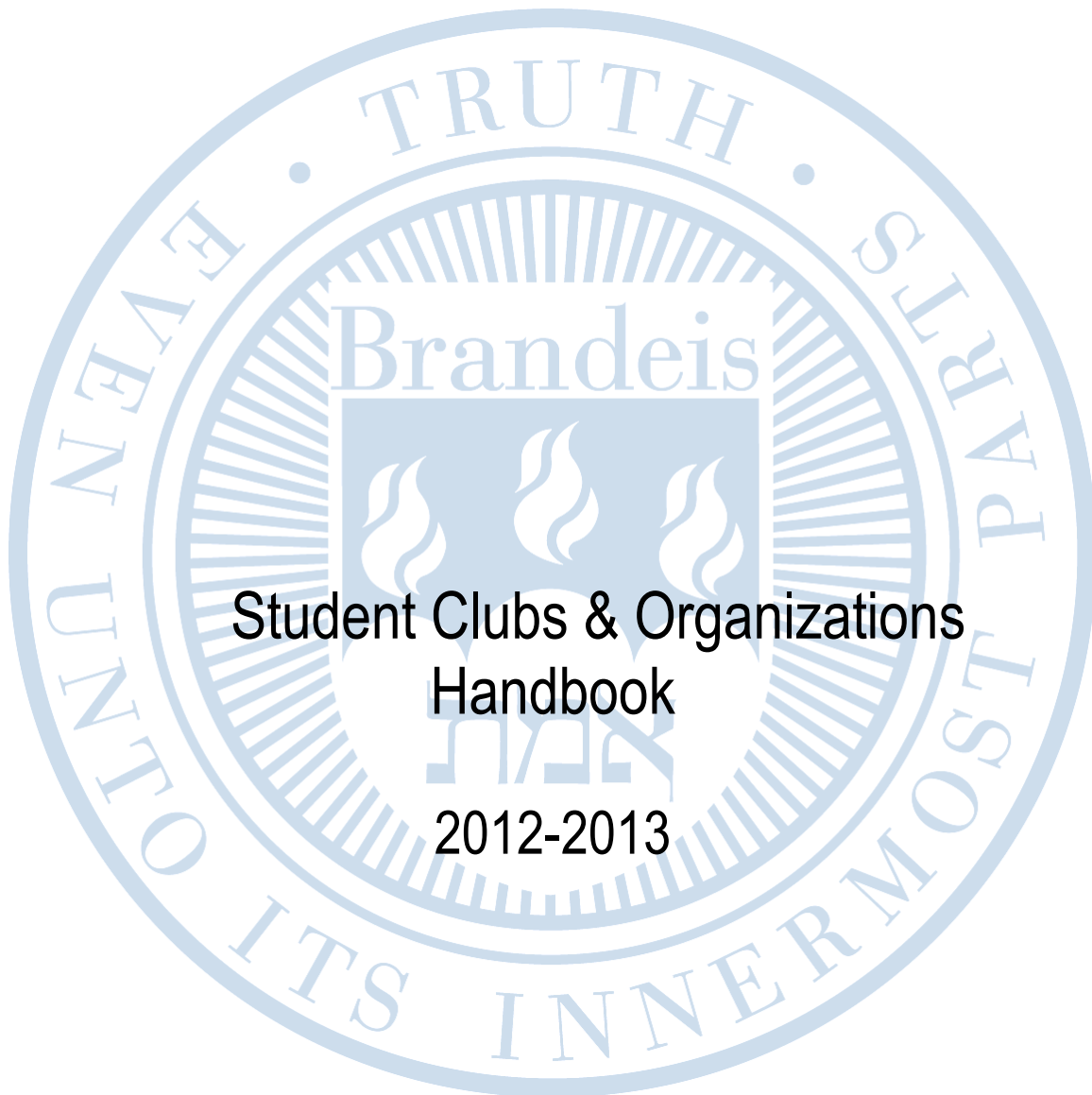




# Brandeis University

INTERNATIONAL BUSINESS SCHOOL



## Student Clubs & Organizations Handbook

2012-2013

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## Overview

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The Office of Administration and Student Services works to provide the information and resources necessary to advise and assist graduate student clubs and organizations with programming and events. The office serves as a liaison between student clubs and the administration.

There are 23 clubs and organizations at IBS, representing several categories:

- Student Government
- Professional
- Academic
- Cultural
- Social
- Athletic
- Special Interest

The purpose of this handbook is to assist in guiding you through a successful club experience during your time at the IBS. Please visit the Office of Administration and Student Services with any questions or concerns. Or, contact Pam Frontino ([frontino@brandeis.edu](mailto:frontino@brandeis.edu)).

## **IBS Student Clubs and Organizations**

IBS currently has 23 active clubs and organizations focusing on business, cultural awareness and other special interests.

### **1. International Business School Student Association (IBSSA)**

President: Marcos Sandler

Co-Vice Presidents: Chenfei Guo and Naiya Khushalani

Communications Officer: Agata Amorim

Treasurer: Aamir Malkani

The IBS Student Association (IBSSA) acts as the student government, and represents student interests to the IBS administration. The IBS Student Association shall:

- Provide a platform for the discussion of issues of student concern and act as the instrument by which student interests may be voiced to the administration and faculty of the academic programs at IBS.
- Enrich the graduate experience by providing organized student-centered programs, activities, services and involvement opportunities which celebrate diversity, promote awareness and foster leadership, civic engagement and student development.
- Support, as an umbrella organization, other student-run recognized organizations and clubs within IBS.
- Represent the interests of all members of IBS rather than any particular organization therein.

### **2. African Business Club**

President: Agata Amorim

Club Advisor: Benjamin Gomes-Casseres

Mission Statement: To raise awareness and understanding of the economic and political climate on the African continent, and promote interest in the emerging markets developing in the region.

### **3. Analysis Tools Club**

President: Xinyi Zhang

Club Advisor: Robert Carver

Mission Statement: Works with a variety of analysis tools, such as Access, Matlab, Stata, SPSS, etc. Also provides regular advanced Excel Skills workshops based on the needs of IBS students.

### **4. Asian Business Association**

President: Arti Toshniwal

Club Advisor: Peter Petri

Mission Statement: To enhance learning about the emerging economy of Asia.

### **5. Association for Latino Professionals in Finance and Accounting (ALPFA)**

President: Jaime Saleta

Club Advisor: Alessandra Rober Christensen  
Mission Statement: Promotes cultural awareness of the Latin culture, while offering a network for Latin students regarding professional and academic opportunities.

**6. Biomedic Business Club**

President: Svetlana Kats  
Club Advisor: TBD

**7. Brandeis Consulting Club**

Co-Presidents: Archana KC and Natalia Sycheva  
Club Advisor: Katherine Prum  
Mission Statement: Dedicated to supporting the professional development of Brandeis IBS students interested in consulting careers.

**8. Chinese Student and Scholars Association**

President: Shangchao Yuan  
Club Advisor: Gary Jefferson  
Mission Statement: To organize, promote and conduct traditional cultural activities. Create a network for students interested in careers and opportunities in China.

**9. Global Markets Investment Club**

Co-Presidents: Miles Barnett and Kimberly Myers  
Advisor: Daniel Bergstresser  
Mission Statement: Develops members' investment knowledge and skill. For first year members, GMIC provides the chance to gain first-hand investment and market knowledge. For students with more experience, participation in GMIC activities offers a hands-on opportunity to apply the information and concepts covered in IBS classes.

**10. Golf Club**

President: TBD  
Club Advisor: Matthew Rocker  
Mission Statement: This club is meant to let all skill level players learn/practice the game of golf.

**11. IBS Football (Soccer)**

President: Carlo Franke  
Club Advisor: Matthew Rocker  
Mission Statement: The purpose of the club is to give the possibility to students that are interested in football (soccer) to play it easily.

**12. IBS Squash Club**

President: Abhay Mirza  
Club Advisor: Matthew Rocker

Mission Statement: To help create unity and give people a release of study pressures by playing squash.

**13. International Business Women Club**

Co-Presidents: Yuelou Jiang and Suzanne Schwartz

Club Advisor: Katherine Prum

Mission Statement: Focus on professional development, assessing career opportunities, and providing a platform for fostering lasting relationships among women at IBS.

**14. International Marketing Club**

Co-Presidents: Anna O'Leary and Erica Eckman

Club Advisor: Grace Zimmerman

Mission Statement: This club seeks to become a platform for professional growth to students with passion for marketing.

**15. Jewish Business Student Association**

President: Svetlana Kats

Advisor: Grace Zimmerman

**16. Latin Club**

President: Jaime Saleta

Advisor: Alfonso Canella

Mission Statement: A network for students from Latin countries, and those interested in learning more about the Latin culture, promoting cultural understanding throughout the student body.

**17. National Association for Business Economics (NABE)**

Co-Presidents: Anna Kovalenko and Wendy Xu

Advisor: Catherine Mann

Mission Statement: To provide leadership in the use and understanding of economics.

**18. National Society for Hispanic MBAs (NSHMBA)**

President: Tarae Griffin

Club Advisor: Viola Morse

Mission Statement: Fostering Hispanic leadership through graduate management education and professional development in order to improve society.

**19. Net Impact**

Co-Presidents: Natalia Sycheva and Mitt Koroteyew

Club Advisor: Warren Leon

Mission Statement: To use business skills to work for good throughout every sector, showing the world that it's possible to make a net impact that benefits not just the bottom line, but people and planet too.



## **20. Photography Club**

President: Wentao Zhu  
Club Advisor: Christopher Johnson  
Mission Statement: Provides opportunity for all levels: for students interested in learning the basics of photography, or for those who would like to fine-tune their skills.

## **21. Real Estate Club**

President: Menglan Qiu  
Advisor: Edward Chazen  
Mission Statement: For students interested in direct exposure to the Real Estate field and career opportunities.

## **22. Taiwanese Student Association**

President: Raymond Sun  
Advisor: TBD  
Mission Statement: To raise awareness of business possibilities and cultural traditions of Taiwan.

## **23. Technology and Innovation Management Club (TIMC)**

President: Raja Roy  
Advisor: Preeta Banarjee  
Mission Statement: To explore the opportunities for business students in the technology industry.

## **Services available to Clubs and Organizations**

### **Office of Administration and Student Services**

The Office of Administration and Student Services is located at Sachar 121A. Please contact Pam Frontino ([frontino@brandeis.edu](mailto:frontino@brandeis.edu)) with any club-related questions or to receive information.

### **Forms**

Event Request forms and Club Funding Request forms can be found on the rack in front of Student Services and online ([http://www.brandeis.edu/global/current/student\\_life/student\\_clubs.html](http://www.brandeis.edu/global/current/student_life/student_clubs.html)).

### **Using the Brandeis International Business School Name & Identity**

All IBS clubs should use the Brandeis and IBS name and logo in their information and on any brochures, posters or marketing materials. It is important for the school to convey its brand identity in a manner that is easily recognizable as being a part of Brandeis University, in addition to being a unique entity with a distinct logo and graphic style. The Brandeis IBS logos reinforce the IBS brand character and are the primary identifiers of IBS. They should be used prominently on all communications.

Students planning events exclusively for the IBS community (usually smaller events) are not required to use the logo on posters and advertising materials. Events that are open to the Brandeis community, and/or the general public require the use of the IBS logo on any advertising materials (including posters and fliers). If you have questions or need clarification about which event posters require the official IBS logo or seal, please contact Student Services.

It is important to reference the school name correctly and to use the approved logos consistently. Artwork and master templates can be obtained by contacting Student Services.

### **Web Space**

Web space is available to each club at IBS. Student Services maintains a web page for each club with basic information, including club name, leadership, mission, event list, etc. This page can be updated and changed easily. Clubs are encouraged to create a Facebook page to post up-to-date information regarding events and news about the club.

## **Establishing a Club or Organization**

Students interested in developing a new club must follow a set of procedures in order to officially establish the club. The first steps include 1). a written proposal and 2). a short presentation to the IBS Student Association board and representatives from Student Services.



### Steps and Guidelines

No official format is required for either the written proposal or the presentation, but students must answer the following questions:

- a. Name of proposed club
- b. What: Club mission
- c. Why: General purpose of club and how it would contribute to IBS
- d. Who: What type of student would this club be targeted toward?
- e. Proposed activities/events—students must provide specific details
- f. Plan for meetings
- g. Proposed faculty or staff advisor, including:
  - Explanation of why this person would be chosen
  - Has this person been approached yet?
- h. Will the club be affiliated with any other Brandeis club (graduate or undergraduate) or any academic/administrative departments?
- i. Will the club be affiliated with any state, regional or national organization?

Once the club is approved:

1. Leaders will work with Student Services to create a charter (see appendix I for charter guidelines).
2. Sign the “Massachusetts Act Prohibiting the Practice of Hazing (chapter 269 of the General Laws)”. (See appendix II).
3. New clubs will be given a probationary status which will last one academic year. During that time, the club will be expected to establish itself as being essential to the IBS community.

### Budgeting and Resources

Club budgets are set by a needs-based amount assignment, rather than one standard amount for every club. This is due to the fact that many of our clubs function differently, serve different purposes, have varying numbers of participating members, etc.

Each club is required to submit a detailed budget for proposed events and activities throughout the semester. Any additional or larger events will need approval. Anything not outlined in the original budget will need to be proposed to and accepted by Student Services.

Each club will be allotted \$300 per semester and any additional funds needed must be requested and approved by Student Services. The Club Funding Request Form will be used here- to detail the purpose of the event, intended audience, a breakdown of costs, etc. The form will require approval and a signature from Student Services staff. It is suggested that the base budget be used for meeting expenses, marketing material costs and other general expenses. Additional funding can be requested for large events or off-campus activity.

### **What is /is not covered by the club budget?**

*A club may use its budget for the following:*

- Publicity for events (including cost of printing, posters, etc.)
- Entrance fees for academic conferences (career-related conferences should be paid for by Career Services)
- Refreshments at meetings
- Stationery or other supplies for meetings or club purposes

*A club budget should not be used for:*

- Speaker payment (any speaker honoraria must receive prior approval from Student Services)
- Alcohol
- Gifts for club members (gifts for speakers are handled by Student Services)
- Under normal circumstances, transportation to and from events are not covered
- Parking expenses
- Any other non-club related activities

### Reimbursements

Reimbursement is provided for approved expenditures your club incurs in the course of its activities. All reimbursement requests must be submitted to Student Services within 30 days of the associated event. Original copies of receipts must be provided for any expenditure the club would like reimbursed. Alcohol and illegal substances are not reimbursable (please see above for the list of what is and is not able to be reimbursed). Please submit all receipts to Pam Frontino at Student Services.

Any expense under \$100 is reimbursable directly through the Accounts Payable Office located at 60 Turner St. It is suggested that students take Brandeis ID along with associated paperwork when going to Accounts Payable. Expenses above \$100 will be reimbursed in check form, and it may take up to three weeks (or more) for the check to be processed. These payments will require the signature of the person incurring the expense. Any questions may be directed to Pam Frontino in Student Services.

No retroactive reimbursements are approved. All expenses must receive prior approval (see above). If you have not received prior approval, you will not be issued a reimbursement.

When in doubt, **ASK FIRST**.

### Technology & Equipment

Audio-Visual Equipment needed for events held at IBS may be requested through Student Services, which will then make a request to the IBS Technology Office. Traditionally there is no cost associated with these requests. Please keep in mind that in order to request equipment or technology, your club **MUST** have completed and handed in all appropriate club paperwork (Event Request Form, budget, etc.). The Technology Office requires a minimum one week notice for requests.

Equipment is provided for on-campus events only and may not be removed from IBS. The student group is responsible for the set-up and break-down of all equipment used during the event/activity. Training is available through Technology Services for any unfamiliar equipment.

#### Custodial Coverage

General events and activities held at IBS do not require special custodial and security coverage. If you expect **50+ people** to attend a club event, please notify Student Services to request additional coverage.

#### Refreshments

Student groups are permitted to use off-campus catering groups and delivery services for their various events. You are also welcome to utilize Aramark, the university's on-campus catering service. If you would like to use Aramark, please contact Student Services. IBS policy does not allow for any alcohol to be purchased or served during on-campus, club-sponsored events.

#### Contracts

All contractual agreements entered into by Brandeis clubs, organizations, or departments must be approved and signed by the University Treasurer. Please work with Pam Frontino or Viola Morse in completing any associated procedures or paperwork.

#### Tax Forms

Individuals providing services to campus clubs, such as consultants, speakers, coaches or instructors, are required to fill out and submit a W-9 form in order to be paid. Copies of this form are available at Student Services. Please work with Student Services in dealing with these service providers.

To take advantage of the University's tax-exempt status, Student Services will work with the Procurement Department and the University Treasurer to fax the university's tax exempt certificate to a vendor from which the organization is purchasing goods or services.

### Programming

#### Meetings

Meetings are an important part of the structure of any club. Clubs are not required to fill out an Event Request form for general meetings. Student Services will assist in booking meeting room space and providing additional advice as needed. It is recommended that club leaders set a regular meeting schedule. This allows for long-term planning as well as reduced confusion when communicating with members.

Due to space constraints, we are unable to guarantee meeting space, and therefore suggest that meeting space be requested as soon as possible, and at least 5 days in advance.

### Delegation

Clubs at IBS are structured in varying formats. Many have a formal structure and include a President, Vice President, Treasurer, etc; yet some have a more informal structure, rotating these positions depending on need and event. Using more than one leader (co-presidents) is suggested and encouraged. Student Services can help with any organizational needs.

### Transitions

Involving new members early is critical to a smooth transition process. The transition process is one that is often overlooked by club leaders and representatives. A key to guaranteeing a successful transition is to make sure that incoming members are made aware of their responsibilities early on. Their involvement is a key to eventually holding an office or position. Student Services suggests that by the beginning of the second semester, club leaders have identified first year students who would potentially be good leaders for the following year.

Topics that outgoing and incoming officers may want to discuss include:

- A historical perspective of the organization as well as a review of the organization structure.
- Documents such as the charter, job descriptions and policies and procedures.
- Previous year's goals, projects and activities describing both successes and failures and necessary resources that were needed to lead the organization.
- Review financial procedures and discuss the summary/projection of the budget.

It is also important to recruit and encourage first year students to get involved early so that they can learn from and about the leadership roles in their second years. Leadership transition is a method to maintaining organizational productivity by having experienced representatives assist in the training and sharing of information with peers who will assume the leadership in the coming year.

### Reserving space at IBS

Student Services coordinates all room reservations for student locations and organizations at IBS. Club members may contact Pam Frontino ([frontino@brandeis.edu](mailto:frontino@brandeis.edu)) to reserve a room. We request a two week lead time for best assurance of receiving the space you need.

Space is very limited at IBS, but there are several facilities which clubs may utilize for meetings and events. We have three conference rooms available:

- Sachar 115 (across from Student Services)
- The Alumni Common Room (ACR) (next to World Court)
- The Chancellor's Suite (next to the technology office)

In addition, there are four classrooms that also may be reserved through Student Services and

utilized for larger events and activities. All reservations in classrooms must be approved by the University Registrar, so at least two weeks advance notice is required. Classrooms include:

- Lemberg 54
- Lemberg 55
- Lee Hall
- International Hall

On some occasions, clubs may also use the World Court area or Dean's Conference Room for activities by reserving the area through Student Services.

To reserve a room, club leaders must complete an Event Request Form and submit it to Pam Frontino ([frontino@brandeis.edu](mailto:frontino@brandeis.edu)) at least 2 weeks prior to the event or meeting. Priority is given to classes, faculty and staff.

#### Campus space

In addition to space at IBS, there are many on-campus locations that exist which may be ideal for your event. To reserve space on campus, visit the Conference and Event Website at <http://www.brandeis.edu/ces/communityevents/studentevents/index.html>.

### **Event Planning**

Event planning at IBS can be a challenge due to the high volume of clubs and interest. This section will help establish a timeline, provide publicity ideas and provide other resources that will help make your event successful.

At the start of each semester, clubs are required to submit a budget plan, as well as a list of proposed events. The list should provide a detailed description of each proposed event, including purpose intended audience and parties involved. Students must do their best to provide as much information as possible at the beginning of the semester. While it is understood that opportunities and ideas arise as the semester/year progresses, for planning purposes, clubs that submit this information at the beginning of each semester will receive priority.

#### Student vs. Staff Responsibilities

Student Responsibilities	Student Services/Staff Responsibilities
<ul style="list-style-type: none"><li>- Planning event/program</li><li>- Complete Event Request Form</li><li>- Budget for event</li><li>- Advertising and recruiting students (creating posters, hanging posters, managing</li></ul>	<ul style="list-style-type: none"><li>- Scheduling/reserving locations</li><li>- Printing brochures/posters</li><li>- Ordering large posters</li><li>- Advertising via weekly IBS newsletter, website, email, to other IBS staff, etc.</li></ul>



Facebook events, etc.) - Inviting outside speakers/guests - Purchasing food/drinks - Setting up/cleaning up refreshments - Moderating - Communicating with any faculty or staff involved in the event - Communicating with students involved in the event - Communicating with club advisor	- Processing reimbursements  <i>For large events:</i> - Purchasing large amounts of food - Assisting in setting up food/refreshments - Creating nametags, programs, etc. - Purchasing prizes (for competitions) - Scheduling event planning meetings - Determining budget
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#### Basic steps for planning an event

This form is mandatory for any event or activity planned, organized or associated with an IBS club. Students must complete the entire form, providing information about costs associated, staff or faculty involvement (to any extent), marketing process and scheduling/space reservation.

Due to the increased volume of activities on the IBS and Student Services calendar, as well as budget constraints, not all requests for events can be guaranteed. Advanced notice (no less than 2 weeks) is appreciated.

#### Easy Steps for a program

1. Evaluate the needs of the audience, facility & performance/speakers.
2. Select top three spaces, dates, and times for the event (consult the academic and IBS calendar for holidays, vacations, and other events).
3. Fill out an Event Request Form
4. Develop a budget.
5. Work with Student Services on the details of your event.
6. Promote your event
  - a. Word of Mouth
  - b. Facebook
  - c. Flyers/Posters
  - d. Promotional items
  - e. Email
  - f. Website
7. Confirm any details with the appropriate constituents.
8. Arrive 30-60 minutes prior to event to make sure that everything is set up correctly.
9. Evaluate your program and follow-up with any outstanding expenditures, thank you's, etc.

#### Promotion

Publicity and promotion of an event are important steps in ensuring the success of the program. Be creative in your publicity strategy. Consider your purpose, audience and budget. There are many inventive methods here at IBS in which you can announce your event.



### *Media Options*

One of the most cost effective methods for advertising your event is through media available for free from IBS. Student Services generates a weekly print and email calendar. Other media options include the media screens in Sachar Lobby and the Lemberg Entrance. Utilization of these screens may be coordinated through Student Services. Students also have access to the Brandeis listservs which may be accessed at [lists.brandeis.edu](http://lists.brandeis.edu). In addition Facebook and [my.brandeis.edu](http://my.brandeis.edu) are both effective and inexpensive methods in which to communicate your event.

### *Posters/Printing*

Another low cost publicity option is posters and fliers. Color fliers on regular paper (8.5" x 11") may be printed at the Student Services office, and clubs may print a limited number of pages for no cost.

11"x17" or 23"x35" posters are an option, but must be specially-ordered through an outside vendor. The cost of the poster will come out of the club budget. These posters do take up space, and are pricey (\$75 each). Posters for specific events cannot be recycled. Therefore, Student Services urges club leaders to be conscientious in their requests and expectations for large posters.

If clubs do receive approval for ordering large posters, it is the responsibility of the club members to submit the design/image. When creating a poster, be sure that the **Resolution = 300 pixels/inch**. We suggest using Photoshop to create any poster. You can change resolution through the "Image Size" tab. View your image clarity by right clicking on an image and viewing it in "Print Size".

Some clubs will opt to create one general large (23"x35") poster that says the club name with no content. This would be used throughout the year to announce events. If you are interested in this option, please contact Pam Frontino ([frontino@brandeis.edu](mailto:frontino@brandeis.edu)).

## Appendix I

Guidelines for IBS Club Charter:

- a) Name
- b) Focus
- c) Goals (fitting with focus)
- d) List any rules for governing the club (including membership, leadership, delegation, etc.)
- e) Method for planning and organizing events
- f) Regular meeting schedule or plan
- g) Rules for amending the charter in the future
- h) Charter must be approved by leaders, members and advisor, as well as Student Services

## Appendix II

### ORGANIZATIONAL ACKNOWLEDGEMENT OF THE HAZING LAW OF THE COMMONWEALTH OF MASSACHUSETTS

I, \_\_\_\_\_, certify that I am the properly  
(Please print name of club leader)

Elected or appointed head of the recognized Brandeis graduate student organization called

\_\_\_\_\_  
(Please print name of organization)

I further certify and acknowledge that I have received the statute of the Commonwealth of Massachusetts (chapter 269, as reproduced in the Rights and Responsibilities handbook 2008-2009) regarding that practice known as hazing.

I further certify that each member of, or application to, the above named organization has received a copy of the Massachusetts statute on hazing.

**I further certify and acknowledge that the above named organization understands and agrees to comply with the provisions of the Massachusetts statute on hazing.**

\_\_\_\_\_  
Club leader signature

\_\_\_\_\_  
Date

## **Massachusetts Act Prohibiting the Practice of Hazing (Chapter 269 of the General Laws)**

*Section 17.* Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

*Section 18.* Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

*Section 19.* Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that the institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

### **University Policy on Fraternities and Sororities**

On May 28, 1988, the Board of Trustees of Brandeis University unanimously approved the following resolution: The Board of Trustees reaffirms University policy of recognizing only those student organizations which are open to all students on the basis of competency or interest. Exclusive or secret societies are inconsistent with the principles of openness to which the University is committed. Therefore, social fraternities and sororities, in particular, are neither recognized nor permitted to hold activities on campus or use University facilities.

Revised March 3, 2006.

### Appendix III:

## IBS Student Club Advisor Agreement

As advisor to the \_\_\_\_\_ Club, I agree to take an active role in advising club leadership and members in the following ways:

- Be available throughout the semester to act as a source of knowledge and answer questions in person, through email, over the phone, etc.
- Be in touch with and communicate with the club president at least once per month.
- Attend one meeting during the semester in order to gain perspective on how the club operates and meet with students/answer questions.
- With the turnover of students toward the end of each semester, I will assist in the club leadership transition process.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

