Volume VI: 6.5 Student Club and Organization Policies

6.5 Student Club and Organization Policies

6.5.1 Deferred Recruitment Policy for Greek Life

DEFERRED RECRUITMENT POLICY FOR GREEK LIFE POLICY

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>VI – 6.5.1</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td>President</td>
</tr>
<tr>
<td>Responsible Officer:</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Applicability:</td>
<td>All Canisius College students.</td>
</tr>
</tbody>
</table>

PURPOSE
The purpose of this policy is to provide recruitment guidelines for Alpha Kappa Psi, Phi Sigma Sigma, and Sigma Phi Epsilon.

POLICY
Canisius College participates in deferred recruitment, meaning entering first-time first semester freshmen may not join Alpha Kappa Psi, Phi Sigma Sigma, and Sigma Phi Epsilon. The deferred recruitment model allows first-year students an opportunity to establish themselves as members of the campus community before joining a social sorority or fraternity. Additionally, it affords students the opportunity to adjust to the academic demands of college before committing to sorority/fraternity life.

DEFINITIONS
Not Applicable.

PROCEDURE/GUIDELINES
1. Students interested in joining a sorority or fraternity must meet the following eligibility requirements:
   a. Be enrolled as a full-time undergraduate student;
   b. Earn at least the cumulative grade point average set forth by each organization; and
   c. Earn a minimum of 12 credit hours at Canisius College or transfer to Canisius College with a minimum of 12 credit hours from another college or university (post high school graduation);
   d. Be in good disciplinary standing with the college;
   e. First-time, first semester freshmen may support and interact with social greek organizations as follows:
      i. Attend sponsored educational and informational programs;
      ii. Attend sponsored social sessions;
      iii. Attend sponsored community service and philanthropy events.
      iv. First-time, first semester freshmen are prohibited from:
         1. Attending sponsored recruitment/intake activities.

RELATED POLICIES
Not Applicable.

6.5.2 New Social Greek Organization Recognition Policy

NEW SOCIAL GREEK ORGANIZATION RECOGNITION POLICY

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>VI – 6.5.2</td>
</tr>
</tbody>
</table>
PURPOSE

The purpose of this policy is to set forth the college’s guidelines and procedures for application, review, and registration of a new social sorority and/or fraternity at Canisius College.

POLICY

A new social sorority or fraternity may be recognized by the college only after approval from the vice president for student affairs. In order to receive approval, the petitioning organization must meet all the documentation and certification requirements as set forth by this policy. Following the submission of all documentation and certification requirements, the vice president for student affairs will review all documentation and certification requirements, and to make a final decision.

The college reserves the right to withhold, revoke, or suspend the registration of any social sorority or fraternity when Community Standards, college policies, procedures and/or guidelines are not adhered to.

DEFINITIONS

Social Sororities and Fraternities - student organizations that are founded on the principles of brotherhood/sisterhood and are based on the ideals of friendship, personal growth and service to the community. In partnership with the college, social sororities and fraternities promote the highest standards of scholarship, leadership, and service for their members. The United States Department of Education has established guidelines and criteria necessary to be classified as a social sorority or fraternity (which includes a provision that allows an organization to operate as a single-sex organization). In keeping with the criteria established by the Department of Education, the college classifies social sororities and fraternities as organizations that: (a) do not limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline; (b) do not serve as honorary societies for academic, leadership, or any other endeavor; (c) do not permit members to hold membership in other social sororities or fraternities. In addition these organizations must also: (a) have tax-exempt status under Section 501(c)(7) of the Internal Revenue Code; and (b) limit membership to currently enrolled students at Canisius College.

Note: The college is not legally responsible or liable for the acts of these organizations.

PROCEDURES/GUIDELINES

Any social sorority or fraternity seeking registration at the Canisius College must file a letter of intent and submit the required documentation as described below to the vice president for student affairs to be considered for approval.

The following information must be supplied with the application:

1. Documentation of a 501(c)(7) tax status by the Internal Revenue Service;
2. Contact information for local advisors residing in the immediate area (100 mile radius of Buffalo);
3. Contact information for Canisius College students currently interested in affiliating with the organization;
4. A letter of commitment from a person or group of individuals willing to serve as chapter advisor(s);
5. Documentation of support from (inter)national office for the person(s) serving as chapter advisor(s);
6. National risk management policies related to alcohol, drugs, hazing and facility management (if applicable);
7. Information about leadership development programs provided at the local, state, regional, and/or national level(s);
8. List of other institutions where the organization expanded within the past three years and permission to contact those campuses to inquire about the experience;
9. Plan of action and timeline for the expansion including support for the organization by the headquarters and alumni; identification of, length of time to be present, and functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and plan for ongoing consultations and supervision for the colony/chapter;
10. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization in the event that the expansion is not successful;
11. A copy of the (inter)national constitution and by-laws containing language that demonstrates compliance with the US Department of Education’s definition of and criteria for a social sorority or fraternity;
12. Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations;
13. Explanation of how the organization fulfills the needs of the college community and will be able to differentiate itself from other chapters that currently are registered; and
14. Any additional information requested by the college.

Provisional Recognition

The vice president for student affairs will review the above materials and make a decision as to whether provisional recognition should be given to the proposed organization. Factors considered will be recruitment/intake numbers, membership retention, general interests and needs of the college student body, as well as any other relevant information.

If provisional recognition is granted, it will be good for a period of one (1) calendar year, defined as twelve (12) months from the date of recognition. Once granted provisional recognition, the following conditions must be met throughout the provisional period for a group to be considered for full recognition.

1. Regular meetings;
2. A demonstrated ability to recruit and sustain membership on campus;
3. A minimum of five undergraduate Canisius College students who have reached sophomore status;
4. Compliance with all the Community Standards, as well as other applicable college policies and procedures as outlined in the Student Handbook and with all Inter/National rules and regulations, along with all local, state, and federal laws;
5. Campus/community involvement including, but not limited to, educational programming, community service, and philanthropy events; and
6. Uninterrupted and on-going affiliation and involvement with the Inter/National Organization.

The list above is not exhaustive and additional conditions may be added from time to time. Every effort will be made to provide advance notice of additional conditions.

While on provisional recognition, an organization may:

1. Reserve rooms for meetings;
2. Advertise the organization;
3. Recruit members within college policy guidelines;
4. Co-sponsor campus events and programs with a fully recognized organization/club or campus department;
5. Participate in the educational, social, and athletic intramural program and activities of the college which are provided for social Greek organizations; and
6. Identify the chapter with the Canisius and use the college’s name along with, but not in place of, identification of the sponsoring body.

**Full Recognition**

Full recognition is conferred upon a social sorority or fraternity that: (i) meets the standards and criteria set forth by the vice president for student affairs throughout its provisional recognition period; and (ii) files a completed application for such recognition with the vice president for student affairs prior to the expiration of the provisional period. This application requires:

1. An updated statement of purpose/principles;
2. Organization goals/standards;
3. Bylaws and constitution;
4. A current membership roster;
5. An officer listing;
6. An activities report which includes all campus and community involvement through the provisional recognition period; and
7. Contact information for local advisors residing in the immediate area (100 mile radius of Buffalo).

Final determination of whether or not full recognition is given to the organization will be made by the vice president for student affairs based on the above required information and whether the provisional recognition requirements were met.

**Maintaining Recognition**

Full Recognition will be maintained by chapters remaining in “good standing” as evaluated by being in compliance with the Community Standards, applicable college policies, procedures and guidelines, and the additional criteria and standards established by the vice president for student affairs. Should it be determined that a chapter is not in good standing, their recognition can be revoked or they can be put on Probationary Recognition for a period of time not to exceed one calendar year.

Full recognition may be revoked by the vice president for student affairs at any time for a chapter’s failure to comply with college and/or Inter/National policies, regulations, and guidelines. If a group is accused of violating the Community Standards, the vice president for student affairs may halt all activities of the group until the Community Standards process is complete. It is possible that a chapter will lose all recognition as a result of the Community Standards process, at which point it will cease to exist at the college either permanently or for a determined period of time.

**Use of College Name**

Recognized sororities and fraternities enjoy benefits and privileges associated with their affiliation with the college. It is understood that sororities and fraternities shall not use the name of the college for any purpose other than chapter identification. Any further use of the college’s name shall be consistent with the college Use of College Name, Seal and Logos Policy (click here). In no event shall any fraternity or sorority use the college’s name or tax identification number or hold itself out in such manner as to suggest that it is synonymous with, or authorized to act on behalf of, Canisius College or that its action are in any way approved, sponsored, or endorsed by the college without prior approval. Violations of this may result in withdrawal of recognition.

**Insurance Requirements**

All social sororities and fraternities must maintain comprehensive general liability insurance in the minimum amount of $1,000,000.00 (one million dollars) of primary liability coverage (each occurrence) with general aggregate coverage of at least $2,000,000.00 (total). Such liability insurance shall include Canisius College, its officers, employees and agents, as an additional named insured and shall be written with an insurance carrier acceptable to the college. A certificate of such insurance shall be forwarded to the college as evidence of such coverage, and the college must receive notice of any change, cancellation, or renewal of the policy. The insurance shall be considered primary over any and all collectable insurance that the college may have available.

**RELATED POLICIES**

**Community Standards**

**Deferred Recruitment Policy for Greek Life**

**6.5.3 New Student Club and Organization Recognition Policy**

<table>
<thead>
<tr>
<th>NEW STUDENT CLUB AND ORGANIZATION RECOGNITION POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date:</strong> May 8, 2017</td>
</tr>
</tbody>
</table>
PURPOSE

The purpose of this policy is to outline the recognition process for newly proposed student clubs and organizations.

POLICY

Official college recognition is required for all student clubs and organizations to receive and maintain privileges on campus. When students are functioning in the capacity of members of a recognized student club and organization, they are accountable for their conduct individually and collectively and must adhere to the Community Standards, as well as all college policies and federal, state, and local laws.

DEFINITIONS

**Recognized Student Club or Organization** - a student club or organization which has been acknowledged by the Undergraduate Student Association through the process set forth in this Policy.

**Unrecognized Student Club or Organization** - one in which meetings are held in an informal manner and the club is unable to receive funding from the Undergraduate Student Association (barring exceptional circumstances), book rooms, or market its activity to the greater student population via fliers, e-mail, etc.

PROCEDURES/GUIDELINES

**Rights of a Recognized Student Club or Organization**

A recognized student organization is one which has been acknowledged by the Undergraduate Student Association through the process set forth below. A recognized organization is able to do the following:

- Apply for funding through the U.S.A. Finance Committee for a budget generated by the Student Activity Fee;
- Reserve and use Canisius College facilities for meetings and events through Griff Link, so long as those gatherings have been approved by the Office of Student Life through that system;
- Use an email account acquired through the Office of Student Life;
- Market events through a variety of means, so long as they are approved by the Office of Student Life, including the organization’s Griff Link page; and
- Maintain social media accounts, including, but not limited to, Facebook, Twitter, and Instagram, in the name of that organization.

An unrecognized student organization is one in which meetings are held in an informal manner and the club is unable to receive funding from the Undergraduate Student Association (barring exceptional circumstances), book rooms, or market its activity to the greater student population via fliers, e-mail, etc.

**Pre-Recognition Procedures**

In order to be recognized as a student organization, the following steps must be followed:

1. Arrange an initial interest meeting with the Undergraduate Student Association of the vice president of student organizations;
   a. The purpose of this meeting is go over the procedures followed here, receive feedback about the proposed club, and have any necessary questions answered.
   b. Garni fifteen (15) signatures of interested undergraduate students, including at least two (2) to serve as Executive Board (E-Board) officers;
      i. Fill out the Recognition Petition, stating the purpose of the club, its E-Board officers and positions, and listing prospective members.
      ii. Find a faculty advisor;
   1. If a student is unable to do so or would like help reaching out, he or she can contact the vice president of student organizations.
   2. Fill out the Advisor Consent Form.
   3. Write a constitution for one’s organization, outlining the internal operations of the prospective organization;
      a. The primary goal of the constitution is to provide operational continuity in the case that an incoming Executive Board is unsure of how to proceed in a variety of situations.
      b. The constitution of the organization must be viewed and edited (with permission of its authors) by the vice president of student organizations and the Speaker of the U.S.A. Senate to ensure that it does not conflict with any standards of the college or the Undergraduate Student Association.
      c. The guidelines for writing a constitution can be found in the Appendix.
   d. Upon completing and turning in these documents to the vice president of student organizations, the organization’s recognition will be put on the docket for the next U.S.A. Senate meeting, held weekly on Tuesdays at 7:00 pm.
      i. Representatives from that organization are welcome to speak on behalf of their club at the meeting.
The constitution may be amended within the meeting if the Senate feels it is necessary and must be passed by a majority (1/2) vote. If passed, the organization has been officially recognized by the Undergraduate Student Association.

If a club is not recognized by the U.S.A. Senate, then it has the following operations: (a) To proceed as an unrecognized organization; or (b) work with the vice president of student organizations to determine what, if anything, can be improved before returning to the floor of the Student Senate.

Post-Recognition Policies

After being recognized by the student Senate, the vice president of student organizations will turn all necessary paperwork into the Office of Student Life, which will coordinate the opening of an account to process club funds and the creation of a club email address. Additionally, the vice president will arrange for the establishment of a Griff Link page for the organization.

Responsibilities of Recognized Student Organizations

Once recognized, student organizations must fulfill several requirements in order to maintain their status as “recognized,” including, but not limited to, the following:

- Reflect the Canisius commitment to education and the Jesuit mission;
- Abide by all written and published policies of the college as stated in the Student Handbook, the Community Standards, and the Canisius College Policy Manual;
- Hold all USA-allocated funds in a Canisius College account;
- Have a primarily-Canisius College student membership;
- Act in accordance with the student organization’s most recently approved constitution; and
- Complete the renewal process in the spring on Griff Link, coordinated by the Office of Student Life and the Undergraduate Student Association.

Discrimination

Membership on any recognized club or organization must be nondiscriminatory. No club or organization may possess a title that makes use of words and/or symbols generally understood to be indicators of bias or hate. Refer to the Community Standards.

Hazing

The college opposes and will not tolerate any form of hazing by any student club or organization. Refer to the Community Standards.

Apparel, Publicity, Logos and Publications

All apparel, publications, publicity documents, and logos bearing Canisius College trademarks must follow guidelines established in the Brand Guide and be ordered from a college-approved manufacturer. The Office of Marketing and Communication must be consulted when ordering promotional items. Use of athletic trademarks must be approved by the Athletic Department.

Advisors’ Responsibilities

Recognized student clubs and organizations are required to have an advisor who is a faculty member. Advisors are an important asset to student organizations and can assist the group in obtaining its goal by providing support and leadership. Advisors must assume the following responsibilities:

- Mentoring of students;
- Meeting with the club/organization’s officers, as needed;
- Attending all events and trips;
- Auditing finances;
- Assisting with election concerns;
- Discussing and approving goals, objectives, and mission statement;
- Keeping members motivated.

Student Leadership Roles

The following is a list of criteria for holding a leadership office of a student organization:

- Students may be nominated for or hold only one office within an organization and must meet the requirements as stated by the constitutional requirements.
- Officers should not be involved in any disciplinary or academic suspensions. Should a suspension or dismissal occur, the club or organization shall designate another student to fill the vacated position.

Declaring Clubs Dead/Suspended

- A club or organization will be declared inactive if they are inactive for three consecutive semesters. To return to active standing, the club must follow the formation policy outlined by the USA.
- A club or organization will be suspended if they fail to meet the attendance requirements as outlined in Article IV of the Bylaws of the Council of Representatives.

Financial Guidelines

**Budgeting:** Any student organization, club, or committee which is recognized by the USA shall be eligible for financial allocation by the USA Finance Committee.

**Handling of Money:**

- Clubs and organizations must follow all guidelines set forth by the Finance Committee regarding budgetary and special case procedures.
- Club and organization officers shall be responsible for the accountability and administration of their funds.
- The president and treasurer of a club are the only officers allowed to request club funds.
• New clubs will receive funding, pending approval of their constitution by the USA Senate.

A new club cannot receive any funding until they have attended at least one COP meeting. Any exceptions to this rule will be at the discretion of the vice president for business and finance.

RELATED POLICIES

Community Standards

Use of the College Name, Seal, and Logos Policy

6.5.4 Club Sport Development Policy

CLUB SPORT DEVELOPMENT POLICY

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>VI – 6.5.4</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td>President</td>
</tr>
<tr>
<td>Responsible Officer:</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Applicability:</td>
<td>All Canisius College students.</td>
</tr>
<tr>
<td>History:</td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE

The purpose of this policy is to set forth the college’s policy and procedures for address petitions for a club sport to compete on a varsity sport level.

POLICY

Canisius College believes that all students should have the opportunity to participate in an athletic programs free from discrimination, including sexual harassment and/or retaliation. Pursuant to Title IX of the Educational Amendments of 1972 no person may be excluded from participation in, denied the benefits of, or subjected to discrimination in programs or activities on the basis of gender.

The college seeks to fully and effectively accommodate the interests of both sexes in the college’s athletic programs, and to provide equity both among student athletes and programs. Title IX requires equity for men and women with regard to participation and treatment in athletics programs. Equity refers to how men as compared to women are treated in the aggregate given the unique features of their sports. Men and women are treated equitably across multiple programs when considering the unique requirements of each, such as different equipment, medical attention, and numbers of coaches; however, it is not expected that such treatment will be identical.

Those sports clubs or students who wish to compete on a varsity sport level may file a petition with the Director of Athletics or the Title IX Coordinator to gain varsity status. Petitions will be reviewed annually. Factors considered include but are not necessarily limited to gender equity, interest and ability, intercollegiate competitive opportunities, facility space and available resources.

DEFINITIONS

Not Applicable.

PROCEDURES/GUIDELINES

Grievance Procedure

Individuals who believe that a student club or students have been denied equitable treatment in intercollegiate athletics should report their concerns to the college’s Title IX Coordinator:

Retaliation for filing a good faith concern under this policy, or cooperating with any investigation related to any concern, is strictly forbidden and is prohibited by the Canisius college Sexual and Gender-Based Misconduct Policy (click here), regardless of whether the matter reported is substantiated. Individuals who believe they have been subjected to retaliation should report the conduct to the Title IX Coordinator.

RELATED POLICIES

Sexual and Gender-Based Misconduct Policy

6.5.5 Student Organization Event Policy

STUDENT ORGANIZATION EVENT POLICY

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>VI – 6.5.5</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>Not Applicable.</td>
</tr>
</tbody>
</table>
PURPOSE
The purpose of this policy is to provide guidelines for student organization events held on and off campus. This policy has been developed to maximize the available space and resources, to ensure the use of the most appropriate venue for all events, and to avoid an excess of programming on one day or evening.

POLICY
It is the policy of Canisius College to promote safe events and activities on college property by recognized student clubs and organizations. As such, student clubs and organizations seeking to hold events on and off campus are required to adhere to the policy guidelines and procedures set forth in this Policy, as well as the college’s Event Management Policy for Internal Users Policy (click here).

DEFINITIONS
College Sponsored Event or Activity: An event or activity that is initiated, actively managed, planned and arranged by members of a recognized student club or organization and is approved by the Office of Student Life and/or an event or activity that the college actively manages, is involved with, or oversees financially, physically, or administratively.

GriffLink: The online involvement hub used to host all recognized student organizations, involvement opportunities, campus events, and student organization finance information.

Signature Event: An annual campus tradition that serves the entire Canisius community. Examples include Welcome Weeks, Community Day, Fall Fest, Christmas in the Quad, Canisius Royalty, and others.

PROCEDURES/GUIDELINES
All student organization-related events falling within this Policy must meet the following requirements:

1. The event must be consistent with the college and organization’s mission statement.
2. The event must be created and submitted in GriffLink at least 2-3 weeks prior to event start date.
3. Office of Student Life staff will review event submissions and work with the Office of Event Services to secure appropriate event space. Once space request has been approved by the Office of Event Services as per the college’s Event Management Policy for Internal Users Policy (click here), a final event confirmation will be sent to student organization representative.
4. An event must be approved and confirmed in GriffLink prior to the creation/distribution of event publicity, Listserv emails, social media, etc.
5. Signature Event dates are considered blacked-out. The Office of Student Life reserves the right to deny any events submitted that conflict with a Signature Event.
6. Canisius College does not condone the use of weapons or weapon facsimiles at on-campus events.

Outside vendors or service providers invited to on-campus events must provide a contract. This contract must be signed by a designated college official, not by the student organization representative.

RELATED POLICIES
Event Alcohol Policy
Event Management Policy for Internal Users

6.5.6 Student Organization Travel Policy

STUDENT ORGANIZATION TRAVEL POLICY

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>VI – 6.5.6</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td>President</td>
</tr>
<tr>
<td>Responsible Officer:</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Applicability:</td>
<td>All Canisius College clubs and organizations.</td>
</tr>
<tr>
<td>History:</td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE
The purpose of this policy is to set forth guidelines and procedures pertaining to travel by student clubs and organizations.
POLICY

It is the policy of Canisius College to promote safe travel to events and activities occurring beyond the boundaries of college property by recognized student clubs and organizations that are officially representing the college. As such, student clubs and organizations seeking to travel off-campus are required to adhere to the policy guidelines and procedures set forth in this Policy.

Note: This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in study abroad travel, academic field trips, student teaching, internships, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

DEFINITIONS

Recognized Student Club or Organization - a student club or organization which has been acknowledged by the Undergraduate Student Association through the process set forth in this Policy.

Unrecognized Student Club or Organization - one in which meetings are held in an informal manner and the club is unable to receive funding from the Undergraduate Student Association (barring exceptional circumstances), book rooms, or market its activity to the greater student population via flyers, email, etc.

College Sponsored Event or Activity: An event or activity that is initiated, actively managed, planned and arranged by members of a recognized student club or organization and is approved by the college and/or an event or activity that the college actively manages, is involved with, or oversees financially, physically, or administratively.

PROCEDURES/GUIDELINES

All student club or organization-related travel falling within this Policy must meet the following requirements:

1. Travel must be consistent with the college and organization’s mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. All travel arrangements for non-academic clubs and organizations must be made via the College’s designated travel company. Academic club travel will be approved by the academic department.
   a. A student organization representative must register the proposed trip with the approving office no later than ten (10) business days before the scheduled trip by submitting a “Travel Request Form.” There must be concurrence by the faculty/staff advisor and the Assistant Director of Student Life or academic dean as applicable. A list of students participating in the above activities (along with emergency contact information for all individuals) must be submitted to the Office of Student Life or academic dean, no later than five (5) business days prior to departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.
   b. All students traveling must complete and submit an executed Waiver of Liability Form to the Office of Student Life or academic dean no later than five (5) business days before the scheduled trip. The Waiver of Liability Form is available in the Office of Student Life.
   c. Faculty or staff employees must accompany students on off-campus trips covered under this Policy, unless the requirement is waived by the Office of Student Life or the academic dean. In some instances, a graduate assistant may serve as the chaperone.
   d. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The college shall not be liable for any loss, damage, injury or other consequence resulting from a participant’s failure to comply with college policies and procedures, the direction of college employees, or applicable law. Without limiting the foregoing, all trip participants are required to:
      i. Comply with the Community Standards, as well as any other applicable college policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the college’s willingness to permit future similar activities; and
      ii. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
      iii. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the college’s Community Standards.
      iv. The student organization’s budget is responsible for paying for all related-trip expenses, including all travel-related expenses for the advisor(s). The undergraduate Student Association may require a personal student contribution for travel, and those funds should be collected and deposited into the student organization’s account prior to departure.

Any trip taken without formal approval or other violations of this Policy may result in individual and/or organizational/club discipline.

The following additional guidelines also apply to all travel:

1. Pre-trip Meeting: The faculty member, staff member, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, may choose to hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
2. Transportation: The sponsoring student organization must work with the Office of Student Life and, if applicable, the college’s travel company to arrange for transportation by official college vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. Where appropriate, the Athletic Department’s Types of Vehicles Used for Team Travel Policy (click here), the Koessler Van Rental Policy within the Buffalo Area (click here), and Employee Driver Outside the Buffalo Area (click here) will apply to student organization travel as well.
3. Meals Per Diem: Individual and group meal per diems will be provided in accordance with the Athletic Department’s Meal Per Diem Policy (click here).
4. Hotel Arrangements: When a student club/organization is traveling out of town with an overnight stay, rooms for must be lodged with not more than three (3) per standard hotel room (i.e. two double beds). The use of a third bed (roll away, cot, sleeper sofa, air mattress) is required when placing three students in one room. If a third bed is not available, only two students may be assigned to that room. All rooms must be occupied by the same gender.
5. Non-Student Participation: Except with the permission of the vice president for student affairs, friends and family of students are not eligible to participate in travel opportunities falling under this Policy.
6. Students who choose to travel to the site early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.

RELATED POLICIES
Not Applicable.