Dear Prospective New Graduate Student Organization,

Thank you for your interest in starting new graduate student organization at Boston College! Graduate student organizations play a critical role in helping meet the academic, social, cultural, spiritual, and personal needs of students enrolled in BC graduate and professional schools. Graduate student organizations contribute to the creation of a vibrant and inclusive community that enhances the overall graduate student experience.

The Office of Graduate Student Life (OGSL) will guide you through the registration process from beginning to end. Please keep in mind that it is very important to adhere to the policies, procedures, and deadlines as outlined within this document. The actual registration process includes holding interest meetings, compiling a roster of registered BC graduate students, securing a full time BC faculty/staff to serve as advisor, creating a constitution, and receiving approval from the Graduate Student Association (GSA) and Office of Graduate Student Life.

We are here to answer any questions you may have along the way. We wish you the very best in this endeavor, and we look forward to working with you this year.

Best Regards,
The Office of Graduate Student Life
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What is a Graduate Student Organization?

A Graduate Student Organization is a group of graduate students that are committed to enriching the learning environment through extracurricular programs and activities for the entire Boston College graduate student community. Graduate Student Organizations are open to all currently enrolled Boston College graduate students. No organization will be allowed to institute or exercise discriminatory practices.

Six of the eight BC graduate schools have representative governments that are registered with the Office of Graduate Student Life (OGSL) and are funded by the Graduate Student Association (GSA) according to the annual headcount within that particular school (the law school and the Woods school are not included in this process). Some of these governments have subgroups that exist underneath them and are funded at the discretion of the school government organization. These subgroups usually focus on a specific program or population of students within that school. For example, the Graduate Finance Association is a subgroup of the Graduate Management Association, the government for graduate students in the Carroll School of Management. Organizations that are considered subgroups of any school government are not eligible to register as independent organizations with OGSL.

In order to be considered for registration through OGSL as a new graduate student organization, the group should not be tied to any particular academic school or program, and should be open to all BC graduate students regardless of their program of study (ex. The Graduate Dance Organization). Also, please keep in mind that new graduate student organizations are not guaranteed to receive funding from the GSA. Please contact the Office of Graduate Student Life at gsc@bc.edu for more information.

All organizations are responsible for abiding by the rules and regulations (academic, financial, etc.) that govern Graduate Student Organizations. Registration of an organization is in no way an implicit approval of the activity, views, or stances that may be taken by Graduate Student Organizations or their members. The membership and leadership of Student Organizations are solely responsible for the views, stances, and activity of the organization. An organization must acknowledge that its programs, events, views, and activities, or the views, opinions, ideas, or actions of those whom its members invite to the University, do not imply support or acceptance by Boston College.

What are the benefits of being a registered Graduate Student Organization?

Graduate Student Organizations work with the Office of Graduate Student Life to attend to the intellectual and social growth and development of members of the Boston College community. Given the unique role, purpose, and function of these organizations, Student Organizations enjoy certain privileges.

A few of these privileges are:
• Possible funding eligibility from the Graduate Student Association
• Ability to reserve University facilities for meetings, programs, and events
• Support from the Bureau of Conferences (BOC) and Boston College Police Department
• Ability to advertise meetings, programs, and events on campus
• Access to general organization advising and programmatic support
• Leadership and organizational effectiveness training
• Inclusion in the New Graduate and Professional Orientation Resource Fair
• Use of University name and tax status
• Solicitation of membership on campus
New Graduate Student Organization Application Check List:

Please read and follow the instructions CAREFULLY. The student organization formation process does take time, so we ask for your patience.

Only Boston College graduate students may request that the Office of Graduate Student Life approve a new student organization. The Office of Graduate Student Life will receive and review requests on a rolling basis. Requests will be reviewed by the Graduate Student Association (GSA) and final decisions regarding registration will be made by the Office of Graduate Student Life. Receipt of a request for registration does not constitute approval or registration.

1. Meet with a staff member at the Office of Graduate Student Life located in the Murray House, 292 Hammond Street, to receive the New Graduate Student Organization Packet, process information, and helpful tips. Please contact gsc@bc.edu to schedule a meeting with someone.

2. Prepare proper required materials:
   a. List of at least 5 currently enrolled graduate students is required
   b. Identify Officers and Advisor
      i. Please note that you will have to have a treasurer as one of your officers
   c. Develop Constitution
   d. Signatures of all of your members. Signatures of at least 5 registered Boston College graduate students with their names, schools, departments and Eagle ID numbers is required on the statement
   e. Develop tentative budget and schedule of proposed events
      i. Use the tentative budget and event form

3. Submit New Graduate Student Organization Packet with the following information:
   a. Student Organization Constitution
   b. Officer/Advisor Registration Form
   c. Tentative Schedule of Events
   d. Signatures of all of your members
   e. Tentative Budget for the academic year
   f. Massachusetts Anti-Hazing Law form signed by two members (usually president and treasurer)

4. Once you have submitted your packet, the GSA Senate will determine whether to recommend or not to recommend your new graduate student organization at their next monthly meeting. If not recommended by the GSA Senate you will be notified and given an explanation as to why your new graduate student organization was not recommended.
5. If recommended by the GSA for approval, the Director of Graduate Student Life will review and approve or deny the application.

6. If approved, you will be given a check list of follow-up items that need to be achieve in order to complete the registration process.

**Funding for New Graduate Student Organizations:**
Organizations that are specifically created by and for graduate or professional students will have the opportunity to request funding from the Graduate Student Association through group grants. Please note that funding by the GSA is not guaranteed. We encourage all Graduate Student Organizations to co-sponsor with the Graduate Student Association to receive additional funding.

**Student Organization Advisor Role**
All Graduate Student Organizations must have an advisor who is a full-time faculty or staff member of Boston College. The advisor is integral to the educational process of the student leader and the development of student organizations. Advisors are responsible for modeling ethical and appropriate behavior for members of student organizations. Their role is to assist with and facilitate student learning. The advisor of a student organization will have a significant influence upon the organization. The advisor helps to mold and shape the club by providing continuity year after year, motivating and stimulating the organization, and interjecting new ideas and perspectives. Toward this end, the advisor should consult with the Office of Graduate Student Life regularly. In many ways, the advisor serves as an extension of the Office of Graduate Student Life, while assisting the members of the organization to develop confidence, character, and competence.

**Developing a Good Relationship With Your Advisor**
All student organizations are required to have a full time faculty or staff advisor employed by Boston College. If you currently have an advisor, but would like to switch advisors, we recommend that you first inform your current advisor of your desire for a new advisor; once a new advisor has been identified, please notify the Office of Graduate Student Life. The faculty/staff member of a student organization is often confronted by the question of what sort of role he/she should play. There is no clear cut answer to this question. Here are some basic concepts that may help:

**Advisor Responsibilities:**
- Provide guidance, while honoring the autonomy of the organization
- Meet with student leaders at least twice a semester and be up-to-date on the plans of the student organization
- Assist student organizations in meeting their mission
- Set high expectations for themselves and the students with which they work
- Advocate for the organization they advise
• Communicate with the OGSL at least twice each semester regarding the activity of the student organizations they advise
• Act as a role model

The nature of the faculty/staff advisor interaction with the group will be determined by the needs of the group. For example, if the group is new and has inexperienced leadership, the advisor may institute a more direct approach. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, an advisor has a very dominant personality and when working with a group, it may be difficult for them to play a more passive role. On the other hand, the group may expect the advisor to play a more active role for the organization. In either case, extreme care will have to be taken to minimize any potential conflict between the advisor and the students.

Before committing to an advisor, have a prospective faculty advisor meet with your group on several occasions. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the advisor and the student organization’s leadership can meet to discuss the observations of the advisor and the expectations of the group for their advisor.

Tips for Maintaining a Good Relationship with Your Advisor:

• Be honest and upfront with your advisor.
• Keep the advisor informed of meetings and activities.
• Meet with your advisor to talk about proposed activities and programs. Let him/her know what he/she can help you with.
• Respect your advisor’s time by communicating with him/her in a timely manner.
• Do not expect your advisor to be able to drop everything to help you with a last minute request. Do not ask the advisor to do work that you should do for yourself.
• Keep in mind that your advisor volunteered for this position because he/she wanted to support you and your organization. Advisors do not get paid for their time. Keeping them and strive to maintain a positive working relationship.
Use of the Boston College Indicia

Purpose To regulate the use of Boston College's logo in order to protect the proprietary interests of the University, and to maintain graphic standards and a visual identity that reinforce the mission and values of Boston College.

Definitions

- For purposes of this policy, logo are defined as registered and unregistered University trademarks and logos.
- External commercial use constitutes the licensed manufacture and sale, by third-parties to the general public, of goods imprinted with any of the Boston College indicia.
- Internal commercial use constitutes the use of Boston College indicia by individuals, student organizations, University departments, and other units of the University in order to promote or sponsor University-sanctioned activities through the sale of shirts, watches, and similar merchandise imprinted with any of the University's indicia.
- Internal official, or noncommercial, use constitutes the use of Boston College indicia in or on manufactured goods, including signage, publications, and banners that are not subject to the University's Graphic Identity System; awards; uniforms; athletic paraphernalia; and other devices of the University that are not sold and are used in the ordinary course of conducting the business and affairs of the University.
- (Please see policy 1-135-100 of the BC policy guide, Office of Marketing Communications -- Marketing Communications, for information regarding the University's Graphic Identity System.)

Policy

- The Office of the General Counsel registers the University's indicia with the appropriate agencies of the Commonwealth of Massachusetts and the federal government. The registered indicia of Boston College are: "Boston College," "Boston College A Jesuit University," "B.C.,” "Boston College Eagles," "B.C. Eagles," "The Heights," "AHANA," "Gaelic Roots," "Chief Executive's Club of Boston," "Blue Chips," the Blue Chips seal, the seal of the Graduate School of Management, and the seal of the University. Included among the indicia of Boston College are various registered and unregistered graphic logos. Additional information regarding these graphic logos is available from the Boston College Associate Athletic Director, External Operations, who serves as the University's Campus Licensing Coordinator.
- The indicia of the University are the property of Boston College. To protect the proprietary interests of Boston College, individuals and businesses unrelated to the University that propose to use the indicia of Boston College for commercial purposes must obtain a license to do so. All such external requests for commercial use of the Boston College indicia are managed by a licensing agent retained by the University. Inquiries regarding the external commercial use of the indicia of Boston College are to be directed to the University's Campus Licensing Coordinator.
- To protect the University's indicia from inappropriate use, and to maintain established graphic standards, it is essential that all internal use of the University's indicia be monitored. Those individuals, student organizations,
University departments, and other units of the University that propose to use the University's indicia for commercial or official purposes, must obtain the following permissions to do so:

- All requests to use the indicia of Boston College for internal commercial purposes must be approved by the University's Campus Licensing Coordinator, in consultation with the Office of Marketing Communications. Student Organizations, moreover, must first secure approval from the Student Programs Office.
- All requests to use the indicia of Boston College for internal official purposes must be approved by the University's Campus Licensing Coordinator, in consultation with the Office of Marketing Communications.

**Exclusive Use of Indicia**

- Certain of the Boston College indicia are identified with and reserved for the exclusive use of specified organizational units. Please consult the University's Campus Licensing Coordinator for additional information regarding

**POSTING POLICY**

All student club/organization postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space, prevents the defacing of University property and reduces unnecessary expenditures of University resources used to repair and/or replace University property. Postings must be consistent with the principles and values espoused by Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Boston College, including any references to alcohol, drugs, or sexual innuendos. The Office of Graduate Student Life reserves the right to make decisions regarding the approval of what is to be posted. Violations or abuse of this policy may result in a fine, the loss of all advertising and distribution privileges for a definite period of time, or both.
# FLYERS/POSTINGS REQUIREMENTS

- Pertain to and be sponsored by a **Boston College Student Organization**
- Normal size is 8½" x 11" or smaller
- Limited larger postings are permitted; please see bullet #5 for more details.
- A blank 2" x 2" space in the bottom right corner for the approval stamp (quarter sheets exempt)
- **Boston College contact name and either a phone number, email address, or website address**

## APPROVAL PROCEDURE

1. An original copy of the posting must be brought to Murray House for approval **BEFORE** making copies.

   Postings are approved from 12pm-8pm, Sunday through Thursday, 12pm-5pm on Fridays.

2. Once the postings are approved and the copies have been made, return to Murray House to stamp the copied flyers.

3. There is a **maximum of 200 postings per event** (quarter sheets must be approved but do not have to be stamped). Postings will be stamped for up to two weeks.

   **PLEASE NOTE:** Photocopied stamps ARE NOT acceptable proof of approval and violate the Posting Policy. Any flyer or banner that has a photocopied stamp will be taken down and the club/organization may lose privileges to post.

## Posting FAQs:

### What Can I Post With?
Scotch tape and regular masking tape are the only types of tape and/or adhesive that may be used. NEVER use stickers, duct tape, packing tape, or “fun tack” type materials. If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers.

### How Long Can My Posting Stay Up?
Flyers posted in approved locations will be permitted to remain until the day following the event. The sponsoring group should remove all flyers in approved locations within 24 hours after the event has taken place. Recycling is encouraged!

### Where Can I Post?

- **O’Neill Stairwell:** There is a **maximum limit of 10 postings per event in the O’Neill Stairwell**. Postings are allowed on the two side walls but are NOT ALLOWED on the overhang wall or on the stairs and railings.

- **McElroy Stairwell “This Week at BC”**: There are designated areas to post one flyer per event for events occurring during that week. Other areas in McElroy that are approved for posting are the main lobby in addition to the ATM and mailbox areas. To be fair to all clubs and organizations, we ask that each group limit themselves to a **maximum of 10 postings per event in McElroy**.
- **Flat Screens**: Clubs can have their events advertised on the flat screen TV’s around campus.
- **Academic Buildings**: There is one What’s Up bulletin board in each academic building. The bulletin board locations are: Carney 1st floor, Cushing 1st floor, Devlin basement, Fulton 2nd and 3rd floors, Gasson 1st floor, Higgins 3rd floor, Lyons basement, Merkert 1st floor, and McGuinn 1st floor.
- **Dining Halls**: Postings must be approved by the manager of each particular dining hall.
- **Plex**: See the supervisor of the Plex for permission to post.
- **Robsham Theater**: Postings must be approved by Howard Enoch in Robsham Theater. Maximum of 6 postings per event.
- **Outside**: The designated two-sided and three-sided kiosks throughout campus.

**Where Can I Not Post?**
- Bus stops or emergency call boxes
- Glass, brick, or painted surfaces
- Sidewalks, stairs, or railings
- Bathrooms
- Conte Forum, O’Neill Library, or Bapst Library
- Commonwealth Avenue or Beacon Street Garages

**May I Display Postings Larger than 8 ½” x 11”?**
- No more than 20 legal (8 ½” x 14”) or tabloid (11” x 17”) sized postings are permitted.
- There is a maximum limit of 2 large postings per event in the O’Neill stairwell and 1 large posting per event in McElroy.
- Large postings should not be hung on kiosks around campus.

**How Will Violations Be Handled?** Facilities Services monitors postings on campus. Postings or banners that do not adhere to any part of the posting policy will be removed and the organization will be contacted. Repeat violations may result in revoking privileges to post flyers/banners in the future. **Fines**: Any postings on bus stops or Emergency Call Boxes may result in a $100 fine for the offending club.
New Graduate Student Organization Application:

Graduate student organizations wishing to receive official recognition from the OGSL must complete the following registration process.

- Must make an appointment to meet with the Office of Graduate Student Life to learn about the approval process.
- Make sure your club has a minimum of five (5) BC graduate student members. These students must sign a statement verifying their commitment and participation in the club. Students must include their names, schools and departments, and Eagle ID numbers on the statement. (Please see attached application form.)
- Designate a club treasurer who will manage all financial processes for your club and agree, in writing, to abide by all GSA and BC financial policies and procedures. (Please see attached application form.) This person must complete GSA Treasurer Training each year in order for your club to retain its status as an officially registered graduate student organization.
- Create a constitution. This constitution will be kept on file with the rest of your GSA club registration materials.
- Complete a new graduate student organization application and submit it along with your constitution to the OGSL by October 1, 2013.
- Once you have submitted your application materials...
  - The GSA Senate will vote on whether or not to recommend for approval for your graduate student organization for approval
- At the end of the spring semester, your club recognition status must be renewed through the Office of Graduate Student Life for the following academic year. In order to renew your status, you must complete the online re-registration form.
Name of Organization: ________________________________________________________________

Academic Year: ___________________________________________________________________

Purpose of Organization: **How does this support the Boston College Mission?** *(Please attach a separate sheet with this information.)*

Examples of Possible Organization Activities: *(Please attach a separate sheet with this information.)*

Examples of Possible Funding Sources: *(Please attach a separate sheet with this information.)*

List of Officers:

*You must have a treasurer. By signing below, the treasurer agrees to participate in treasurer training facilitated by the Graduate Student Association Financial Director. By signing below all officers: 1) agree to abide by all BC policies and procedures; 2) agree to attend a program planning workshop facilitated by the Office of Graduate Student Life; and 3) acknowledge that this club is open to all BC graduate and professional students.*

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New Graduate Student Organization Application

Club Membership Roster

Name of Club: _____________________________________________________________

Club Roster for the following Academic Year: ________________________________

Please list all club members who are currently enrolled in a graduate program of study at Boston College. You must have a minimum of five (5) BC graduate student members. Each of these members must sign his/her name next to his/her information. By signing your name, you are verifying that you are a committed and active member of the club listed above.

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New Student Graduate Organization Advisor Agreement Form

Academic Year: **FY 2012-2013**

Organization Name: ________________________________

Advisor’s Name: ________________________________

BC Address: ______________________________________

Phone Number: _______ Campus E-mail: ________________

All Graduate Student Organizations must have an advisor who is a full-time faculty or staff member of Boston College. The advisor is integral to the educational process of the student leader and the development of student organizations. Advisors are responsible for modeling ethical and appropriate behavior for members of student organizations. Their role is to assist with and facilitate student learning. The advisor of a student organization will have a significant influence upon the organization. The advisor helps to mold and shape the club by providing continuity year after year, motivating and stimulating the organization, and interjecting new ideas and perspectives. Toward this end, the advisor should consult with the Office of Graduate Student Life regularly. In many ways, the advisor serves as an extension of the Office of Graduate Student Life, while assisting the members of the organization to develop confidence, character, and competence.

As an organization advisor, I understand that my responsibilities and obligations.

_________________________________________  ________________________
Advisor’s signature                              Date