

ABOUT

The Policies Guide serves as a tool to help your organization understand policies set in place and to thrive at Northeastern University, whether you are just starting out or continuing a long-lasting organization.

You are responsible for knowing, following, and educating others on the policies found here. If you have any questions about the following information reach out to your local campus Student Services/Student Affairs.

Note that this content is subject to change throughout the year and your student organization should refer to this Guide periodically for the most up-to-date policies.

RIGHTS + RESPONSIBILITIES

As a leader of a student organization, you are required to read, understand, and comply with the published policies of the University. This includes important information on Title IX and bias incident reporting, as well as the anti-hazing statute. The proceeding section will outline specifics of these important policies, as well as explain to you the process by which the University will adjudicate cases against student organizations who violate any of the policies outlined in this guide as well as the [Code of Student Conduct](#).

Hazing Education and Policy

Northeastern University is committed to promoting a safe and healthy environment for all members of the community and to preventing hazing before it occurs, and/or providing appropriate remedial action in instances when hazing does occur.

Northeastern University strictly prohibits any action taken or situation created, whether voluntary or involuntary, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, which endangers the mental or physical health or safety of a student, creates risk of injury, causes mental or physical fatigue or distress, discomfort, embarrassment, harassment, ridicule, or intimidation, causes damage to or destruction of property, or which is a violation of law, University policy, or the Code of Student Conduct.

Such activities include, but are not limited to: striking another student by hand or with any instrument; requiring or advocating for alcohol or other drug use; late sessions/meetings that interfere with academic activities; tattooing, branding, or piercing; physical or psychological shocks; wearing of apparel in public that is embarrassing, humiliating, or degrading; or games/activities causing or resulting in fatigue, sleep deprivation, mental distress, panic, embarrassment, or humiliation. Activities that would not be considered hazing and therefore acceptable would include agreeing to: maintain a specific GPA, comply with a dress code for a team/organizational function, participate in volunteer community service, participate in a team/organizational trip, take an oath, or sign a contract of standards. If you believe you have witnessed or experienced hazing, you are strongly encouraged to report instances of such behavior. You can submit this information online with the Northeastern Hazing Reporting Form found on [Northeastern University Office of Student Conduct and Conflict Resolution \(OSCCR\) website.](#)

You can also report allegations of hazing or information relating to instances of hazing to any of the following offices:

Office of Student Conduct and Conflict Resolution (OSCCR)

204 Ell Hall

osccr@northeastern.edu

(617) 373-4390

Northeastern University Police Department (NUPD)

Columbus Place Suite 100

Emergency line: (617) 373-3333

Non-emergency line: (617) 373-2121

The University will not tolerate retaliation against any person who in good faith makes a report of hazing. Any person who retaliates directly or indirectly against a victim, witness, person reporting hazing, a respondent and/or charged party, or any person involved in any aspect of a complaint or resolution of an allegation of hazing will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Upon receiving such information, an investigation into the allegation will commence. Any information gathered that supports a claim of hazing will be forwarded to the Office of Student Conduct and Conflict Resolution (OSCCR)

for resolution consistent with its procedures for dealing with such complaints. Violations of the Code of Student Conduct are handled and/or overseen by the OSCCR.

Bias Related Incident Reporting

The Bias Incident Response Protocol offers an effective and efficient process for individuals and/or groups to report bias incidents and/or hate crimes. It also outlines University procedures that will be instituted to respond to such acts. The protocol should be implemented whenever a bias incident or hate crime is perceived or suspected to have occurred on Northeastern University's campus and/or in its educational programs. For more details, visit the [Office for University Equity and Compliance website](#) or contact them at ouec@northeastern.edu.

Discrimination, Sexual and Gender-Based Harassment and Title IX

The Northeastern University Community is protected from discrimination and harassment, including sexual misconduct. The below policies articulate Northeastern's commitment to a living, learning and working environment free from discrimination and harassment.

- [Policy on Sexual & Gender-Based Harassment & Title IX](#)
 - This policy prohibits sexual harassment, sexual assault, intimate partner violence, sexual exploitation, stalking, and differential treatment or harassment based on sex, gender, gender identity and sexual orientation
- [Policy on Equal Opportunity](#)
 - The Policy on Equal Opportunity prohibits discrimination based on race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status
- [Policy on Non-Fraternization](#)
 - The Policy on Non-Fraternization prohibits romantic or sexual relationships between community members when there exists an unequal power dynamic

Experiences of discrimination and harassment can be extremely difficult to navigate for all parties. The Office for University Equity and Compliance will support you with compassion and equity while respecting your privacy. The Office for University Equity and Compliance understands the sensitivity surrounding your decision to report and their goal is to empower you by making you aware of your rights, available support resources and options through the University reporting processes.

If you, or anyone you know, experience any form of discrimination, harassment, or sexual misconduct, you may report to any of the following:

- **Assistant Vice President for University Equity and Compliance & Title IX Coordinator**
 - Mark Jannoni (he/him)
 - Email: m.jannoni@northeastern.edu or ouec@northeastern.edu
 - Phone: +1 (617) 373-3543
- **Deputy Title IX & Equal Opportunity Coordinator for Global Network**
 - Brigid Hart-Molloy (she/her)
 - Email: b.hart-molloy@northeastern.edu or ouec@northeastern.edu
 - Phone: +1 (617) 373-6591
- **[OUEC online reporting form](#)**

Accessibility Statement

The Center for Student Involvement is committed to ensuring that Student Interest Groups accessible and welcoming to the entire Northeastern student community: valuing and embracing diverse backgrounds and abilities. Student Services/Student Affairs actively works with Student Interest Groups in partnership with the [Disability Resource Center](#) to ensure the Northeastern student community has the access and ability to fully engage in campus life. This includes providing assistive technologies at events, engaging with, and

educating on the experiences of those with disabilities, and consistent evaluation of programs and policies through an accessibility lens. Please visit the section titled “Accessibility at Events” for more information when planning an event.

Please email your Student Services/Student Affairs with questions and concerns regarding access issues or accommodations at student programming and events.

ORGANIZATION RESOURCES

Student Services/Student Affairs

All recognized Student Interest Groups report to their Campus Student Services/Student Affairs. This team will act as guides to your Student Interest Groups.

Advisor

Advisors, as well as Co-Advisors, if applicable, are required to be full-time faculty or staff members at Northeastern, often in a department outside of the Student Services/Student Affairs department. Your group’s Advisor will advise you on all matters outside the realm of event planning and programming.

****AN ADVISOR MAY NOT SIGN CONTRACTS ON BEHALF OF THE ORGANIZATION OR NORTHEASTERN.** All contractual agreements must be processed through the Campus Student Services/Student Affairs and require official Northeastern signatories.

Like the officers, the Advisor is held responsible for your organization’s adherence to Northeastern policies and procedures. **ADVISORS MAY NOT RESERVE SPACE ON BEHALF OF YOUR STUDENT ORGANIZATION.** Reserving space is the responsibility of the student leaders within the organization. This policy helps to prevent miscommunication and discrepancies regarding financing and information about the spaces reserved.

Student Organization Training Experience

Every Fall a required training will be provided for Student Interest Groups as

an opportunity to learn necessary skills for growth and success for the upcoming academic year. At least one executive board member from your organization must complete the training. Methods for this training will vary (including in-person and online) and will be announced at the beginning of the school year.

Recognition/Starting an Organization

The Student Interest Group recognition process is one full academic year. To start the process, submit the new Student Interest Group proposal application [here](#). Information can be found on our [Student Life Website](#). Once your application is submitted, Student Services/Student Affairs staff member will contact you with further instructions.

How to Restore an Archived/ Inactive Student Interest Group

Organizations become archived after they have missed the registration deadline, or if they are not in good standing with the University. For more information about how to restore an archived organization, please email your Student Services Department.

Officer Eligibility

All elected or appointed officers of Student Interest Groups must be full-time students at Northeastern.

Any student wishing to hold an office position must have, and maintain, a 3.0 overall grade point average (GPA) prior to being elected or appointed to that position. Individual Student Interest Groups may require higher GPA's at their discretion. The Student Services/Student Affairs team will not provide member's grades to anyone in the organization.

Students that are on academic, or other forms of probation, or on a disciplinary status of deferred suspension (or higher), may not hold any office or position either by elections, appointment, or petition in any student organization.

Reporting Changes Between Registration Periods

Student Interest Groups are required to keep their records up-to-date with the Student Services/Student Affairs department. Any time there is a change in leadership, Advisor, constitution, group name, officers, etc., Student Interest Groups are required to update their profile.

Sources of Funds

Student Interest Groups on the Global Network Campuses are funded through the Campus Annual Budget. The Fiscal Year is from **July 1st** to **June 30th**.

Student Interest Group Funding:

All organizational finances must be handled through Student Services and the Campus Operations team. Student organizations **may not hold a bank account outside of Northeastern**. In order for your organization to establish an account with the campus, it must be recognized and in good standing with the Student Services/Student Affairs. Organizations must fully re-register once each year to maintain an active status. Failure to do so will result in your organization being declared inactive and all funds in your account(s) will be frozen. With the exception of deposits, no activity will be permitted against the account(s) until your organization is re-registered and in good standing with Student Services/Student Affairs.

Purchasing/Ways to Purchase

Student Interest Groups may request funding from the Campus using the funding request form. All requests must be made a minimum of two weeks in advance. Student Interest Groups will not be reimbursed for purchases or expenses that were not preapproved. Student Interest Groups will be directed on how to acquire goods and services once approved.

Scheduling and Spaces

When scheduling programs outdoors, student organizations should keep in mind the impact that such programming may have on the campus and

surrounding communities. As such, programs with amplified sound, or that may be deemed a potential disturbance to others (including BBQ's, carnivals, outdoor concerts, etc.), may be limited to certain dates, times, and locations as set by the Student Services/Student Affairs staff. Student Services/Student Affairs reserves the right to deny (or limit) any programs that may pose a significant disturbance to the campus community or surrounding local neighborhoods.

ESPORTS

Esports Tournament Registration – Overarching University Policy

If a Northeastern student would like to participate in an Esports event, including competitions and tournaments, and the event requires participants to be associated with a college or university as a condition of participation, then the student must (1) be an approved member of one of the sanctioned organizations on campus and (2) abide by the policies and procedures of that organization.

These requirements also apply if the participant intends to use any name, logo, font/color scheme, image and/or likeness associated with the university in connection with an Esports event, or if any of the eligibility requirements listed below is a condition of registering for an Esports event:

- Required to be enrolled in a college or university
- Required to use a student email address (i.e., @northeastern.edu) to provide proof of enrollment
- Required to be part of a sanctioned club or team at a college or university
- Prize earnings required to be filtered through the university

If none of the conditions described above applies, the student will be considered to be participating as an individual and this policy will not apply to such participation.

If a student, faculty, or staff member becomes aware of an unsanctioned University-affiliated team, they must notify the Student Services office immediately.

Crossover Participation

If a student is removed, banned, or suspended from a Student Interest Group participation due to conduct violations or policy infractions, the same penalty will be upheld for both organizations. THIS MEANS THAT IF A STUDENT IS REMOVED FROM SIG PARTICIPATION, THEY ARE NO LONGER ELIGIBLE TO PARTICIPATE IN ESPORTS, AND VICE-VERSA.

Esports Priority Registrations

The following terms apply to participation in collegiate Esports events and determine the prioritization of Northeastern affiliated organizations where required due to tournament registration rules. This protocol only applies when there are limits on the number of teams that can enter a tournament from one school.

Northeastern Varsity Esports will have first priority for registration and roster spots. If only one team is allowed to enter the collegiate sanctioned event per institution, that spot will be allotted to the varsity program.

Club Sport Teams can register for all collegiate Esports events and competitions, but must yield to the varsity program if there are a limited number of openings for teams from the same institution.

SIG organizations can register for all collegiate Esports events and competitions, but must yield to Varsity and Club Sport teams if there are a limited number of openings for teams from the same institution.

EVENT PLANNING

Event Planning 101: For each event or program your organization plans, the below process should be outlined. If you have questions, please contact your Student Services/Student Affairs department.

(1) Student Reserves Space and Secures Funding for Program

For questions regarding reserving space, please visit [Campus Operations](#)

For questions regarding funding timelines, contact your [Student Services Office](#).

(2) Student must submit Event Registration Request through the [Campus Student Event Request Form](#). Missed deadlines will result in cancelled or rescheduled events. See timelines below:

10 weeks before the event date if your organization is looking to host an event/event series (virtual or in person) that will require the process for bids and/or facilities contract(s) (i.e, hotel, boats, conference centers and campgrounds).

8 weeks before the event date if your organization is looking to host an event/event series (virtual or in person) that will require the execution of all other contracts.

6 weeks before the event date if your organization is looking to host an event/event series (virtual or in person) that does not require the execution of a contract with an external party.

3 weeks before if only a room booking is required and no external parties are involved or attending.

If you have questions about how to submit this Event Registration Request, please reach out to your Campus Operations team.

(3) Student Meets with Student Services/Student Affairs

After completing your Event Registration Request, your Campus Operations and Students Services teams will be notified. They will follow up with you to talk more about your program over email, in person, or virtually. In this meeting, you and your Student Services/Campus Operations staff will discuss event goals and details and further steps.

Contracts and Insurance

A contract is REQUIRED whenever your organization hires and pays performers, service providers, or hosts an event off-campus. Such arrangements are a legal obligation between the business or performer and Northeastern University. This may even be applicable if no money is being exchanged.

Why Do We Contract?

To protect your organization and Northeastern University by determining who is legally and rightfully responsible.

To ensure you are getting what is being paid for and that vendors are clear what you are providing.

To guarantee payment to the vendors.

The following are examples of when a contract is needed. This list is not exhaustive and subject to change, so please work with your Student Services/Student Affairs department to determine if any components of your event require a contract.

PERFORMER: Comedian, Speaker, Musician/Band

SERVICE PROVIDER: Catering, Equipment Rental, Carnival Game, AV Rental, Workshop Facilitator, DJ, Transportation

OFF-CAMPUS FACILITY: Boat/Cruise Ship, Bar, Hotel, Conference Center, Retreat Site

Note: Your virtual event may need a contract if you are utilizing an external performer, speaker, online platform, etc. Please consult with your Student Services/Student Affairs department to determine if your virtual event needs a contract.

Purchasing Group Sales Tickets

This may require a contract. Please speak with your Student Services/Student Affairs department before purchasing group sales tickets for any off-campus activity.

Virtual Programs

Virtual programs must be targeted to the NU community only, and must be hosted on MS Teams or Zoom, which are pre-approved by Northeastern. Only a small number of programs may be approved for the NU community and beyond, so please speak with your Student Services/Student Affairs department to discuss options for hosting events open to the general public.

Film and Video Screenings

Copyright laws REQUIRE that your organization pay for the rights to films and videos from a licensed distributor when screening in a public place. Please meet with your Student Services/Student Affairs department if you have questions about potential exceptions to this policy or to get quotes. For quotes from a licensed distributor on the cost for the rights to screen any film or documentary, please check out:

- [Swank Motion Pictures](#)
- [Criterion Pictures](#)

The following are NOT considered licensed distributors and do NOT qualify as paying for the rights to a film:

- Purchasing the film on DVD
 - Renting from the library (Northeastern or local)
 - Online streaming services (such as Netflix, Hulu, YouTube, etc.)
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Live Music Performance

If your student organization is looking to host a concert, all artists and audience type (ex. NU only, NU +1) must be approved by the Campus Operations and Student Services teams. The committee reserves the right to alter or not approve your plan. Please contact your Student Services/Student Affairs department at least 10 weeks before your event date to begin this process.

Contest, Pageants, and Date Auctions

Auctions are NOT permitted. All identities must be eligible to participate in contests and pageant type events. Winners are to be selected by a panel of judges during the event. Please be in contact with your Student Services/Student Affairs department at least 10 weeks in advance for further planning.

EVENT CONSIDERATIONS

Accessibility at Events

Student Services/Student Affairs is committed to providing accessibility at campus events. The following points will assist you in planning events from

the outset that are accessible and welcoming to participants. There is no fee for student organizations to have accessibility services at events.

When Planning Inclusive and Accessible Events

Venues: Events must take place in wheelchair-accessible locations, which include step-free paths of travel and public elevators if held on higher floors. Room set-up should include spaces and tables that allow for wheelchair access. Rooms with movable furniture are preferable to follow for flexibility in seating. Keep sight-lines from seating areas to stage, podium or front of room in mind. Be aware of obscured views.

Virtual Programs: We recommend using online platforms that support multiple accessibility features such as live captioning, closed captioning, screen reader support, magnifier/zoom in and out features, auto translation, etc.

Marketing Materials: Student Interest Groups should provide the information about accessibility on all marketing materials to allow attendees to request accommodations. Below is a sample statement to use in your marketing:

>> “If you require disability-related accommodations to participate in this event, please contact [insert student organization contact here] at least 2 weeks in advance of the event.”

Communication Access: Communication Access Sign Language Interpreting and Real-Time Captioning (CART) enables Deaf and Hard of Hearing participants to follow lectures, presentations, videos and other auditory aspects of events. If an attendee contacts you requesting this accommodation, please submit a [Request for Communication Access on the Disability Resource Center \(DRC\)](#) website no less than 2 weeks before the event date. DRC staff will follow-up with you concerning event details. The DRC cannot guarantee that an interpreter or CART provider will be available without a minimum of 2 weeks’ notice.

Plan for adequate venue lighting and sightlines for audience members. Reserve seating for Deaf and Hard of Hearing attendees to be able to see Sign Language Interpreters on stage or at the front of the room.

Providing Accommodations to Students with Disabilities: All student organizations must be open and accessible to all. If a student is interested in your organization and you become aware that the student has a disability and

you are unsure how to make your meetings/organization accessible, please contact the [Disability Resource Center](#) at (617) 373-2675 for recommendations. Here are some suggested tips:

- If you are aware of any students who are deaf or hard of hearing, arrange for an ASL interpreter. Fill-out the [Interpreter/CART Request – Events Form, here on the DRC website.](#)
- Raise your hand to indicate your intentions to speak. This informs ALL participants of who is speaking. When several people raise their hands simultaneously, it is up to the chairperson to recognize each one and determine in what order they will be called on to speak. Always use a microphone when available.
- Participants must speak one at a time. Participants should speak directly to the group and avoid speaking to the interpreter. It is impossible for interpreters to convey multiple conversations and it is often confusing to understand.

Before the meeting, provide all participants with the agenda and all printed material so that attendees using an interpreter are not forced to attempt to read handouts and watch an interpreted discussion at the same time.

Additionally, be prepared to create large print (16 pt. font) materials for those who are visually impaired.

Attendance

The Student Services/ Student Affairs Team, in partnership with Northeastern Police and Campus Operations will determine the attendance policy on a case by case basis. A non-Northeastern student (+1) guest for each Northeastern student may be welcome for a campus event. However, please note that attendance at certain events by non-students may be limited so that Northeastern students are not restricted in their use of the building or involvement in the event. Additionally, due to risk and safety concerns, Student Services/Student Affairs and or Northeastern reserves the right to make an event NU only. Student Services/Student Affairs and or Northeastern also reserves the right to determine if your event is eligible for a guest list. Under special circumstances, the general public may be permitted to attend an event. If your student organization is planning an event in which you wish to invite the public, you must gain approval from your Campus Operations Team at least 6 weeks prior to your event.

Regardless of admission criteria, publicity and advertisement of student organization-sponsored events is restricted to campus venues. Advertising in off-campus and/or community media is prohibited. It is important for your group to consider the impact of your Facebook and other web-based publicity and to be clear about admission criteria in all of these areas. You must specify clearly on your advertising materials if your event is limited to only Northeastern students or if guests are welcome. You should also remind performers of these restrictions as well, so they do not provide incorrect or inaccurate information on their social media.

Events Requiring Police Details

Campus Operations will inform NUPD of in-person events being planned by student organizations. Additional security det

Additional Security

Depending on the location, size, and nature of your event, NUPD may assess that your event needs additional security. If your event meets any of the below criteria, you should plan for an additional fee in your organization's budget planning.

- The event will be designated as a NU +1 event for attendees
- The event is perceived, or reported information suggests there will be an increased security risk

>> If you are not sure about the safety or security needs for your event, please consult with your Operations Team.

Events that may Require Permits

Various events on campus, whether indoors or outdoors, may require a City of Vancouver permit that would come at a cost to your organization. To determine if your event will require a permit and to obtain a quote, please work with your Student Services/Student Affairs department.

Event Components that Often Require Permits:

- Carnival Rentals (inflatables)
- Amplified Sound Outdoors (DJ's, etc.)
- Races (color runs, 5ks, etc.)
- Tents

- Events with Alcohol
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Risk Associated Activities

To ensure the safety of your organization's activities, the [Office of Risk Services](#) requires that facilities and service providers have an adequate amount of liability insurance. The following guidelines have been developed to assist Student Interest Groups in planning social programs and ensuring the safety of those events.

Activities that may result in serious injury will require higher or additional insurance, or may not be approved by the University. All activities will be reviewed on a case-by-case basis. Some activities will be investigated, as well as the companies involved and the response of other universities to the activity. The decision will be made based upon Northeastern's tolerance for risk. Potentially dangerous activities that require risk review must be discussed at least 6 weeks in advance to allow for proper vetting and review.

Dangerous Activities: To ensure the safety of those in our community, your events must be approved through the Student Services/Student Affairs department. After careful consideration of all the risks and measures that are taken to guard against those risks, an event or activity may or may not be approved. The following is a list of activities that will NOT be permitted:

- Bungee jumping
 - Mechanical bulls (or other activities that risk neck/spinal injuries)
 - Skydiving
 - Spelunking
 - Scuba diving (with the exception of approved activities)
 - Ice climbing
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Programs with Minors

The University is committed to promoting a safe environment for all guests on our campus, including those under the age of 18. [The Office of Risk Services](#) has created guidelines to track activities involving minors and has provided educational materials to ensure the safety of minors at events on and off-campus.

To promote the safety of minors participating in activities at or sponsored by Northeastern University, all programs must abide by Northeastern University's Minors Policy, in addition to any applicable federal, state, or local

law. Please read the entire Northeastern University's Minors Policy by visiting [Northeastern University's Policy website](#).

Chaperones

Chaperones are representatives of Northeastern University that may be required at your organization's event(s). Chaperones are generally full-time Northeastern faculty or staff, but the role may be filled by other representatives as approved by your Student Services/Student Affairs department. It is the responsibility of your Student Interest Group to recruit any required chaperones. If you have concerns about this recruitment process, please consult your Student Services/Student Affairs department for guidance. Student Services/Student Affairs may waive the requirement for chaperones at their discretion.

Chaperones will typically be required at, but are not limited to, the following types of events:

- Overnight stays or international travel
- Large-scale performances, dances, or events open to the public
- Events that involve renting an outside facility, or take place at an off-campus venue
- Programs with the potential for increased risks

Chaperone responsibilities may include, but are not limited to the following:

- Maintain contact with Northeastern in case of an emergency
- [Emergency Contact Card](#)
 - Provide guidance to students regarding the Northeastern Student Code of Conduct
 - Help resolve conflict(s)
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Waivers

Waivers may be required for some events. Please check with your Student Services/Student Affairs department for details.

Solicitation

The Center for Student Involvement defines solicitation as a student

organization contacting an outside vendor or an outside vendor contacting a student organization for the purpose of:

- Selling or promoting products or services on-campus without prior permission from University officials
- Compiling data for surveys, programs, or other purposes
- Distributing/advertising promotional materials
- Recruitment of members or support for an outside organization or cause
- Providing educational information sessions for jobs, co-op, fair, etc. (exclusive of formal University of Northeastern academic classes)

NORTHEASTERN IS NOT A MARKETPLACE. SALES OR SOLICITATIONS BY ANY OUTSIDE VENDOR OF ANY KIND ARE PROHIBITED WITHOUT WRITTEN PERMISSION FROM DESIGNATED OFFICIALS OF THE UNIVERSITY. To comply with federal and provincial/state laws regarding not-for-profit corporations, Northeastern must regulate the amount of commercial activity permitted on campus. The campus shall include the physical campus and extensions of the physical campus, such as Northeastern's website or event hosted by Northeastern students or Student Interest Groups.

>> Example of one type of solicitation: Your organization is approached by a local food vendor who would like to come to campus to sell their product and promote their new business. They want your organization to help them get space and assist with their marketing and promotion by advertising on campus.

>This type of solicitation is not permitted. Please consult with your Student Services/Student Affairs department for any and all requests of this nature.

MISCELLANEOUS

Invitations to Senior Northeastern Officials

If you are considering inviting President Aoun or any other senior Northeastern official to your event, you must contact your Student Services/Student Affairs department. Invitations must be routed through proper channels for consideration.

FOOD + ALCOHOL

Food at Events

In ALL cases where food is served at an event, it will be the responsibility of the Student Interest Group to clean up the reserved space immediately after the event, dispose of any trash (remove it from the room), and clean off all table space. The event room must be left in the condition it was found. Failure to clean up the area could result in charges assessed to the organization and/or a loss of room usage privileges for a period of time.

REFRESHMENTS: Items such as soda, chips and cookies, that are non-perishable and do not require heating or cooling. *May be used for events with 100 people or less OR organizations members ONLY*

PIZZA/SANDWICHES/TAKEOUT: Off-campus deliveries to campus for an organization meeting. *May be used for events with 50 people or less OR organizations members ONLY*

POTLUCK: Organization members bring a prepared food item to share with the group. *May be used for events with 50 people or less OR organizations members ONLY*

Alcohol at Events

Meet with your Student Services/Student Affairs and Campus Operations departments to discuss the policies for events at which alcoholic beverages might be served. Approval and special considerations are at the direction of Northeastern and the Campus.

Additional Guidelines

Restrictions:

- Commercial distribution, promotion, and giveaways of alcohol and related products are prohibited
- Alcohol cannot be provided as an award or prize
- Funding or sponsorship by the manufacturers, distributors, or sellers of alcohol are prohibited

- Alcohol is prohibited when underage Northeastern Students are in attendance.

Off-Campus Events with Alcohol:

Any event sponsored by a student organization places responsibility on Northeastern as well as the organization. Therefore, events held off-campus that involve alcohol require careful planning, approval and strict regulation for your protection. Northeastern requires that each individual organization be protected from legal liability for the serving of alcohol. All organizations must use off-campus facilities and vendors that hold and accept liquor liability. Many local hotels, clubs, and harbor cruise companies meet these standards. Contact your Student Services and Campus Operations Teams for guidance or questions.

In addition to the preceding guidelines and general guidelines for events with alcohol, the following procedures apply to all off-campus student organization events at which alcohol will be served:

- A third-party vendor (hotel, night club, etc.) must be contracted
- All third-party vendors must sign a Northeastern contract detailing the alcohol service, adequate liquor liability coverage, and liability related to the serving of alcohol is placed on the vendor (this contract must be reviewed by the Office of the General Counsel prior to contracting for services)
- Alcoholic beverages may only be brought into or removed from an event by vendor personnel

DEMONSTRATIONS

- The University supports faculty, staff and students in the peaceful and orderly expression of views, whether in support or protest, related to issues, action, events or opinions about which there may be disagreement. This policy protects those members of the University community who are demonstrating, as well as the rights of others to study and work without unreasonable disruption. This policy applies to demonstrations on University property or in connection with University events, and applies to all University faculty, staff, students, vendors, volunteers and visitors. Any student organization seeking to demonstrate on University property or in connection with a University

event must comply with this policy, as well as the procedures contained in this guide.

Registration of Space, Attendees, Other Permissions

Contact your Student Services/Student Affairs if your Student Interest Group intends to hold a demonstration. Student Interest Groups must formally reserve a space through the Student Services/Student Affairs department prior to your event. Once your space has been confirmed, you must complete an Event Registration Request on Engage using your reservation information (date, time, location, etc.). Once that request is received, your Student Services/Student Affairs department will make arrangements for a meeting to discuss the event and assist you in applying for a demonstration permit.

- *Note:* Receiving a permit will ensure that your event does not interfere with any academic or administrative elements of the University. PERMITS WILL BE GIVEN IN HARD-COPY TO THE ORGANIZER OF THE EVENT WHICH MUST BE PRESENT AND AVAILABLE TO SHOW UPON REQUEST OF A UNIVERSITY OR CITY OFFICIAL.
- No person or organization shall hold, cause or permit to hold a demonstration on University property or in connection with a University event unless all necessary reservations of space and permissions from the Student Services/Student Affairs department have been obtained prior to the demonstration. Such requests for reservations and permissions shall be considered by the Student Services/Student Affairs department consistent with this policy, as well as procedures generally applicable to the planning of University and on-campus events. Only University faculty, staff and students are permitted to apply for and/or participate in a demonstration.

Expectations for Demonstrations and Attendees

Any approved demonstration must be conducted in a manner that is peaceful, orderly and consistent with [University Policy and Code of Conduct](#), and applicable laws. Demonstrations must not block corridors or entrances or otherwise disrupt University business. Demonstrations must not be conducted in faculty or administrative offices, classrooms, libraries, or study areas. Moving picket lines are prohibited.

- Only University faculty, staff and students are permitted to participate in demonstrations. Any person participating in a demonstration other than a University faculty, staff or student will be considered a trespasser and may be required to leave University property.
 - All persons participating in a demonstration must comply with the reasonable instructions of University personnel, whether made prior to or during a demonstration.
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Violations

The University may, in its discretion, take appropriate action, up to and including requiring the immediate cessation of a demonstration, if a demonstration at any time fails to comply with this policy. Any person or groups who commits a violation of this policy may be subject to discipline consistent with applicable University policy and procedures.

TRAVEL

Organizations not abiding by the policies set below may assume personal liability for any and all damages or injuries that result. This section is applicable and must be completed for all types of travel.

Domestic Travel

One member of your organization must complete the following:

- Student organizations planning trips outside the City must Register their travel plans with the Campus/University.
- All student organizations traveling must appoint a student trip leader. This trip leader must be on the organization's executive board and communicate with Student Services before the date of the trip.

Each attendee of your trip must complete the following:

- For non-ticketed events, a Program Release form must be signed by each participant
- Each student driver (if applicable) is required to complete the **Driver Agreement Form** on Engage

If the organization's travel is outside of their Campus City, each student taking part in the trip must complete "myTravel Plans" via the myNortheastern portal prior to departure. Failure to have a completed entry in "myTravel

Plans” is considered to be in violation of the “General Expectations” section of the Student Code of Conduct.

Types of Travel

Schedule a meeting with your Student Services team to discuss the below options before making any arrangements.

RENTAL VEHICLE: Students are permitted to reserve rental vehicles for the purpose of travel as it relates to student organization business. However, 15-passenger vans are prohibited.

- All liability will be the responsibility of the traveler and vehicles cannot be reserved under the name of “Northeastern University”
- Vehicle rentals cannot be direct billed to a student organization account, nor can it be paid for in advance
- All vehicle rentals must be paid for by an individual and then reimbursed upon completion of the trip
- The rental contract, clearly indicating the total amount paid, should be submitted to Student Services
- Student organizations are strongly encouraged to purchase collision damage waiver insurance

AIR TRAVEL: Organizations are **REQUIRED** to meet with a member of Student Services member before reserving flights to discuss the process and arrange payment. Expedia is the preferred airfare reservation vendor at Northeastern.

INTERNATIONAL TRAVEL: Northeastern University partners with an external vendor to provide travel and country information, education and awareness, and incident response to University international travelers while traveling on University business. These travel services work in conjunction with

Northeastern’s safety and security, risk management and international travel programs. When you travel on a University sponsored program, you will have access to many resources ranging from medical referrals to lost passport assistance. Meet with your Student Services team to get the full list of services.

More international travel information can be found on [Northeastern’s International Travel website](#) as well as the [Northeastern Global Experience Office website](#).

MARKETING

You are responsible for knowing and abiding by all campus publicity rules and regulations. All marketing must be approved by Student Services/Student Affairs team prior to advertising or printing any marketing materials. Events sponsored by Northeastern student organizations may not be publicized to the general public or off-campus unless special permission has been granted by Northeastern.

Content

All publicity must include Who, What, Where, and When, including:

- Name of the sponsoring student organization and group email address
- Date & time of event
- Location of event & rain location and/or date (if applicable)
- Admission policy and restrictions
- Ticket prices (if applicable)

All publicity must be written in English. Additional languages may be used in the title as long as an English translation or description is included.

Consumption of alcoholic beverages may not be the focus of any promotional materials. There cannot be any suggestion of alcohol abuse in any form of publicity. If your event includes alcohol, publicity must follow the guidelines specified by the Alcohol Policy. See the Events with Alcohol section for more information.

Advertising must conform to the Northeastern University Code of Student Conduct and avoid demeaning or discriminatory portrayals of individuals or groups.

You cannot advertise for solicitors, such as Red Bull or other vendor giveaways without prior permission from the Student Services/Student Affairs department.

Please include language similar to the following for folks to request Accessibility Services:

>> If you require disability-related accommodations to participate in this event, please contact [insert your student organization contact here] at least 2 weeks in advance of the event.

If funded or sponsored by the Campus, promotional materials must display the Northeastern logo.

Northeastern Branding

Student organization logos, and any product containing branding **MUST BE APPROVED** by Student Services. Student organizations **MAY NOT** use, in whole or in part, the official Northeastern logo, wordmark, seal, or stationary; nor logos or elements from Athletics and/or Alumni Relations. The usage of “NU” is not permitted. Existing logos are subject to review and may be asked to have updated with current policies.

Note: Logos **MAY NOT** resemble companies such as Nike, to avoid potential legal issues we recommend researching existing logos. If you have concerns regarding your logo contact your CSI Program Manager.

Timeline

Any contract(s) related to your program must be completed and signed by both Northeastern and the performer/agent **BEFORE** any publicity can begin. Please be aware of any restrictions on publicity imposed by the artist, agent, or organizing committee. Material may be displayed as early as 2 weeks in advance of the actual event date. Any post-date, non-Northeastern affiliated or non-compliant material will be removed/not posted.

Locations

Fliers and posters can only be hung in the officially designated areas (please check with Campus operations for further guidelines).

Publication Distribution

Student organizations that wish to distribute material (newspapers, articles, magazines, books, etc.) must obtain approval to distribution consistent with the terms of the Sales and Solicitations Policy. Contact Student Services if you have any questions.

Sponsors of approved materials are responsible for the removal and disposal of surplus and/or outdated publications. Failure to timely remove outdated

approved publications will be considered littering and may result in the assessment of disposal charges, disciplinary action, and/or legal action. Failure to follow guidelines in this policy including, but not limited to, unauthorized posting or distribution, may result in disciplinary action and/or other legal action.