should fail to comply with this code, be reported and found guilty, the *individual will have to step down* from their position and receive any other consequences they encounter due to violation of the Student Code of Conduct.

PART 4: Event Planning Logistics

University Events and Facilities, Food Purchasing/Catering, Event Times and Periods

UNIVERSITY EVENTS AND FACILITIES
Student organizations have the benefit of reserving on-campus facilities through the Event Management System (EMS) and University Events.

Virtual EMS
Student organizations must appoint a University Events Representative to access to reserve rooms through Virtual EMS by completing the [Virtual EMS Form on DuckLink.](#) Student leaders should allow **5 business days** to be imported into the system. There are multiple stages to submitting a Virtual EMS request:
1. The University Events Representative submits Virtual EMS Form on DuckLink.
2. Student Life approves student EMS form.
3. Student Life provides University Events with updated organization user information.
4. University Events imports user into the system.

Facilities
Student organizations that hold meetings and/or events in University-owned facilities must adhere to the following:
1. All furniture/rental requests and set-ups must be requested through University Events in advance of the event.
2. Furniture/rentals may not be removed from other locations for student organization events.
3. If furniture (tables, chairs, etc.) is moved within a space by a student organization, the room must be set-up the way it was found with all furniture in the correct place.
4. Student organizations will be held responsible for any damages to a facility, which includes, but is not limited to, furnishings, AV equipment, and structural damage, as a result of a student organization event.
5. Student organizations are required to submit a [Facilities Work Order](#)for any damages seen or incurred during student organization sponsored events.
6. For any inquiry into a room reservation, please contact [UnivEvents@stevens.edu.](#)

FOOD PURCHASING/CATERING
1. Any prepared food for on-campus events and meetings organized by SOs and Greek organizations must go through [Stevens Dining](#) (an account may need to

be created for the [Stevens Catering](#) site if organization leadership does not already have one).

2. Food and snacks under $250 may be purchased using a P-card, in alignment with University financial policy. Food and snacks in excess of this amount must be purchased through Stevens Dining.
    a. Limit your purchases to one vendor to reduce the quantity of receipts.
    b. **All receipts must be itemized.**
3. SOs must meet with Stevens Catering staff to place a catering order **at least 10 business days** prior to the scheduled event.
4. The SO's account number will be charged directly. If a SO is unsure of their account number, contact the Administrative Assistant in Student Life.
5. Approvals for any special exceptions to these guidelines are determined by Stevens Catering and the Administrative Assistant in Student Life. In order to waive the use of Compass One:
    a. A Catering Waiver Form must be completed through DuckLink and submitted **alongside a copy of the menu and quote or invoice for food or catering provided by the outside vendor.**
    b. The waiver must be approved by a Stevens Catering representative.
    c. The information on the Catering Waiver Form must match the information listed on the final purchase receipt.
    d. Student organizations must submit a Purchase Request in DuckLink to request payment by check or to submit a receipt.
    e. Remember to submit a P-Card Increase Form at least 5 days prior to payment if the amount exceeds the per transaction or monthly P-Card limit ($250/$1000).
    f. **All receipts from outside vendors must be itemized.**

EVENT TIMES AND PERIODS

Student organizations may hold approved events in on-campus facilities between the following hours:
Indoor Facilities:
- Sunday - Thursday from 8:00am - midnight
- Friday - Saturday from 8:00am - midnight
- Saturday - Sunday from 8:00am - 7:00am (requires approval)

Outdoor Facilities
- 8:00am - 10:00pm

Student organizations which would like to host events outside of the hours indicated in this policy must receive prior approval from Student Life. Student organizations may host events, programs, and meetings during the academic semester. Activities cannot begin before the first day of classes and must conclude on the last day of classes unless permission is given by Student Life.

PART 5: Event Planning Policies

Ticketed Events, Duckbill Machines, On-Campus Conferences, Guests, Alcohol, Movie Rights

TICKETED EVENTS

When events require a fee for entrance or tickets are sold in advance for either Stevens or non-Stevens students, tickets should be provided or guest lists must be maintained for entrance into the event. Acceptable forms of payment include:

1. Checks made out to "Stevens Institute of Technology"
2. Cash
3. Duckbills
4. Stevens Payment Portal

All income received from ticket sales must be brought to the Administrative Assistant in Student Life on the next business day for deposit.

DUCKBILL MACHINE

Student organizations may request a DuckBill machine (used to swipe student IDs for paying with DuckBills) online through the **Duckbill Machine Request Form.**

1. Requests should be made **at least one week** in advance.
2. On the day of your event you may pick up the duckbill machine at Student Life. Pick up time is from 10:00 am to 5:00 pm, Monday through Friday.
3. It is the organization's responsibility to return the DuckBill machine to Student Life by 10:00 am the **next business day.**
4. The funds will be transferred immediately to the account you have designated on the reservation form.
5. Failure to return the DuckBill machine may result in an organization's inability to reserve a DuckBill machine in the future.
6. Student organizations are responsible for any lost or damaged DuckBill machines and/or accessories.

ON-CAMPUS CONFERENCES

Student organizations who would like to host an on-campus conference for Stevens and non-Stevens students must get explicit approval from Student Life. **Approval by Student Life must be obtained PRIOR to booking rooms through University Events and PRIOR to committing to host the**

conference. Student organizations will be required to communicate and work with a member of the Student Life staff for coordination and advisement throughout conference planning and implementation.

GUESTS

A guest is defined as any person who is not a Stevens student, faculty, or staff member. All policies listed in the [Student Code of Conduct](#) require Stevens students to take full responsibility for their guests. Students are considered responsible for the behavior of guests at a university event, on university premises, or in university residence halls and leased properties. Guests are also expected to follow all Stevens policies.

Stevens students are permitted one guest each at student organization events unless they receive approval from Student Life to host additional guests. In the case of additional approved guests, they must be escorted into the event with the sponsoring Stevens student OR they must sign-in to the event.

Sponsoring students will be held responsible for their guests' behavior.
1. All non-Stevens students must present a valid college or state/federal issued ID to sign into the event.
2. Non-Stevens students under the age of 18 will not be permitted into student organization events without prior permission from Student Life or without a parent/legal guardian present.
3. All guests of performer(s) (DJ, band, etc.), must also present a valid ID and sign into the event; performer(s) are responsible for their guests

On Campus Events for Minors
- On-campus events that entail educational outreach efforts for minors may be organized by student organizations with the explicit approval of Student Life. Approval by Student Life must be obtained PRIOR to booking rooms through University Events and PRIOR to engaging with external community members.
- Guests under age 18 must be accompanied by either a parent or guardian or an identified group leader (ex. Girl/Boy Scout Troop Leader, Teacher, Coach, etc.).
- All guests under the age of 18 must complete a permission/waiver form prior to attendance. Waiver forms can be obtained from Student Life.

ALCOHOL

Student organizations are not permitted to host on-campus events with alcohol with the exception of *approved* social fraternity and sorority mixers and socials. Approved social fraternity and sorority mixers must follow BYOB and third-party vendor policies. Off-campus events with alcohol *may* be permitted with the explicit permission of Student Life.

No one is permitted to attend student organization events if they are incapacitated from the use of alcohol or drugs or display drunken or disorderly behavior. Students are not permitted to carry or consume alcohol at student organization events with the exception of *approved* events as previously noted.

Failure to adhere to this policy will result in disciplinary procedures under the Student Code of Conduct.

MOVIE RIGHTS

Student organizations that plan to show a movie, film, or otherwise copyrighted material, must secure a license beforehand. According to the Federal Copyright Act, copyrighted materials like movies can only be used for a public performance if they are properly licensed. The rental or purchase of a movie only carries the right within someone's home for private viewing, not for the general public. Student organizations are encouraged to work directly with Student Life to secure licensing quotes or purchase these rights prior to scheduling any movie showing on campus.

Public Performance:
- Movies or TV shows obtained through a brick-and-mortar or online store are licensed for your private use; they are not licensed for exhibition to the public.
- The concept of "public performance" is central to copyright. If creators and makers do not retain the ability to control how and when their works are publicly exhibited, then there is little incentive for them to continue creating top content.

Movies for educational purposes:
Student organizations will need to acquire licensing unless **ALL** the following criteria are met:
- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The institution must be an accredited, nonprofit educational institution.
- The showing takes place in a classroom setting with only the enrolled students attending.

- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

Public Performance Licenses

Securing public performance license is easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be, and so forth. Major firms which handle these licenses include:

- Criterion Pictures; www.criterionpicusa.com (800) 890-9494
- Motion Picture Licensing Corporation; www.mplc.com (800) 462-8855
- Swank Motion Pictures, Inc.; www.swank.com (800) 876-5577

Purchasing Requirements

- Movie rights should ___NOT___ be purchased using a P-card.
- Submit your invoice, along with new vendor documents if needed, to DuckLink as a Purchase Request **at least 30 days** prior to the showing date.

PART 6: Event Marketing and Promotion

Advertising and Publicity, Branding Guidelines, Solicitation and Promotion, Campus Speaker Policy, Campus Installations/Demonstrations, Prizes

ADVERTISING AND PUBLICITY

1. All publications, including flyers, t-shirts, and websites, must be in line with the mission and values of Stevens Institute of Technology, as well as any national organizations when applicable.
2. Social Media promotions must be in line with the [Student Code of Conduct](). They should be limited to the Hoboken Area and Stevens students.
3. All student organizations must have flyers approved and stamped by Student Life prior to posting.
   a. SOs may request up to **25 copies per approved event** on DuckLink or 50 copies for co-hosted events.
   b. Students must upload their flyer or marketing materials to their DuckLink event submission to be approved by their liaison.
   c. Once approved, students may bring a printed copy of their materials to be stamped by the student assistant at the front desk of the Student Center.
   d. The Student Center desk attendant will then make copies for you.
   e. Flyers must include the following: event date, time, location, sponsoring student organization(s), target audience (undergraduates, faculty/staff, all are welcome, etc.) and contact information (email alias preferred).
   f. For larger print jobs, the print job is now operational again at the Howe Center basement level for jobs $50 or more.
4. Student organizations may also advertise in the Duck Digest weekly newsletter.

BRANDING GUIDELINES

Student organizations interested in producing any Stevens branded apparel, supplies, or promotional marketing materials, must adhere to the [Stevens Branding Guide.]() This guide applies to all Stevens student organizations and must receive approval from Student Life prior to ordering these items.

Media Relations

If student organizations are contacted by an external media outlet, they must immediately notify Student Life. Examples of this are:

1. If they are contacted by a media outlet
2. If they see a media outlet on the Stevens campus that is not obviously accompanied by Stevens personnel
3. If they have an event or achievement they think the media may want to cover

Booking Photography and Video Services

If you require video or photography services, organizations are able to seek out their own services, but recognize they must have an approved budget to attain such services. Please note that live-streaming and/or video recording for events of any kind must be approved by Student Life through the event registration process.

SOLICITATION AND/OR PROMOTIONS

Student organizations may not promote or aid in the solicitation of goods or products from a third- party vendor without permission from Student Life. This includes, but is not limited to, table-sitting, sponsorship at events, and the distribution of products on Stevens campus.

CAMPUS SPEAKER POLICY

The university affirms open inquiry and free discussion as necessary provisions for students' freedom to learn. Recognized student organizations and athletic teams are able, within the bounds of university procedural requirements, to invite and hear speakers of their own choosing that are in alignment with the mission and purpose of the organization. With this freedom comes the responsibility to prepare adequately for the event so that it is conducted in a manner appropriate to the academic community. It should also be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the university. Please reference the [Stevens Student Handbook](#) for more information.

Student organizations and athletics teams must work with Student Life to negotiate a contract with any speaker. **Student representatives may not negotiate contracts for speakers either directly or indirectly through an agency or booking agent.** A request must be made through Student Life prior to inviting a speaker to campus for a university sponsored event. Speakers may be denied if it is determined that there is a potential for a safety or security concern or if the cost of the speaker exceeds $10,000.

CAMPUS INSTALLATIONS/DEMONSTRATIONS

Any student organization which wants to create, solicit, develop, or provide any type of physical installation or demonstration must seek approval from Student Life. This includes, but is not limited to, using external organizations to provide materials/supplies. This approval is needed to ensure campus facilities are available and will not impact daily operations of the requested space (indoors or outdoors).

PRIZES

Student organizations may provide prizes at events in accordance with SGA budgeting policies or if products, goods, or services are donated. The following must be followed:
1. SGA Funding and other university resources are not permitted to be used to purchase:
    a. Gift cards, gift certificates, and/or vouchers of any value
    b. Gifts with a retail value in excess of fifty dollars ($50.00)
2. Prizes must be purchased prior to the event in order to be distributed. Prize winners cannot self- select the items they wish to receive and thus will not be ordered for them by Student Life or with organization P-Card.
3. Prizes should be in close accordance with the mission of the student organization hosting the event.
4. Weapons of any kind (knives, swords, paintball guns, firearms, etc.) are prohibited as prizes.
5. Prizes may only be given to Stevens undergraduate students.
6. Student organizations are expected to supply Student Life with prizes and the names of prize recipients following the event.
7. Prize winners must claim their prizes from Student Life in the Student Center.
8. All prizes unclaimed after two weeks will be donated or sent to the student organization.

PART 7: Off-Campus Events

Conferences, Competitions, Off-Campus Trips and Travel, Transportation

CONFERENCES

Student organizations that receive approval from Student Life to attend a regional or national conference must adhere to the following conference policies and procedures:

1. Organization leadership must submit their conference as an event in DuckLink at least **one month** in advance. Please provide all requested information (location, transportation/lodging plans, attendance at the time of submission).
2. The attendance list is binding. At the time of submission, organization leaders should solidify who will be attending on behalf of the student organization.
3. **Any changes to attendance that result in additional expenses must be absorbed by the student(s) who withdrew.**
4. All conference attendees must be enrolled and in good academic standing with the institution in order to attend a conference.
5. All conference attendees receiving SGA funding must be registered as an undergraduate student.
6. All conference attendees must adhere to the Student Code of Conduct.
7. Once the event has been approved by Student Life, conference attendees can make appropriate arrangements for travel in alignment with their budget guidelines and allocations.
   - Organizations can spend a maximum of $100 per student for up to 20 students (maximum $2000 per RSO, per semester may be requested for the purposes of attending a conference (or multiple conferences)). This is to be used for registration, travel, and/or hotel expenses.
   - This maximum is not guaranteed and each student may only be funded for one conference per semester. Additionally if more than 20 students register to attend, distribution of funds may be allocated at the discretion of the organization (though no student should receive in excess of $100).
   - Student leaders can use the organization's p-card beyond their SGA allocation must submit a budget to the Administrative Assistant outlining a payment plan prior to the conference.

8. Students attending must submit a [Travel Liability Form](#) on DuckLink prior to departure.
9. **Student Life will not notify faculty of students' absence for conference; students must make excusal arrangements on their own.**

COMPETITIONS

Student organizations that receive approval from Student Life to attend a regional or national competition must adhere to the following policies and procedures:

1. Organization leadership must submit their competition as an event in DuckLink at least **one month** in advance. Please provide all requested information (location, transportation/lodging plans, attendance at the time of submission).
2. The attendance list is binding. At the time of submission, organization leaders should solidify who will be attending on behalf of the student organization.
   a. **Any changes to attendance that result in additional expenses must be absorbed by the student(s) who withdrew.**
3. All competition attendees must be enrolled and in good standing with the institution in order to attend.
4. All attendees must adhere to the [Student Code of Conduct](#).
5. Once the event has been approved by Student Life, attendees can make appropriate arrangements for travel in alignment with their budget guidelines and allocations.
   a. Any additional funding sought out for attending conferences must be made through an AFR.
   b. Student leaders can use the organization p-card beyond their SGA allocation must submit a budget to the Administrative Assistant outlining a payment plan prior to the conference.
6. Students attending must submit a [Travel Liability Form](#) on DuckLink prior to departure.
7. Student Life will not notify faculty of students' absence for competitions; students must make excusal arrangements on their own.

OFF-CAMPUS TRIPS AND TRAVEL

Student organizations that receive approval from the SGA and/or Student Life to sponsor an off-campus trip, excluding conferences, must adhere to the following policies and procedures regardless of distance traveled or length of time.

1. Organization leadership must submit this as an event in DuckLink and provide all necessary information.
2. For off-campus travel funded by the SGA, students are required to pay a minimum of $5.00 toward the trip.

3. Student organizations may be required to meet with Student Life for a pre-departure meeting based on the length of travel.
4. Organizations that incur expenses without approval from Student Life or the SGA will not have access to the organization P-card.
5. Any unexpected costs related to the conference must be absorbed by all trip attendees and not by the student organization, SGA, or Student Life.

TRANSPORTATION

Students are not permitted to use personal vehicles to travel to off-campus sites for student organization events that are approved by the SGA and/or Student Life. Students will not be reimbursed for mileage, gas, or car rentals.

1. For those needing bus transportation, the **bus request** form must be completed 1 month prior to travel.
    a. Organizations seeking a bus quote can also receive an estimate via the bus request form.
2. Organizations are allowed to use Uber/Lyft/transportation services as long as they have budgeted for travel as part of their SGA funding allocation. **The university p-card should NOT be saved on an individual profile.**

PART 8: Vendor Requirements

Required Forms, Contracts, W9, Conflict of Interest, New Vendor Master Set-Up Form, Insurance

Any payment needed for a third-party vendor requires the following documentation in order to be processed in the system. Allow up to 10 business days for vendors to be created in the system.

1. Contract or Invoice
2. Updated W9
3. Conflict of Interest Form
4. New Vendor Master Set-Up Form
5. Certificate of Liability Insurance (COI)

CONTRACTS

A properly executed contract is a formal and binding agreement between two or more parties/agencies (e.g. Entertainment Committee and a comedian). It details the services to be provided by one party, in return for an agreed upon fee to be paid by the other party.

- All contract negotiations must be conducted by a member of Student Life.
- A contract is required for all activities/events (e.g. band, performance artist, speaker, DJ, etc.), for which money will be paid for a service that will be provided.
- A signed contract is required to authorize payments.
- **All contracts must be sent to your Student Life Liaison 6 weeks prior to the event date to begin the review process. Complex contracts will require more time. Only the Director of Procurement can sign contracts.**
- Ethically, oral agreements and commitments should be honored, but oral agreements are not necessarily binding, and a written contract signed by all parties is essential to confirm the negotiated arrangements. **Student organizations should not be making any oral or written offers without discussion or approval from Student Life.**

Contractual Procedures
1. All contracts and service agreements must be provided directly to your Student Life Liaison for review by the Assistant Dean of Students/Director of Student Life. Once reviewed, the contract will be forwarded for further review and final signature by finance representatives. Whenever possible, it is preferred that a

service provider use the [Stevens Independent Contract Agreement](available on DuckLink) rather than their own contract.

2. Vendor/Performer contracts will likely require negotiation and modification in favor of Stevens. If the contract does not meet these requirements, a Student Life representative will work with the vendor or performer to change the language of the contract. The following are common changes, which must be addressed prior to signature.

   ● Any language that requests indemnification of agency, artist, performer, or vendor must be reversed to indemnify Stevens or deleted. Mutual indemnification is generally not preferred.
   ● Requests for no recording or photographs must include an exception for the personal devices of attendees.
   ● Agreements must be construed to the laws of Hudson County, New Jersey.
   ● Situations that require canceling or changing the date and location of the service must be reasonable and should not require additional funds, the loss of funds, or unsatisfactory substitutions.
   ● Service providers cannot request exclusive control over all aspects of the event/service. The service must always be in coordination with a Stevens representative (often referred to as the PURCHASER in contracts).
   ● References to the sale of merchandise must be removed.

Certificate of Insurance (COI) Requirements

1. A Certificate of Insurance is required for Vendors that are coming to campus to provide a service. A Certificate of Insurance is a document used to provide information on specific insurance coverage. The certificate provides verification of the insurance and usually contains information on types and limits of coverage, insurance company, policy number, named insured, and the policies' effective periods. Certificates are usually requested by opposite parties in an agreement, contract, or transaction to make certain the other party has the appropriate insurance coverage. **Vendors will have to supply their own COI; it is not a form or policy provided by Stevens Institute of Technology or Student Life.**

2. Contracted services and performances require a certificate of insurance (COI) from any vendor, agency, performer, or independent contractor. Stevens Risk Management requires the following stipulations for insurance:

   ● Additional Insured: "The Trustees of the Stevens Institute of Technology is included as an Additional Insured."
   ● Workers Compensation Statutory
   ● Employer's Liability $500,000
   ● Commercial General Liability, including:

- ○ Contractual, Premises Operations,
- ○ Products and Completed Operations,
- ○ Independent Contractors and Personal Injury,
- ○ Bodily Injury and Property Damage
- ○ Combined Single Limit Each Occurrence $2,000,000
- ○ Aggregate $2,000,000
- ● Automobile Liability
- ● Bodily Injury and Property Damage $1,000,000

2. If the vendor or person(s) does not carry insurance, they are expected to obtain insurance to fulfill the service. Vendors and performers may obtain insurance for the contracted service through Tenants' and Users' Liability Insurance Policy (TULIP): https://tulip.ajgrms.com, or K and K insurance as a secondary option. **If the vendor or performer chooses to charge the insurance fee within the cost of the contract, your organization must request that fee as part of your SAF allocation.**

3. On a rare occasion, an insurance waiver may be granted once all other options have been exhausted or the service is unique to the individual. A waiver will only be considered for services assessed to be low-risk, such as a non-controversial lecture or speech.

W9

All vendors and purchase requests must include a completed **Updated** W9 form (2018 or later). If this is a new vendor, please allow five additional business days for the vendor to be added to the system. You can find this form on DuckLink under the Undergraduate Student Life Documents tab, under Finance Resources.

CONFLICT OF INTEREST

A Conflict of Interest form is required in order to register a new vendor in the financial system. You can find this form on DuckLink under the Undergraduate Student Life Documents tab, under Finance Resources.

NEW VENDOR MASTER SET-UP FORM

The New Vendor Master Set-Up Form allows Student Life to add new vendors into Stevens' system to ensure they have the necessary information to receive payment. You can find this form on DuckLink under the Undergraduate Student Life Documents tab, under Finance Resources.

PART 9: Financial Policy

Finance Introduction, P-Card Usage, Purchase Requests, Income, Financial Sanctions

FINANCE INTRODUCTION

Where does the money come from?
The Student Activities Fee is charged to each student each semester; the funds are then allocated by Student Life and the SGA to facilitate programming and other related initiatives for the Stevens community.

Unacceptable use of the Student Activity fee includes:
1. Gifts in excess of $50.00
2. Gift cards
3. Alcohol, tobacco and other drugs
4. Individual membership and dues without proper reimbursement
5. Donations
6. Personal gain

P-CARD USAGE

P-cards must be signed out by the Treasurer with the Administrative Assistant, unless special permission is given otherwise. Treasurers who sign out the p-card are responsible for all purchases made.

Purchases must be consistent either with SGA allocated funds or have received prior approval. P-cards may be signed out for a **maximum of three business days**, with the exception of conference travel when p-cards are due upon arrival back to campus.

Monthly Limits
1. One-time transactions are limited to $250.00
2. Monthly transactions cannot exceed $1,000.00 sum-total
   *If you requested a P-Card increase, the limits will *reset to the above* at the beginning of each month*
3. The Treasurer is responsible for keeping track of monthly P-Card expenditures.

Guidelines and Tips
1. Items that can be purchased through the Shop Catalog (Amazon, Staples, Supply Works, Apple, Grainger, etc.) should ***not*** be purchased with a P-Card
2. Do not use your personal credit card. Out-of-pocket expenses will not be reimbursed.
3. We are tax exempt for New Jersey - the ID is listed in the top right corner of the p-card.
4. If the merchant requires a tax ID form, plan ahead and secure a tax exempt form from the Administrative Assistant via email.

When can I pick up/drop off the P-Card?

Pick up and drop off the P-Card from the Administrative Assistant during business hours, Mon-Fri.

You must be prepared to provide the following information at the time of pick-up:
- Name of vendor
- Items being purchased
- Approximate cost of the purchase
- Event and/or program associated with the purchase
- If you plan to purchase more than $100 in snacks, a signed and dated food waiver is needed and you must hand it in at the time of pick-up.

P-Card Guidelines & Rules
1. Return the p-card to Student Life within three (3) business days. If your organization uses an SGA P-card, it must be returned the following business day after the date it is checked out to allow other organizations an equal opportunity to use the card.
2. For organizations who do not have their own p-card, the SGA P-Card must be reserved in advance on a first-come, first-served basis. You may submit a reservation request via email to the Administrative Assistant. In your email, include the date you would like to pick up the card, the amount that will be spent, and the Vendor(s) being used.
   > *Limit your reservations to once per week in order to allow fair use for others*
3. **DO NOT** attempt a transaction more than **_once_** on any P-Card. Your card will automatically be placed on hold by PNC and you will not be able to make other purchases using the card.
4. Do not save p-card information on any personal device for future use. This includes, but is not limited to, taking pictures of the card, saving the card number, or passing it to other organization members. Saving P-card information will result in the P-card being revoked **indefinitely**.
5. Purchases made without checking out the p-card will not be accepted unless prior approval is received from Student Life.
6. Recurring membership fees/dues that are approved through SGA or Student Life must submit their monthly receipt to the Administrative Assistant via a purchase request on DuckLink. This includes charges made over the summer.

P-Card Increases

1. Submit the P-Card Increase Form 3-5 business days prior to purchase with the following information:
    a. Detailed list of goods/services being purchased with individual prices
    b. Event information related to the respective purchase
    c. Total amount needed per purchase and for the monthly allocation
2. Increase requests will not be granted for the following reasons:
    a. Requests that were not submitted at least 3-5 business days in advance of the requested purchase
    b. Waivers from Stevens Catering were not provided prior to the request for catered food orders
    c. Requests include purchases for preferred vendors, which must be submitted through the Purchase Request Template. This includes vendors such as Staples, Amazon, or B&H as well as any vendor who accepts check as a form of payment.
3. Your P-Card is increased and ready to use once your P-Card increase form has been approved on DuckLink.

P-Card Reconciliation

Complete the Purchase Request Template within **one business day** from the time of making a purchase. Details must be provided regarding the specific event/program the purchases are associated with for accounting purposes. Failure to provide detailed information will result in a denial of your purchase request and resubmission will be required.

●   All items purchased must be previously approved by and allocated for by the SGA (if funded through the SGA) prior to the purchase.
●   There will be periodic audits of student organization accounts to ensure fiscal responsibility and the proper use of university funds.
●   Forms may be declined for the following reasons:
    ○   Failure to upload using the correct format (Vendor_Amount) ex: Acme_24.51
        ■   Save all receipts as a **Reduced Size PDF**
    ○   The receipt is not itemized outlining all goods purchased and their respective amounts
    ○   The receipt does not align with a charge on the organization's account
●   Student organizations will be unable to access the p-card until the proper receipt is uploaded via a Purchase Request in DuckLink.
●   **Organizations must submit an itemized receipt** for all of their p-card purchases. If a vendor does not provide an itemized receipt, it is the responsibility of the student organization leader using the p-card to specify the items and quantity purchased.

Payments

Student organizations will use the **Purchase Request Template** as the primary means of accessing allocated funds. This can be found in the Finance tab for all student organizations on their respective Org Site. This form can be used for the following:

- Online orders through preferred vendors (Amazon, Staples, and B&H, Supply Works, etc..)
- Online orders through vendors who accept check as a form of payment
- Payment for goods or services provided by a contracted third-party
- Submitting receipts for P-Card purchases

Event Collaborations

- If two or more organizations are collaborating for an event, **the organization that is providing the funds should submit all receipts related to the event** on DuckLink to ensure that account balance is accurate.
  - Treasurers of collaborating organizations are responsible for providing receipts to the Treasurer of the organization that is paying for the event.
  - Failure to submit receipts on time will result in a purchasing suspension for the organization that made the purchase.

PURCHASE REQUESTS

Check Payments

Complete your payment by using the Purchase Request Template and indicate check payment type.

1. Requests must be submitted 4-6 weeks prior to the date the goods or services are needed.
2. **If you are requesting a check, please write "Check Request" in the subject line of your purchase request.**
3. Requests will not be processed without the event being approved and reflected in DuckLink.
4. All requests must include the following:
   a. For purchase requests that include a contract, please note that only fully executed contracts will be accepted, which includes the signature of the Director of Procurement or designee, and the vendor's signature. An invoice is also required in order to request payment by check.
   b. Special handling(check pick-up to hand to the vendor on the date of the event) *must* be requested at least **two** weeks prior to the event date.
   c. Requests to have a check overnighted with tracking information will be available for an additional cost and will be charged directly to the organizations' account.
   d. For purchase requests that include an invoice, please note that:

> i. The vendor must provide a detailed invoice that includes the business name, the business address, the date of service or goods rendered, and the total amount being paid.
> ii. All invoices must clearly be labeled within the document. Quotes will not be accepted as an invoice.
> iii. If the vendor does not have a standard invoice template, please contact the Administrative Assistant for an approved university template.

Receive a notification through DuckLink regarding the status of your payment. This notification will indicate if any items are missing and if there are any remaining action items that need to be taken by the submitter.

Shop Catalog Purchases
Stevens maintains a number of vendors on the Shop Catalog to facilitate purchases for materials, supplies, and equipment. You can submit a Shop Catalog order by completing a purchase request in DuckLink and attaching the [spreadsheet](#) of the desired items.

List of Vendors on the Stevens Shop Catalog
    Office Suppliers
1. Amazon
2. Staples

    Scientific suppliers
3. Fisher Scientific
4. Sigma Aldrich
5. VWR International
6. Thermo Fisher Scientific

    Technology Suppliers
7. CDW-G
8. Apple
9. Connection
10. HP

    Electronics Suppliers
11. B&H
12. Newark
13. Digiking
14. Anixter

Facilities and Maintenance Suppliers

15. Grainger
16. McMaster-Carr
17. Supplyworks
18. Ferguson

- Please note the vendor name in the subject line of your purchase request to ensure your order is placed on time.

  > Example 1: Shop Catalog Amazon - Pottery Event Supplies
  > Example 2: Shop Catalog Staples - Stationery Supplies
  > Example 3: Shop Catalog Grainger - Parts

- Requests must be submitted at least three weeks prior to the date the goods or services are needed. If this is not done, we cannot return packages that are not ordered within this timeframe.
- Within the attached spreadsheet on DuckLink, please be as detailed as possible regarding item, quantity, item number, and provide a weblink to ensure the correct items are ordered.
- When making the request, please identify vendors that have Amazon Prime or offer a relatively quick delivery time to ensure your package(s) arrive in time for your desired date.
- Packages are not guaranteed to arrive by your desired date.

When picking up packages in the Student Life, please be sure to check in with the Administrative Assistant or the student assistant to indicate you have picked up your package and note any items that have not been delivered.

Promotional Items

Student organizations looking to purchase promotional items can only do so if their funds have been approved and allocated by the SGA or separately fundraised for and deposited in their institutional account prior to purchasing the items. These items cannot be purchased on the p-card. Promotional items include water bottles, t-shirts, stickers, pins, pens, etc. We encourage student organizations to utilize one of our preferred vendors listed below to expedite the process of your respective order:

- Club Colors
  - Club Colors is Stevens' first choice vendor. Other vendors should only be used if Club Colors does not have items needed or there is a significant cost difference in price at another preferred vendor.

- Custom Ink
- Silver Screen Design
- 4Imprint
- Sticker Mule

REVENUE

Donations, Gifts, and Sponsorships

If your organization is aware of a donation from an outside organization or sponsor that will be sent to Stevens directly, please contact the Administrative Assistant in order to ensure it is received by the Office of Development and Alumni Relations (8th Flr, Howe). If you have the donation in hand, meet with the Administrative Assistant to ensure the check is processed through the Office of Development and Alumni Relations and is deposited into the correct account. All funds received through donations will remain in the student organizations account until used. Student organizations cannot use donations or gift money to purchase gift cards in any monetary amount without specific instructions from the donor. Student organizations cannot transfer funds from a gift account into their SGA or deposit accounts.

Donations made through fundraisers organized on or off campus are not considered "gift" money and will be deposited into your organizations' SGA or Deposit Account

Internal Donations

If Internal Donations from Stevens Departments outside of Student Life are received, copies of the email confirmation must be sent to the Administrative Assistant. The emails must include the names of the departments giving donations and donation amounts. The Student Organization must also submit a list of anticipated expenses to be paid using the donated funds.

Gift Accounts

Organizations may utilize gift account funds as long as the planned purchases align with specific instructions from the donor, with prior approval from Student Life. In order to access your gift account funds, you must submit **ONE** budget request spreadsheet **per semester** outlining the details of what you plan to purchase and the purpose/event associated with your purchases. Please outline your budget request in a spreadsheet and email to the Administrative Assistant at the beginning of each

semester. You will be notified once your budget has been approved. Your organization may not submit more than one gift account budget request per semester. Once your budget is approved, you may make purchases with a P-card and allocate the expense to your gift account by indicating the gift account # in your DuckLink purchase request.

Fundraising

Fundraising is the process of soliciting money or other resources from individuals, companies or other outside entities. Any fundraising activity must be approved by Student Life and must be sponsored by a student organization or athletic team for a specific purpose or cause.

Fundraisers should be treated as student organization or athletic team events and must be submitted to DuckLink as event requests. The sponsoring body is responsible for justification as to the need for fundraising. Proper documentation must be outlined with the date of the fundraiser, how money is raised and collected, and how and where the funds raised will be allocated. Student fundraising activities are not automatically tax-exempt as a result of the students' association with Stevens.

Student organizations and athletic teams **cannot** use third party payment options for fundraising purposes (i.e. Venmo, GoFundMe, personal banking accounts, etc.) and **can only accept donations in the form of cash, check, Stevens Payment Portal, or Duckbills.** For fundraisers where checks and/or cash is accepted, please meet with The Administrative Assistant to complete a deposit and ensure you have the correct account numbers to deposit the funds.

All incoming checks for fundraising performed outside of Stevens (i.e. Panera, Chipotle, Gong-Cha, etc.) must be made out to Stevens Institute of Technology with the name of the Student Organization in the memo.

When donating proceeds to a third party organization, you must ensure that the organization is registered in the financial system prior to fundraising. Check with the Administrative Assistant to ensure the organization is registered, or obtain the new vendor documents for the organization to complete.

The following documentation is required in order to request a check be mailed to a third party organization for fundraiser proceeds:
- New Vendor Documents (W9, Conflict of Interest, Vendor Master Set-Up form--if not registered)
- DuckBill machine report (if used for fundraising)
- Invoice (including the name of the organization funds are being mailed to, address, phone number, and amount being donated)

FINANCIAL SANCTIONS

Missing Receipts
It is required that all organizations obtain itemized receipts for each transaction made with a P-Card.

You will receive **ONE** email reminder if you are missing receipt(s) after 72 hours of checking out your P-card. You will have 24 hours to submit the missing receipt(s). If you make a P-Card purchase on the last day of the month, a purchase request with receipt should be submitted no later than 2pm that day.

1. If receipts are not submitted after warning, your organization will not be allowed to make any purchases(including shop catalog) for **two weeks.**

Failure to comply with Student Life and SGA Financial Policies/Timelines
1. Email Warning- First Notice
   a. Once the item is late, an email notification is sent. The student has 24 hours to return the item and/or respond. All pending requests will be suspended until the item is returned.
   b. All pending requests will be suspended until the item is returned.
2. One Month of Fiscal Suspension- Second Notice
   a. Organization will have all financial requests suspended for one month.
3. Semester of Fiscal Suspension- Final Notice
   a. Organization will have all financial requests suspended for one semester.

Student organizations can receive a sanction from Student Life for one of the following reasons:
- Failure to return a P-card within three business days
- Using the p-card for personal purchases or other unauthorized purchases
- Late Payments to Vendors
- Not abiding by the above outlined policies

Any and all Financial Policies and Procedures are subject to change

PART 10: Event Planning Checklist

1 Month Prior or Earlier

☐ 1. RSO officers meet together to discuss event details and logistics.
☐ 2. Space is reserved through Virtual EMS and confirmed.
☐ 3. Secure a contract or invoice for any outside vendors and submit to   Student Life *(4-6 weeks prior to event)*
☐ 4. If a bus is needed, Bus Request form is submitted via DuckLink.
☐ 5. Event is submitted and approved on DuckLink.
☐ 6. Any amazon orders are placed on DuckLink.

2 Weeks Prior or Earlier

☐ 1. Determine a promotional plan (i.e. social media, campus posters, etc.)

1 Week Prior or Earlier

☐ 1. Catering is communicated and secured.
   i. Stevens Dining request is submitted and confirmed.

OR

   ii. Food waiver is signed by catering and submitted to Administrative Assistant, and quote/invoice is submitted on DuckLink event request,.
☐ 2. Flyer is brought to Student Life to be approved; flyers are posted on campus.
☐ 3. If event requires a Duck Bill machine, it is requested via the DuckBill Machine form.

3 Days or Earlier

☐ 1. P-Card is picked up from Student Life to purchase any supplies needed. Receipts are uploaded immediately after purchases are made.

☐ 2. At least one officer downloads the Campus Labs Check-In App.

During Event

☐ 1. Use the Campus Labs Check-In App and scan students in using "Event Passes."

☐ 2. Ensure all furniture remains in the reserved space and the overall condition of the room is as you found it.

PART 11: The New Organization Process

<u>Step One: The Interest Period</u>

Each semester, the SGA Vice President of Student Interests (VPSI) shall announce the beginning of the Interest Period. During this one week span, any individual interested in forming a Student Organization (SO) shall fill out the New Organization Request Form. This form can be found on the Office of Undergraduate Student Life DuckLink portal.

Presentation
Once this New Organization Request Form is complete, a meeting will be scheduled between the proposer, the VPSI, and a staff member from the Office of Undergraduate Student Life. Following this meeting, the VPSI and a staff member will hold a closed vote upon whether or not the proposed organization shall advance to Step Two.

The vote shall consider, at a minimum:
- The individuality of the organization;
- The legality of the organization, and;
- The expected on-campus effects of the organization.

Voting Outcomes
The proposed organization shall become a Starting SO and continue to Step Two if and only if the vote is unanimous for approval.

The proposed organization shall become a Potential Non-RSO and skip to the Potential Non-RSO step of the process if both parties vote unanimously that the Starting SO would better fit in this Subcommittee.

The proposed organization shall be removed from The New Organization Process if at least one party votes against approval.

<u>Step Two: The Starting RSO Period</u>

The newly-approved Starting RSO shall now be encouraged to:
- Develop positions for an Executive Board or other system of officials (E-Board);
- Think of purpose-relevant events;
- Draft a constitution;
- Establish a rough budget, and;
- Quantify student body interest.

Budgeting
No Starting RSO shall be eligible to budget for funds from the SGA.

Presentation

When the above information is prepared, a meeting with the VPSI is suggested to review the process and encourage the Starting RSO to contemplate their subcommittee assignment. When the Starting RSO feels they have developed their club enough to move on to the next step, they shall be invited to attend the subsequent Committee on Student Interests (CSI) meeting. The Starting RSO shall receive a 15-minute time slot to present before the CSI. A maximum of 10 minutes shall be reserved for a formal presentation; the difference shall be allowed for the CSI to ask questions of the presenting body. This presentation should contain the relevant information listed above. Following this meeting, the CSI shall hold a closed vote upon whether or not the proposed organization shall advance to Step Three.

Voting Outcomes

The proposed organization shall become a Training RSO and continue to Step Three if the CSI votes in ⅔ majority for approval. Approved Starting RSOs shall be assigned by the VPSI to the most relevant subcommittee (Note: If placed into the Non-RSO subcommittee, there will be some minor restrictions for these organizations outlined within SGA and Student Life documents. The organization should be clear of such restrictions before completing the New Organization Process, and can consult the Non-RSO subcommittee head for this purpose). The CSI reserves the right to pass any organization regardless of their adherence to the above list of requirements.

If the Starting RSO fails to receive a ⅔ majority on their first presentation, they shall remain a Starting RSO and receive another opportunity for presentation to the CSI at any following CSI meeting. The CSI reserves the right to reject any organization regardless of their adherence to the above list of requirements.

If the Starting RSO fails to receive a ⅔ majority on their second presentation, they shall be removed from The New Organization Process.

Non-Response

Should the VPSI find a Starting RSO non-responsive to multiple communication attempts, the CSI shall be alerted to all relevant details of the organization. If the CSI upholds the VPSI's opinion by simple majority, the VPSI shall alert the organization of their impending dissolution.
- If the organization responds within one week, the Starting RSO shall be required to meet with the VPSI to remain in The New Organization Process.
- If a week passes with no response, the Starting RSO shall be automatically removed from The New Organization Process.

<u>Step Three: The Training RSO Period</u>

The Training RSO shall now complete the following tasks:
- Finalize E-Board positions and fill it with individuals
  - Each prospective E-Board individual must meet the Office of Undergraduate Student Life's qualifications, verified via a listing on the Officer Nominations Form.

- Hold a minimum of two interest meetings
    - Create a Ducklink event for the interest meetings by request through the VPSI.
    - Attendance must be taken at each of these meetings. Attendance should be sent to the VPSI to be uploaded onto Ducklink.
    - A minimum of 10 Stevens undergraduate student members must attend each interest meeting. Between both meetings, a minimum of 20 unique Stevens undergraduate students must have attended.
    - Prospective E-Board members are not considered in the general body count.
- Finalize their constitution
    - Use of the Sample Constitution provided by the SGA is encouraged.
    - The Training RSO's draft constitution must be approved following the guidelines set forth in the Bylaws.
- Obtain a faculty advisor
    - Consent must be provided via a signed Advisor Consent Form found on the SGA Ducklink page under documents. The form should be sent to the training SO's Student Life liaison and the VPSI.
- Draft a list of, and budget for, theoretical events
    - The budget should be well-itemized and provide an accurate estimation of the funding likely to be requested each semester as a full-status RSO.
    - Creation of a secondary budget which provides an accurate estimation of the funding likely to be requested each semester as a Probationary RSO is encouraged.

Budgeting

All Training RSOs shall be eligible to receive a maximum of $200 from the SGA per semester. All budgeting practices shall be held to the standards and guidelines of full-status RSOs.

Presentation

When the Training RSO has completed the above steps, they shall provide this information via the Probationary RSO Application found on the Office of Undergraduate Student Life DuckLink portal. The VPSI shall check this information to ensure all qualifications have been met. If all the qualifications have been met, the VPSI shall approve the Probationary RSO Application.

Should the VPSI not approve the form, the Training RSO shall be informed why and asked to resubmit the Probationary RSO Application.

Should the VPSI approve the form, the Training RSO shall be invited to attend the subsequent Senate meeting. The Training RSO shall present their candidacy for Probationary RSO status to the Senate and shall be granted an immediately-following period to answer pertinent questions from the Senate. Neither the presentation nor the questions period shall be limited by time. Immediately following their presentation, the Senate shall vote upon whether or not the proposed organization shall advance to Step Four.

Voting Outcomes

The Training RSO shall become a Probationary RSO and continue to Step Four if the Senate votes simple majority in favor.

If the Training RSO fails to receive simple majority on their first presentation, they shall remain a Training RSO and receive another opportunity for presentation to the Senate, so long as the appeal occurs within the same academic semester as the original presentation.

If the Training RSO fails to receive simple majority on their second presentation, or fails to appeal to the Senate within the same academic semester, they shall be removed from The New Organization Process.

Non-Response

Should the VPSI find a Training RSO non-responsive, the CSI shall be alerted to all relevant details of the organization. If the CSI upholds the VPSI's opinion by simple majority, the VPSI shall alert the organization of their impending dissolution.
- If the organization responds within one week, the Training RSO shall be required to present their current status to the CSI in order to remain in The New Organization Process.
- If a week passes with no response, the Starting RSO shall be automatically removed from The New Organization Process.

<u>Step Four: The Probationary RSO Period</u>

The Probationary RSO shall now complete the following tasks:
- Request a DuckLink portal from the Office of Undergraduate Student Life through the VPSI.
- Fully update their newly-created DuckLink portal to the standards of the SGA and the Office of Undergraduate Student Life as per the Student Organization Policies Manual, which can be found on the Student Life Ducklink page.
- Utilize DuckLink to formally track Stevens undergraduate student attendance at all events of the organization.
- Submit a ticket to the Department of Information Technology requesting the formation of a Stevens email alias with current E-Board members being the recipients of the alias.
- Prepare a budget reflecting any expected changes as a full-status RSO.
- Attend all subcommittee meetings hosted by their Subcommittee Head.

The Probationary RSO shall now hold the rights, privileges, and responsibilities of a full-status RSO with the exception of budgeting practices. The Probationary RSO Period shall last at least one full calendar year.

Budgeting

All Probationary RSOs shall be eligible to receive a maximum of $1000 from the SGA per semester. All budgeting practices shall be held to the standards and guidelines of full-status RSOs.

Presentation
When a full calendar year is nearing completion and the above information is prepared, a meeting with the VPSI is suggested to review the process. The Probationary RSO is invited to attend any subsequent SGA Senate meeting. The Probationary RSO shall present their candidacy for full RSO status to the Senate, and shall be granted an immediately-following period to answer pertinent questions from the Senate. Neither the presentation nor the questions period shall be limited by time. Immediately following their presentation, the Senate shall vote upon whether or not the proposed organization shall advance out of The New Organization Process.

Voting Outcomes
The Probationary RSO shall become a full-status RSO and graduate from The New Organization Process if the Senate votes in favor by simple majority. Organizations that pass the Senate's vote will be considered thereafter as full-status RSOs, unless the organization exists within the Non-RSO subcommittee. In this case, the organization will be considered a full-status Non-RSO.

If the Probationary RSO fails to receive simple majority in favor of full-status RSO, the SGA Senate shall conduct a discussion on the status of the Probationary RSO. The SGA Senate reserves the right to impose any one of the following repercussions upon the organization:
- Reinstatement as a Training RSO.
  - The newly-reinstated Training RSO shall keep their DuckLink portal and email alias, should they choose.
- Extension of the Probationary RSO Period for an explicitly-stated amount of time, to be decided by the SGA Senate.
- Removal from The New Organization Process.

Non-Response
Should the VPSI find a Probationary RSO non-responsive, the CSI shall be alerted to all relevant details of the organization. If the CSI upholds the VPSI's opinion by simple majority, the VPSI shall alert the organization of their impending dissolution.
- If the organization responds within one week, the Probationary RSO shall be required to present their current status to the SGA Senate in order to remain in The New Organization Process.
  - The Probationary RSO will not be forced to present for full status candidacy at this presentation.
- If a week passes with no response, the Probationary RSO shall be automatically removed from The New Organization Process.

<u>Potential Non-RSO</u>

The Potential Non-RSO shall now complete the following tasks:
- Finalize E-Board positions and fill it with individuals

- ○ Each prospective E-Board individual must meet the Office of Undergraduate Student Life's qualifications, verified via a listing on the Officer Nominations Form.
- Quantify student body interest.
- Finalize their constitution
  - ○ Use of the Sample Constitution provided by the SGA is encouraged.
  - ○ The Potential Non-RSO does not need SGA approval of its constitution but must be able to present the document.
- Obtain a faculty advisor
  - ○ Consent must be provided via a signed [Advisor Consent Form](#) found on the SGA Ducklink page under documents. The form should be sent to the training SO's Student Life liaison and the VPSI.
- Establish a rough budget

Budgeting

No Potential Non-RSO shall be eligible to budget for funds from the SGA.

Presentation

When the above information is prepared, a meeting with the VPSI is suggested to review the process and encourage the Potential non-RSO to contemplate their subcommittee assignment. When the non-RSO feels they have developed their club enough to move on to the next step, they shall be invited to attend the subsequent Committee on Student Interests (CSI) meeting. The Potential non-RSO shall receive a 15-minute time slot to present before the CSI. A maximum of 10 minutes shall be reserved for a formal presentation; the difference shall be allowed for the CSI to ask questions of the presenting body. This presentation should contain the relevant information listed above. Following this meeting, the CSI shall hold a closed vote upon whether or not the proposed organization shall become a funded non-RSO

Voting Outcomes

The proposed organization shall become a funded non-RSO if the CSI votes in ⅔ majority for approval. The funded non-RSO shall be given the ability to request funding from the SGA, and consult the VPSI for the following:

DuckLink Portal
Virtual EMS Access
Email Alias

The CSI reserves the right to pass any organization regardless of their adherence to the above list of requirements.

If the Potential Non-RSO fails to receive a ⅔ majority on their first presentation, they shall remain a Potential Non-RSO and receive another opportunity for presentation to the CSI at any following CSI meeting. The CSI reserves the right to reject any organization regardless of their adherence to the above list of requirements.

If the Potential Non-RSO fails to receive a ⅔ majority on their second presentation, they shall be removed from The New Organization Process.

Non-Response

Should the VPSI find a potential Non-RSO non-responsive to multiple communication attempts, the CSI shall be alerted to all relevant details of the organization. If the CSI upholds the VPSI's opinion by simple majority, the VPSI shall alert the organization of their impending dissolution.

- If the organization responds within one week, the Potential Non-RSO shall be required to meet with the VPSI to remain in The New Organization Process.
- If a week passes with no response, the Potential Non-RSO shall be automatically removed from The New Organization Process.

COVID-19 ADDENDUM

Updated policy and procedure for 2021-2022. Please note all policy is subject to change in accordance with Stevens and New Jersey guidance on COVID-19.

COVID-19 Policies & Procedures: A Summary

Stevens' efforts to re-open on-campus teaching, learning, living and business operations in a safe and healthy environment will require the conscientious and diligent cooperation of all. Stevens students are required to comply with health and safety regulations and the guidelines outlined in the Stevens Health Honor Code. It is the individual responsibility of each of us to maintain safe and healthy practices for the benefit of the entire Stevens community. Students who do not comply with the COVID-19 policies and the Stevens Health Honor Code face removal from the residence halls and/or the physical campus. The following policies and guidelines serve as an addendum to the [Student Code of Conduct](). In the event of a conflict between the policies in the Student Code of Conduct and this addendum on COVID-19 policies, the COVID-19 policies will apply. Please note that Stevens' guidance will develop as the public health crisis evolves.

Hosting Events. Student Organizations seeking to host events in the fall semester should follow all Stevens policies and the Health Honor Code as they apply to the event. Organizations are encouraged to resume their operations virtually for all meetings, events, and programs. To continue operations virtually, organizations should:

- Continue to utilize DuckLink for event approvals and to promote events to both new and returning students.
- Include Zoom or other online platform links in DuckLink events for students to easily access meeting space.
- Continue to submit marketing materials/posters with DuckLink events.
- Work with their Student Life liaison to brainstorm virtual events and programs or ask clarifying questions regarding new policies.

Student Organization Events and Meetings. Large meetings and events can be held virtually or in-person. Approval for any in-person meeting or event for attendance 25+ must be granted by Student Life. The event must incorporate the use of masks and social distancing. As it relates to events, outdoor events are highly encouraged and will not require masks. Indoor meetings and events at all Stevens properties will require masks in keeping with the mask mandate.

Events and Meetings with Food. Events and meetings with food should be **reviewed with your Student Life liaison before the event** in advance. We recommend using individually wrapped snacks, but if you are offering another kind of food (pizza, buffet-style foods, etc.) you must **have a masked and gloved server for each food**, so multiple people don't reach into the same box or touch the same utensils. **All eating must be done while seated** – no one should be walking around with their mask off

indoors while eating/drinking. Please designate a specific seated section of the room for eating and limit the amount of time available for eating (people shouldn't have their masks off for the entire event). We recommend using the **check-in app** to scan all attendee's event pass (found in Corq or Ducklink) to track attendance and serve as contact tracing.

Fraternity & Sorority Mixers, Parties, and Events. Outdoor social and competitive events are permitted - please keep in mind the 10 pm noise ordinance which requires all outdoor events to end by 10 pm. Indoor chapter meetings and ritual ceremonies are permitted; however, the mask mandate must be enforced for these occasions. Although indoor chapter meetings and ritual ceremonies are permitted, indoor social events are not permitted in chapter houses for the moment until the University deems it safe for chapter members and guests. Chapters are encouraged to utilize available on-campus space for social events that cannot take place outdoors or that will run later than 10 pm.

Off-Campus Events. Students may attend events off-campus minding state regulations and venue policies. If you are sponsoring an event off-campus, please check with your Student Life representative to get advisement on safety guidelines and appropriate set-ups for your attendees.

Speakers/Performers/Facilitators. All rehearsals for performances must be enforce masks and COVID policies. Speakers, performers, and facilitators may be unmasked for the primary event, but must maintain 6 ft. distance from attendees. Please see below for additional details for the Ondrick Music Room and DeBaun Auditorium.

Performing Arts Events

USE of THE ONDRICK MUSIC ROOM (4th floor of Howe):

1) Small rehearsal rooms
   a) Allow 1 person rehearsals for voice and solo instruments, where the person is unmasked but limited to only 30 minutes in space.
   b) Every small room must have at least 30 minutes between practice sessions to air out/clean room, utilizing MERV 13 filtration or better.
   c) Each of the 3 rehearsal rooms have sign-ups for time slots and are monitored whenever they are in use.
   d) The virus dies quicker in humid environments, and our pianos last longer as well. Small humidifiers will be placed in each rehearsal room, and they will be serviced on a regular basis.
   e) Make sure each room has cleaning supplies (that's effective against COVID 19 virus) and hand sanitizer, with a general supply of masks on hand in case needed.
2) Large rehearsal room
   a) Allow 1:1 voice lessons to be given in this larger space, allowing the teacher and singer to distance from each other. In addition:
      i) Goggles and a clear standing shield between teacher and singer will be used when social distancing/masking is not possible.

ii) Teacher remains masked except for needed demonstration.

iii) Lessons are 30 minutes long, with 15 minutes of airing out of the main room (using door to roof, large fans, etc.)

b) Allow small vocal ensembles to practice and/or perform, allowing singers to distance from each other (max 16 people.) The singers will:

i) Use special masks specifically designed for singers

ii) Keep rehearsals to 30 minutes in length, airing out room as above between rehearsals, using MERV 13 filtration or better.

c) Allow small instrumental ensembles to practice and/or perform, allowing the musicians to distance from each other (max 12 people.) When not playing, musicians wear their masks. Again, rehearsals kept at 30 minutes in length, airing out room in between, using MERV 13 filtration or better.

d) Wind instrument discharge should be directed away from others whenever possible, in addition to being properly distanced during group rehearsals.

e) Small duets or trios, mixing instruments and vocalists, can also rehearse in the larger, main room when available, following the procedures above.

f) Large ensembles, such as Choir, Jazz Band, Concert Band, and Orchestra, will not be able to perform or rehearse on a whole. However, if they can split into small ensembles, they can arrange rehearsals using the guidelines above.

3) Other

a) Students will only be allowed to store large, bulky instruments in the Music Room for the Fall semester.

b) Plans will be constantly reviewed as the pandemic situation will continue to change.

c) Masks are currently required for indoor meetings, gatherings, and public spaces on campus. Masks can be taken off for eating and drinking and, if socially distant, singing and playing an instrument. For the safety of all involved, if it is impossible to wear and mask to participate in an activity/ensemble then only fully vaccinated individuals can participate in the activity/ensemble.

USE of DeBAUN AUDITORIUM:

1) Theater workshops and productions

a) Wherever possible, actors and production staff will use masks during rehearsals and will remain socially distanced from each other.

b) No more than 16 people will be allowed on the stage at any given time.

c) Rehearsals will be no longer than 60 minutes, with at least 15 minutes used to air out the stage in between each rehearsal.

d) Final production will either be produced live with a restricted audience (masks, distancing, etc.) or produced as a video and watched online.

2) Musical performances

a) Musicals and musical plays will not be allowed for the Fall 2021 semester.

b) Small music ensembles can perform if 1) they are socially distanced on stage, 2) everyone who can wear masks will, 3) performances are short and the space is aired out before/after using MERV 13 filtration or better. This includes soloists, duets and trios.

      c) Large music ensembles (including the full Choir, Orchestra, Concert Band, Jazz Band) will not be allowed to perform as a whole.

3) Other

      a) All events considered being held in DeBaun Auditorium will be reviewed on a case-by-case basis.

      b) Plans will be constantly reviewed as the pandemic situation will continue to change.

      c) Masks are currently required for indoor meetings, gatherings, and public spaces on campus. Masks can be taken off for eating and drinking and, if socially distant, singing and playing an instrument. For the safety of all involved, if it is impossible to wear and mask to participate in an activity/ensemble then only fully vaccinated individuals can participate in the activity/ensemble.

Last updated on 3/3/2022