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Tabling and V-Cash

There are three locations on campus for tabling: the College Center Atriums, College Center Circle, and the walkway outside of the Students' Building (Gordon Commons).

Reservations work on a first come first served basis, and table space is limited at each location to avoid crowding. Groups must set up and tear down their tables each day. Reserve tables through the EMS online reservation system (as you would meeting rooms). No reservations are available on days in which the College Center Atriums are being used for large tabling events such as - but not limited to - Munchie Mondays, Tasty Tuesdays, or Thursdays when the Farmer's Market is in the College Center. Keys to the table room can be checked out at the College Center Info Desk.

Below are the regulations and policies for Tabling

1. Materials/information may *only* be displayed on the tables reserved in the north or south atrium. There are no exceptions.
2. Music must be played at a reasonable volume as not to be disruptive to the rest of the College Center.
3. Only pre-cooked food is allowed for sale in the College Center. Only warming trays are allowed - no electric frying pans, woks, broilers, etc.
4. For any non-Vassar/off campus clients/guests of a student organization - a representative of the organization must accompany the guest while in the College Center and be seated at the table at all times.
5. V-Cash Machines are reserved on a first-come first-served basis via the online reservation system (as you would for the meeting rooms).

Information regarding V-Cash Terminals (7)

V-Cash Machines accept V-Cash only. Machines can only be used

by VSA Student Organizations. Student organizations can log in using their assigned organization's PIN. If a student organization does not have a PIN, please contact the Card Office via email card@vassar.edu or call ext. 3333

All activity for V-Cash sales will be paid monthly.

For lost or misplaced peripherals please contact the Campus Activities office at x5371.

Please note: For security reasons, the Card Office will no longer accept handwritten ID numbers; all IDs must be swiped at the time of purchase. No exceptions will be made.

College Center Installations and Exhibition Policy

Every installation/gallery exhibition must be affiliated with an organization or department and adhere to the guidelines of each respective area. The policies and procedures for installations and exhibitions include any single-day projects that are only affiliated with an event or program.

Guidelines for Installations in the College Center

1. All installations in the College Center must be registered with the Assistant Dean of Campus Activities. To begin the process of having an installation please complete the installation application at rebrand.ly/artexhibitionapp
2. The sponsoring organization/department is responsible for the safety and integrity of the installation as most campus locations have 24 hour access with limited security and oversight. The college is not responsible for stolen or damaged work.
3. Size Limitations: The installation must fit within a 10'x10' perimeter.
4. Durations: three days is the limit for any installation. If left up after three days, the installation will be removed by Facilities Operations and the organization will be charged.
5. Other campus locations may be considered for installations as requested.

Guidelines for Exhibitions in the College Center:

1. An application must be completed and returned to the Assistant Dean of Campus Activities. Applications are located in the SARC Office and Campus Activities Office.
2. Exhibits can be up for a maximum of two weeks.
3. Exhibitions must be installed by a professional, provided by the Office of Campus Activities. They will work with you on the best way to display your work.

Publicity (on-campus/off-campus)

The Office of Communications (located on the second floor of Main Building, Box 9, x7404 or x7690.) writes or approves all press releases and is available to help with the publicity of campus activities and events. Please contact the Office of Communications 5-6 weeks in advance for local publicity of your event, and 8-12 weeks in advance for national publicity.

Event planners must also include the following statement on registration forms for conferences, workshops, or other events that require advance registration.

“Individuals with disabilities requiring accommodations or information on accessibility must contact the Campus Activities Office, (845) 437-5370 (or event planner’s name and contact number).”

Large posters and banners hung from the College Center “bridges” must be approved at the College Center Info Desk. Banners cannot cover the clocks.

Posting Policy

Display areas and bulletin boards provide a space for members of the community to share information about relevant events and opportunities. Postings are permitted on campus bulletin boards in designated areas in academic departments and buildings, residential houses, and the College Center. Postings can be broadly defined as any temporary displays of advertising such as (but not limited to) posters, flyers, signs, quarter sheets, zines, and banners. Postings should be sensitive to our broad campus community made up of students, faculty, staff, alumni, and off-campus community members.

All postings must adhere to the following guidelines:

1. All postings should explicitly serve to promote an event, opportunity, service, or resource. Postings should offer the reader the opportunity to engage or take action related to the event or opportunity. Postings solely made to promote an opinion or point of view will not be stamped or will be removed.
2. The name or email address of the organization or individual responsible and the date of the event. If there is no date related to the posting, the posting must be removed two weeks after the stamp date.
3. Sponsoring organizations or individuals are expected to remove old postings promptly after the date of the event or the date that the posting is to be removed.
4. Postings can only be placed on designated bulletin boards inside a building. Quarter sheets and zines may be placed on table tops if stamped.
5. Postings cannot be placed on the exterior of buildings, on doorways, walls, pillars, or windows.
6. All College Center and Gordon Commons postings must be stamped prior to posting by the Campus Activities office and follow the guidelines listed in the Programming Resource Guide (<https://campusactivities.vassar.edu/docs/PRG.pdf> (PDF)). A total of six (6) postings:
 - four (4) postings are permitted in the College Center, and
 - two (2) postings are permitted in Gordon Commons.
 - Other postings in residential houses and academic buildings must be stamped by the corresponding department and be in compliance with all relevant guidelines outlined in this policy and in the [Residential Life Posting guidelines](#). A total of ten (10) postings are permitted for residential houses
7. No more than two (2) versions of postings advertising the same information may be stamped. Students are encouraged to submit their postings electronically to idesk@vassar.edu two weeks prior to the event to allow the postings to be displayed on the digital signs throughout campus.
8. Hate speech/symbols/images on postings are all strictly prohibited, postings on campus must also adhere to the College's policy against discrimination and harassment (<https://eoaa.vassar.edu/policies/non-discrimination.html>). Additionally, postings that incite violence are not allowed.
9. Postings believed to be in violation of this policy should be brought to the attention of the Associate Dean of the College for Campus Activities for review. The Associate Dean of the College for Campus Activities will hear from a representative from the sponsoring organization/individual and the person bringing forward the complaint and then make a determination. The Associate Dean of the College for Campus Activities may consult with other relevant administrators or may convene the Posting Review Group.

10. If convened, the Posting Review Group may determine that the posting will be removed if it violates this policy or, in an effort to support free speech and the exchange of ideas, the Associate Dean of the College of Campus Activities or the Posting Review Group may instead require the individual or group who displayed that posting to include additional clarifying or explanatory language on the posting, if it is to remain posted. If the membership of the Posting Review Group is unable to come to agreement about whether or not the posting should be removed (either with or without additional clarifying language) or be removed, the decision will be referred to the Dean of the College and Dean of the Faculty, who will make the final decision by consensus.
11. Please be advised that approval of or review of contested postings by the Posting Review Group may take up to two business days.
12. Stamped postings of any kind should not be written on, torn down, or otherwise tampered with to destroy their original purpose.
13. Anyone wishing to erect, attach, or post signs, banners, posters of exceptional size (beyond 11”x17”) or decorations in non-College-Center buildings are responsible for obtaining prior approval from the designated manager of that building or area. Please contact the Campus Activities office if there is a question as to who is the designated manager for a particular building.

Postings that do not meet the policies set forth here or which violate New York State fire codes will be removed and discarded. Violations of this policy that may also violate other College policies will also be referred to the appropriate office for further adjudication. Stamps do not infer that the College endorses the views expressed by the posting but rather that the posting meets the requirements for posting as stated above.

The College accepts no responsibility for items that have been removed and/or discarded. The College acknowledges that a policy of this nature may not anticipate every possible issue that may arise. As a result, the College reserves the right to impose reasonable restrictions and/or requirements concerning the time, place, and manner of postings. These restrictions may be in addition to, or in place of, those outlined in the policy.

College Center Bulletin Boards

Posters and flyers must be stamped for approval at the College Center Info Desk. Only 4 copies of any one sign or notice is allowed to be posted in the College Center. Approved signs/notices may be posted on designated bulletin board spaces only.

Postings are not allowed on doors*, walls, pillars, or windows. All postings must clearly identify the individual or organization responsible for the event. To post in the Residential Houses, contact the ROC for posting and stamping guidelines.

*(*The only allowance for postings on doors must be approved by the Director of the College Center.)*

Chalking Policies for Campus Sidewalks

Chalking on campus sidewalks can only be done for events that have been approved. Once approved, email the dates you want to chalk to William Rush, Associate Director of Campus Activities. Please include contents, location, and duration of the display. Chalking must be cleaned up after 72 hours by the sponsoring organization or department. If the chalk is not removed, Facilities Operations will remove it with a cleaning cost estimate of \$75. The Organization's cleanup estimate is \$30 to have a hose or water source provided and picked up.

Guidelines for VSA Organizations planning Controversial or Prominent Speaker/Events

The information below is a summary of the key points in the Peacekeeping and Moderator training. Event sponsors should use this information to help ensure the success of their event.

Responsibilities of VSA organization

Prior to event:

- Meeting with SARC Intern and register the event per the VSA event approval process.
- Meet with the Director of Student Activities and Director of Campus Safety to have a conversation about the nature of the event, review drafts of any publicity, and discuss ways to mitigate potential harm on campus. If acceptable outcomes cannot come from the meeting an additional review by the Dean of the College and Dean of the Faculty will take place and their final decision will be made by consensus.
- If needed, complete peacekeeper training with Safety & Security and Campus Activities

- Carefully manage effective communication, advertising (be clear about who is invited, the nature of the event, and the intended audience)

Day of event:

- The hosting student organization is responsible for the speaker, arrival, hospitality, and departure.
- A moderator should be identified in advance and serve as “Emcee” for the event. This person should manage the flow of the event.
- Any Campus Safety and/or Administrators attending the event should be introduced to VSA org sponsors
- Ensure all event space requirements are upheld
 - Room capacity, stage boundaries, clear means of egress, etc.

Opening Statement – to be created by the sponsoring organization, to be read prior to the event:

The sponsoring organization should make an introductory statement about the nature of the event, to set basic norms and guidelines for the event. The statement should include **all** of the following:

- Make clear who is sponsoring the program and that opinions expressed are those of the presenter(s) only, not the college
- No recording or photos permitted
- No interruptions or disruption allowed during speaker remarks
- Warning system: one warning for disruptions and then asked to leave
- During a Q&A segment there please provide an additional microphone for questions – Emcee/host holds mic and only one person speaks at a time or mic is set up in space and audience cues for questions.
- Only one question per person; no “two-part” questions
- Keep questions short and concise and/or questions in writing only; the floor should be relinquished once the question is asked. In other words, questions should be asked, the speaker answers, then move on. No debate, no back and forth.
- No follow-up questions
- Note the firm end time of the event.

De-escalation Tactics:

- Remain calm, speak in a calm voice
- Do not touch or grab the person
- Do not argue with the person about their point of view
- Restate the Q & A guidelines
 - “We are operating under time constraints and we’ve set this up so short questions can be asked of the speakers by the entire audience.”
 - “Please let me know what your question is and please be very short” -- or , “Your question as I understand it is BLANK then restate their comments briefly in the form of a question) .
- If the person persists, respond to apparent feelings - not the topic
 - “I can see this means a lot to you and you have a lot of knowledge on the matter but we’ve asked these speakers to campus so we can hear from them. Please allow me to make sure others in the audience have a chance to ask their question.”
- If they still continue, ask the questioner:

“Is there anything I can do to persuade you to hand the mic back over to me so I may continue my role as host? I really don’t want to ask you to leave. Please hand me the mic now.”

- If non-compliance persists tell the person they can speak with an administrator/Safety & Security outside of the room (if the questioner is already at the administrator level then turn over to Safety & Security)

Debrief:

Schedule time to meet and debrief following the event.

Campus Assembly Policy

I. OVERVIEW:

Right to Assembly

In keeping with Vassar's [Statement of Academic Responsibility and Respect for Persons](#), this policy details the rights and responsibilities of Vassar College community members' freedom of assembly on campus such as, but not limited to, vigils, rallies, protests, and other forms of gathering for the expression and exchange of ideas (each an "Assembly").

Permitted Assembly

Vassar supports Vassar College community members' rights to Assembly and freedom of expression. Assemblies are permitted on the Vassar College campus to the extent that they do not infringe on the rights of others, impede College operations, prevent access to essential services such as housing, dining and library services, violate student privacy, or violate [College policies and regulations](#) (PDF), including but not limited to the [College's Non-discrimination and Harassment](#) policy.

Guidelines for Assembly

Full guidelines for planning all types of campus activities can be found in the College's [Programming Resource Guide](#) (PDF). Definitions and prohibited items for an Assembly are included in [Section IV](#) and [Section V](#) of this policy. The College expects everyone to use their best efforts to engage in the planning process of a Registered Assembly but it understands that it might not always be possible for organizers to meet with Vassar officials prior to an Assembly. In these instances, anyone organizing or participating in an Assembly is expected to be familiar with Vassar College policies, follow the guidelines under Unregistered Assemblies, and follow directives provided by College officials on the day of the event.

Priority on Safety

Vassar's responsibility to ensure the safety of its community will be the foremost priority in all decisions regarding an Assembly. Therefore, the College reserves the right to implement rules and parameters regarding the time, place, and manner for any Assembly on College property. The Safety Office practice is to not chase except in cases of individual safety.

Safety Measures

Campus Activities and Campus Safety will collaborate with organizers to ensure safety measures are in place. This may include arranging for campus security presence, determining safe locations, and establishing boundaries to avoid disrupting college operations. Organizers may request conditions and resources for their Assembly, but ultimately safety plans will be

set by Vassar. An Assembly will ordinarily occur in an outdoor area that does not disrupt or impede access to other events or venues or create hazardous conditions.

II. REGISTERED ASSEMBLIES

Limitation to Vassar Groups

Only Vassar College community members may organize campus Assemblies. (Note: labor actions, including any action held during union contract negotiations, must occur off campus.) The organizing group for an Assembly must be affiliated with the Vassar community, a VSA organization or department to gain access to resources (ex: space reservation, equipment and furniture, funding). Student organizations must register and organize any Assembly following the regular VSA student organization programming process as outlined in the College's [Programming Resource Guide](#) (PDF).

Planning Meeting

Upon advance registration of a student organization's event, students or groups planning an Assembly should schedule a planning meeting with the Offices of Campus Activities and Campus Safety. The Offices of Campus Activities and Campus Safety will provide guidance to individuals and groups planning an Assembly.

III. UNREGISTERED ASSEMBLIES

In the case of unregistered assemblies, recommended places to assemble are the Chapel Lawn or College Center Circle during daylight hours. The Old Bookstore may be used if weather is inclement. See the guidelines below.

Guidelines for Unregistered Assemblies

Because of the proximity of these designated spaces to other buildings and classrooms, sound amplification or loud noises that disrupt the educational function of the College in conjunction with such an Assembly are prohibited during weekday business hours (Monday through Friday, 9 am – 5 pm) and at any time when scheduled events are taking place nearby. Students are reminded that actions during Assemblies remain subject to the other guidelines set forth within this policy, as well as policies in Student Regulations and the College's Non-Discrimination and Harassment Policy.

IV. ASSEMBLY GUIDELINES

Compliance with College Policies

All Assemblies must comply with existing college policies, including those related to the use of space, noise levels, the distribution of materials, and posting policy. Organizers should include Assembly guidelines in their announcements/communications before and during their event.

Documentation of Event

In all cases, behavior at the Assembly will be documented by campus officials in the course of their official duties. Vassar reserves the right to request IDs and take photos and make recordings at any Assembly, as is consistent with NYS law.

Application to Specific Assemblies

It is important to note that these guidelines describe general procedures. The College reserves the right to make exceptions to this policy in the event that situations require it to do so for the safety and well-being of our community.

Violations of Policy

Failure to comply with instructions or guidelines set by Vassar will result in students, organizers, or participants being addressed through the Community Expectations and/or applicable processes (e.g., Non-Vassar participants may be banned from campus, and employees may be held responsible through human resource guidelines).

Counter Assembly

When a counter Assembly takes place at the same time as another active Assembly, the participants of the counter Assembly are expected to follow all guidelines within this policy and by the College. Campus Safety and Campus Activities may set or adjust the location of a counter assembly with the primary objective to mitigate the risk of escalation between any group.

Requirements

Alarms and Emergencies

Life threatening emergencies and alarms, such as but not limited to fire alarms, fire, smoke, sprinkler activation, gas leak, require all participants and individuals to vacate so that first responders can investigate the source. Similarly all roadways and access must be clear to ensure emergency responders have access for emergencies of any kind.

Protected Information

To protect the confidentiality of student and employee records, no Assembly may be held, in whole or in part, in any private or departmental office on campus including, but not limited to Financial Aid, Registrar, Health Services, Human Resources, Dean of Faculty, Dean of Studies, Financial Affairs, Student Living and Wellness, Counseling Services, CARES Office, or any other space where records or confidential documents may be kept .

Intimidation

As participants in a community of care, in accordance with the Statement on Academic Responsibility and Respect for Persons, Assembly participants and organizers shall not intimidate another person(s) by surrounding, following, or sound amplifying within close proximity to such person. These behaviors can instill fear, constitute a college policy violation, and demean the integrity of another individual.

V. DEFINITIONS:

Vassar community members:

For purposes of this policy, members of the Vassar community are:

- Current Students
- Current Faculty
- Emeriti Faculty who lease Vassar properties or are otherwise active members of the Vassar community
- Current Administrators and Staff

Non-Disruptive Assembly:

Peaceful, nonthreatening, and/or nonviolent actions are not considered disruptions if they do not impede an event or the routine course of the College's business.

Examples of non-disruptive events include:

- Silent assembly
- Turning one's back on a speaker
- Holding posters or signs that do not block the speaker or impede the event

Disruptive Assemblies:

Gatherings that interfere with College operations, activities, access to facilities, movement of vehicular or pedestrian traffic, emergency response, fire egress, general safety, or the routine course of College business and educational functions are considered disruptive, including damage to property and infringing on the rights of others. *These types of disruption will be investigated and adjudicated by Vassar College through Community Expectations when students are involved.*

For the purpose of illustration of this policy, examples of disruptive events include, but are not limited to:

- Standing up or holding up signs that obstruct the view of others at an event
- Shouting, speaking from a bullhorn, or playing music or noise in a manner that interferes with the right of a speaker to be heard or interferes with the operations of the College
- Sitting in or otherwise occupying a building in a way that impedes the operations of the College, interferes with another event, or violates fire codes.
- Incidents involving violence, damage to or destruction of property, or threat to physical safety

V. PROHIBITED ITEMS

The following items are prohibited at demonstrations on the Vassar College campus:

- Weapons and any other unsafe, dangerous or deadly instruments.
- Any item that appears to be a weapon, including toy guns, toy knives, etc.
- Items that create a flame or contain hazardous materials.
- Full face masks or any other item worn to evade identification during an event.

- Alcohol, illegal drugs, or other illegal substances/items.
- If a threat has been received or is otherwise believed to exist, all bags, including backpacks, luggage, purses, etc.

Political Participation

1.0 POLICY PURPOSE

As a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, Vassar is prohibited from participating or intervening in any political campaign, for or against, any candidate for public office. While Vassar, as an entity is subject to these restrictions, the college is committed to the free and open exchange of ideas and the principles of academic freedom and encourages members of the Vassar community, acting in their private, individual capacities to exercise their civic rights and participate in the political process.

2.0 SCOPE

This policy applies to the entire Vassar Community, its guests and vendors.

3.0 POLICY

3.1 Political Participation

3.1.1 No Institutional Political Participation: Tax Exempt Status. Vassar is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Federal law provides that a tax-exempt organization shall not “participate in, or intervene in . . . any political campaign on behalf of (or in opposition to) any candidate for public office.” A failure to abide by these requirements could jeopardize the tax-exempt status of Vassar.

3.1.2 Prohibited Political Participation by Vassar. This federal statutory prohibition on involvement by Section 501(c)(3) organizations in electoral or political campaign activity is absolute. This means that Vassar as an entity, and any Vassar official acting on behalf of Vassar is prohibited from:

- (i) participating or intervening in any political campaign, for or against, any candidate for public office or publicizing candidate endorsements;
- (ii) endorsing a candidate, group of candidates, political party, or ballot proposal;

(iii) providing or solicit financial or other support for candidates or political organizations or establish PACs (political action committees.);

(iv) evaluating or “rating” a candidate’s fitness for public office (no matter how objective or nonpartisan the rating process is); and

(v) making campaign contributions of college funds or in-kind or non-cash contributions to any candidate, political party, or PAC; this includes a prohibition on using Vassar telephones, computers, email, mailing list, photocopy machines, facilities, or Vassar employee work time, office space or office supplies, for this purpose.

3.1.3 Student Organizations. Student organizations may not use campus facilities or resources, including the campus mail service, campus e-mail, campus mailing lists, college-provided office supplies, computers, telephones, or similar items or equipment to solicit votes or fundraise for campaigns. Student organizations may provide links to political candidates on their websites or social media account so long as they are for voter education or registration purposes. Student organizations may not provide links only to selected candidates. If a student organization will include any mention of a candidate or any particular party or ballot proposal, it must include the following disclaimer: “The opinions or viewpoints expressed here are the speaker’s own personal statements and do not represent Vassar’s opinions or viewpoints. Nothing in this post should be construed as support, opposition, or endorsement by Vassar College of any candidate, campaign, political party or ballot initiative.”

3.1.4 Vassar Community Members as Individuals. Vassar community members have the right to freely participate in political activities as private citizens in their individual capacities but not as representatives of Vassar. As a result, Vassar community members and Vassar-sponsored student organizations:

(i) may not use college funds or attempt to be reimbursed with college funds for any political participation;

(ii) may not engage in political activity at Vassar functions or through official Vassar publications and shall not pressure colleagues to contribute to or perform tasks in support of a political campaign; and

(iii) may not post campaign posters or distribute campaign literature on the Vassar campus.

3.1.5 Voter Registration. Vassar community members must participate in voter registration or “get out the vote” drives on a non-partisan basis. No materials concerning specific issues or candidates should be included at a voter registration table or event. State and federal law prohibits anything of value to be offered to someone as a reward for registering to vote. Any food or prizes provided as part of a voter registration drive must be freely given to all visitors to a voter registration event and not just those who register to vote.

3.1.6 Use of Vassar Name or Logo. Vassar’s name and logo may not be use on letterhead or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign. Funds may not be solicited in the name of Vassar for political support or carrying on a political campaign.

3.1.7 Communications Using Vassar Affiliation. Vassar community members shall not label any communication with legislators or engage in fundraising as a representative of Vassar. They may not mention their Vassar affiliation when being listed as a supporter of a political campaign or initiative unless they do so with a disclaimer indicating that their actions and statements are their own and not those of Vassar. Vassar Community Members may write partisan editorial articles for the Miscellany News or other Vassar publications that oppose or endorse specific legislation or candidates so long as the editorials clearly state that the views expressed reflect those of the writer and not the College or any organization, department, or office of the College. Vassar community members shall refrain from using Vassar, and their college affiliation, titles or department, as this may imply that they are acting for or endorsed by Vassar or a particular group at Vassar. If a title or affiliation is used, it should include the following disclaimer: “Title and affiliation is provided for identification purposes only and does not reflect the views of Vassar College.”

3.1.8 Gifts. Vassar community members may not attempt to influence government officials by providing or offering any benefit (monetary or otherwise) in the name of Vassar, using Vassar resources, or on behalf of Vassar. Elected officials and their staff may never solicit a gift and have strict limitations on accepting gifts. Any inappropriate requests for benefits or favors from public officials should be reported to Student Activities or the General Counsel.

3.2 Candidates as Speakers at Events

3.2.1 Educational Events. Student organizations or other Vassar community members may invite candidates for public office to speak at events that have an educational purpose in a capacity other than as a candidate (e.g., representing their current or former public office or as a result of their prior profession or personal expertise), but this invitation cannot include prohibited political activity. At these events, the following guidelines shall be followed:

- (i) individuals should be chosen to speak solely for reasons other than candidacy for public office;
- (ii) the individual should speak only in a non-candidate capacity;
- (iii) the individual and the representatives for the hosting organization shall not make any mention of their candidacy or the election;
- (iv) no campaign activity shall occur in connection with the candidate's attendance at the event;
- (v) the hosting organization shall maintain a nonpartisan atmosphere at the event; and
- (vi) the organization shall clearly indicate the capacity in which the candidate is appearing and should not mention the individual's political candidacy or the upcoming election in the communications announcing the candidate's attendance at the event.

3.2.2 Inviting the Speaker. There are certain steps that should be taken prior to any event where a candidate has been invited or will be in attendance.

- (i) Prior to any event, every/all candidates in a given race, who are invited to a campus event, should be granted the same opportunity to speak or attend the same or an equivalent event;
- (ii) Event publicity should not mention the candidacy and should note that the candidate is not affiliated with Vassar and that this person is not endorsed by the college in connection with any campaign or election;
- (iii) Student Activities or the General Counsel's office will save all documentation related to the invitation to speak as evidence that they were invited before or for a reason unrelated to their candidacy. All invitations should be documented and retained for at least a three (3) year period;
- (iv) The speaker should be advised that they are not to make reference to their candidacy at the event and that there can be no campaigning or partisan activity at the event.

3.2.3 Introducing the Speaker. In introducing a speaker, who is also a current political candidate, the event organizer or host should:

- (i) explain that the individual was invited to speak on the basis of their experience and/or activism;
- (ii) not introduce the speaker as a candidate, but rather present their previous experiences and expertise; and
- (iii) make the following statement: “Vassar does not endorse political candidates for any office and that the speaker’s appearance at this event should not be construed as Vassar’s endorsement of the candidacy of any speaker. The opinions or viewpoints of the speaker are the speaker’s own and do not represent a statement of Vassar’s opinions or viewpoints. This is not a political rally and political fundraising at this event is prohibited.”

3.4 LOBBYING

3.4.1 What is Lobbying. Lobbying is a process of communicating with lawmakers and other public officials to advocate and help shape public policy on laws, regulations, and other governmental matters. Lobbying includes direct contact with a public official or indirect contact through a “call to action.” Indirect lobbying includes a solicitation to the public or an individual to contact a public official about the passage or defeat of any legislation, executive order, agency rule or regulation, or the government procurement process.

3.4.2 Lobbying Requirements and Authorization. Federal and state lobbying laws have strict requirements for how lobbying communications must be conducted and reported. If any member of the Vassar Community seeks to engage in direct or indirect lobbying efforts on behalf of Vassar or through their affiliation with Vassar, then should first contact the General Counsel’s Office to ensure that it will be conducted in accordance with state and federal laws and that all required reporting is undertaken by Vassar.

3.5 QUESTIONS AND SUPPORT

3.5.1 Student Affairs. Student organizations must notify Will Rush, Director of Student Activities & Associate Director of Campus Activities, prior to developing political programs. The Director will offer programming guidance and review prior to invitations and publicity for the event to ensure there is an understanding of the guidelines and applicable laws. The Director can also work to assist in providing needed notifications to other organizations or candidates.

3.5.2 General Counsel. If you have questions regarding any legal issues related to this policy, you may contact the General Counsel’s office at: shumphrey@vassar.edu or [\(845\) 437-5450](tel:(845)437-5450).

3.5.3 *Community Engaged Learning*. Community Engaged Learning operates VASSAR VOTES, which is a non-partisan commitment to empowering Vassar students in the democratic process. More information is available on their website at: <https://offices.vassar.edu/community-engaged-learning/civic-engagement/>

4.0 RELATED REFERENCES

- Section 501(c)(3) of the Internal Revenue Code
- Voting Rights: 52 U.S.C. §10207(c)
- NY Election Law: Section 5-106
- Lobbying Disclosure Act of 1995 (2 U.S.C. §1601) as amended by the Lobbying Disclosure • Technical Amendments Act of 1998 and the Honest Leadership and Open Government Act of 2007
- New York State Lobbying Act

5.0 RESPONSIBLE DEPARTMENT AND POSITIONS

- Student Activities
- General Counsel
- Community Engaged Learning

6..0 REVISION HISTORY

- First Adopted August 2024

Non-Student Involvement in Student Organizations

1.0 POLICY PURPOSE

Vassar College recognizes the key role that Vassar Student Association (VSA) student organizations play on campus in creating a vibrant and exciting residential experience for the campus community. Although most VSA student organizations do not have advisors, student organizations may seek the counsel and expertise of various non-students as part of the operation of their organization. This involvement provides a benefit to students, and presents challenges to the autonomy

and effective operations of a student organization. This policy sets guidelines for non-student involvement in student organizations.

2.0 SCOPE

Vassar community and third parties.

3.0 POLICY

3.1 Organizational Leadership

3.1.1 Leadership by Students. Student leaders of VSA student organizations have the decision-making authority regarding the operations and decisions that affect their group, including but not limited to sole control over their financial affairs. Non-students and third-party entities should ensure that the group's student members and leadership are making their own decisions.

3.1.2 Advisors. Student organization advisors play a critical role in mentoring and supporting VSA student organizations. It is important to view every encounter between an organization and advisor as an opportunity for learning and leadership development. All volunteer advisors - those whose role as an advisor is not part of a Vassar employee job description - must be registered with the Vassar Student Association and the Office of Campus Activities. Advisors and other non-student participants must be aware of and operate within all VSA mandated student organization policies.

3.1.3 Events. All VSA organization initiatives and events must be student led. Student leaders - not their advisor - should be the primary contact for all event logistics, outreach, vendors, and speakers/performers. Student organizers must also be present for the duration of all events. VSA organizations must register and receive approval for all events and activities by the VSA Chair of Organizations. This includes off-campus events and events that do not require a space reservation. All events must be registered in the Vassar College Student Activities Resource Center (SARC).

3.1.4 Goals and Agendas. VSA organization agendas, strategic goals, and programs should be determined exclusively by the student leaders of the organization, and in conjunction with the VSA's constitution and bylaws.

3.2 Conflict of Interest

3.2.1 Definition of Conflicts of Interest: Disclosure. When a non-student, or their immediate family member, has a significant financial interest in, or consulting or employment arrangements with, other business or organizational concerns, which

could impact their involvement with the VSA organization, they may have a conflict of interest. Non-students must disclose to the VSA when they have a possible conflict of interest between their own personal or business relationships and their engagement with a VSA student organization.

3.2.2 Avoiding Conflicts of Interest: Freedom from Undue Influence. Students should be free from a non-student's undue influence. Non-students may not utilize their connection with the VSA student organization to pressure, influence, or make requests of Vassar students for the personal or business interests of the non-student (even if they may be related to the mission of the VSA student organization). When a non-student, or their immediate family member, has a significant financial interest in, or consulting or employment arrangements with, other business or organizational concerns, this may result in an impermissible conflict of interest in their engagement with the VSA organizations.

3.2.3 Written Agreements. An important skill for student leaders to develop is the ability to enter agreements and create effective boundaries. As such, written agreements should be entered into between VSA student organizations and third-party organizations with which they have a significant connection, in order to establish those boundaries.

3.2.4 Financial Separateness. Student VSA organizations shall not commingle their funds with accounts of non-students or third-party entities. No individuals, other than student leaders should direct or expend monies of a student VSA organization. VSA organizations and third parties must follow the VSA rules for External Assistance, External Donations, and Restrictions that are found in the VSA Bylaws.

3.2.5 Marketing, Promotion and Use of Vassar Name. Non-students and third-party entities may not utilize any Vassar College trademarks or trade dress, including but not limited to the name "Vassar" and its maroon colors, to advertise or solicit for non-students and third-party entities whether through its website, social media, or in print materials. Any non-student or third party who is utilizing the Vassar name or colors in violation of this statement will be considered to be engaged in trademark infringement. All non-student or third-party websites, social media accounts, or print materials that mention Vassar or Vassar students must specifically include disclaimer language that states that **Vassar does not endorse, support, and is not affiliated with** the non-student or third-party. Third party entities and non-students may not utilize the names and addresses of Vassar students, obtained from their affiliation with a VSA student organization, to fund raise or market for their own business or organization.

3.3 PRIVILEGES RESERVED TO STUDENTS

VSA organizations exist primarily for the benefit of enrolled students, and privileges such as membership or leadership roles within an organization are reserved exclusively for enrolled students. Non-students may participate in certain activities subject to the following:

- The student leaders and members of the organization should determine if and how non-students may participate.
- Participation from a non-student should never preclude an interested student from participating in an activity or partaking in an experience where space is limited
- Non-student participation should be focused on individuals with a level of technical expertise or who would otherwise contribute to student learning or safety.
- Non-students should in no way be competing for or otherwise “representing” Vassar or the VSA student organization.

3.4 USE

3.4.1 Limited Access. Non-students may only access campus space during limited hours, tied directly to the activities or events of the VSA student organization.

3.4.2 Offices and Storage Space. No non-students or third parties may have dedicated storage rooms or office space at the college solely by virtue of their affiliation with a VSA organization. VSA organizations must share storage and working space on a non-exclusive and equitable basis, such that all VSA organizations have equivalent opportunity for use of college space. Student organizations must book spaces through the Student Activities Resource Center (SARC) and cannot book spaces until the first week of the Fall semester after Fall Leadership Conference. No VSA organizations may book spaces prior to the beginning of a semester to ensure that all requests for use of space are treated equitably.

3.4.3 Non-VSA Property. No non-students or third parties may store items, equipment, or personal property on Vassar College property. Any non-student or third-party entity that wishes to host an event or lease office or storage space must contact the Campus Activities Office to enter into a written agreement for such use, which will require them to retain their own insurance policy. Vassar does not carry insurance for any property belonging to a third-party and any property that is brought onto campus by a non-student or third-party will be at the sole risk of that non-student or third party.

3.5 ISSUES AND CONCERNS

3.5.1 Resolving Issues. When issues arise, Campus Activities and the VSA will seek to work in conjunction with any non-student, but always in coordination with the student leaders. Issues regarding improper behavior by non-students should be brought to the attention of Campus Activities or reported to Title IX or Campus Safety. If the individual is employed by Vassar, conversations may also include human resources or the Dean of Faculty office.

3.5.2 Consequences. Violations of this policy could result in one or more of the following:

- Sanctioning or dissolving of the student organization;
- Removal of an advisor or student leader from their position; and
- A third-party entity or individual being prohibited from continued involvement in a student organization’s activities.

4.0 RELATED DOCUMENTATION

- VSA Constitution
- VSA Bylaws

5.0 RESPONSIBLE DEPARTMENTS AND POSITIONS

- VSA: Director of Organizations
- Director of Student Activities
- Dean of the College
- General Counsel

6.0 REVIEW HISTORY

First Adopted August 2024

Guidelines for Engaging Vassar Alums and Parents in College or AAVC Programming

Vassar College (through various offices and student organizations) and the Alumnae/i Association of Vassar College (through regional clubs, reunions, and affinity programs) engage thousands of alums and parents each year in support of the Vassar

community. These alums and parents graciously volunteer their time and expertise as mentors, speakers, panelists, moderators, hosts, facilitators, and more. The college is grateful for their service and would be unable to offer such programming without their help.

The college is committed to fostering partnerships with students, college employees, and alum volunteers that produce transparent communications, thoughtful advance planning, and appropriate recognition for alum and parent participation in all Vassar-related programs.

Following are our guidelines:

Planning and Outreach: Advance planning and coordination (which varies from 4-6 weeks to a year depending on the ask and the individual being asked) is strongly encouraged *before* inviting alums and parents to participate in programming. There are many tools through which students, employees and alums can access contact information for alums and parents (VassarNet, the alum directory, personal networks, LinkedIn, etc.). Both Jannette Swanson (jaswanson@vassar.edu, career-related programs) and Willa Vincitore '92 (wvincitore@vassar.edu, non-career programs) are available to assist with these tools/coordination (and obtaining contact information).

Vassar alums and parents volunteer for the college all the time. Please coordinate in advance with the offices of Career Education or Alumnae/i Engagement to avoid duplication of effort, reduce burnout and fatigue (on the part of volunteers), and also illustrate that the college as a whole works collaboratively to respect their time and expertise. These offices can also help you craft your outreach to promote successful outcomes, recognition and gratitude for their service.

Reimbursement: If the sponsoring organization or department is in a position to offer reimbursement or a subsidy to alum and parent volunteers for travel, meals, and lodging, we encourage this practice. The amount of reimbursement or subsidy should be clearly communicated in advance when the invitation is issued. If the sponsoring department is not in a position to offer reimbursement or subsidy, this should be made clear up front.

Note: *Some alums and parents are able to cover these expenses themselves, while others cannot participate without support. Clear communication about what the organization is able to reimburse is a best-practice. Our offices can help craft communications that express this respectfully and transparently.*

Contracts/Fees/Honoraria: Unless the sponsoring organization is contracting with an alum or parent's business to offer a specific product or service (beyond sharing expertise as a mentor or speaker), Vassar and the Alumnae/i Association (AAVC) do not pay speaking fees or honoraria to alums and parents (this practice is consistent with Vassar's peer institutions).

Occasionally exceptions are warranted (such as trainings, workshops, performances, commissioned art installations, etc.). For questions related to exceptions, write to: alumniengagement@vassar.edu.

Note: *While academic departments are encouraged to follow these guidelines, alum and parent participation in academic programs is at the discretion of academic departments, in conjunction with the Dean of the Faculty Office.*

Inviting Alums and Parents to Attend Events: (when they are not featured guests/speakers) is also a wonderful way to include community members in Vassar activities. The Office of Advancement can help distribute invitations, but 3-4 weeks advance notice is required to allow sufficient time for distribution and collection of RSVPs. If you are interested in inviting alums or parents to participate in your events (virtual or in person), please contact alumniengagement@vassar.edu.

Policies for Theatrical Prop Weapons

Prop weapons include but are not limited to: guns (non-firing, rubber, and toy), knives, swords, daggers, spears, bows and arrows, crossbows, slingshots, nooses, handcuffs, shackles, restraints, and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not.

Illegal Prop Weapons

No firearm may be used that is capable of firing projectiles in any form. There will be no use of blanks, caps, or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects, either recorded or by a stage device such as a slap-stick.

No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.

No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing by a company that specializes in prop weapons. No retractable knives or swords will be allowed.

All prop weapons must be approved by Campus Safety and Campus Activities prior to the start of rehearsals.

Training

Stage combat is defined as any physical confrontation, armed or unarmed, in which bodily harm is represented, with or without actual physical contact. Slapping and shoving can easily cause injury and are considered to be stage combat. Self-injury is also considered to be stage combat. All actors engaging in stage combat while using a prop weapon must receive safety training prior to the start of rehearsals.

Storage and Use

One designated student per production will be responsible for oversight of all prop weapons used in a production. At least 24 hours prior to checking out prop weapons from the prop weapon closet, students must submit a written transportation plan which lists each date that a prop weapon will move between locations.

The designated student must pick up prop weapons from the Prop Weapon Closet (key at the College Center Info Desk) and must retain responsibility for the prop weapons until their return to the prop weapon closet. Prop weapons must be transported in opaque, secure containers, and must be secured in a locked cabinet. At no time may prop weapons be stored in a Residential Dorm. Unsecured prop weapons will be eliminated from the production.

All prop weapons must be treated as real weapons (which in fact, they are). They are not toys. All guns must be handled as if loaded; all edged weapons must be treated as sharp.

Signage must be put around the outskirts of a rehearsal to alert passersby that a fake weapon is being used, and this signage must be removed at the end of a rehearsal.

Off-Campus Travel for VSA Organizations

College sponsored trips or off-campus events must be registered in the SARC and approved by the VSA. Although it may be quite easy to do, and many trips are low-cost and often use students' personal vehicles, all trips must be registered and take the following steps written below before the trip or off-campus event.

1. Register the event in the Student Activities Resource Center (SARC).
2. Complete the Off-Campus Travel Form.

You will be asked to complete a form indicating the list of students attending any trip off campus. The form will ask you to submit names, 999 numbers, and emergency contact information. It will also ask for some basic information about the days of travel and accommodations. Please use the link here to access this form: bit.ly/vsatravelform

3. Collect and turn in the Off-Campus Travel Waiver.

Any students traveling must complete and sign the Off-Campus Travel Waiver before leaving campus. All waivers must be turned into the College Center Info Desk prior to travel. Copies of the waiver may be found in the SARC, or in the Campus Activities Office. You may also visit bit.ly/vsatravelwaiver and print the form at your convenience.

4. Complete the Vehicle Request Form.

All requests for vehicle usage on campus must go through the Campus Safety website; vassar.agilefleet.com and click on the Vehicle Request Form link. All drivers must have completed the van safety program. Trips that are greater than 90 miles, are out of state, OR are overnight may require additional approval. Please note you will be asked to provide your organization's budget number. If you do not know your budget number, please contact your organization's treasurer.

Trips will not be approved until the steps above are completed. Please allow as much time as possible to complete this information.

For additional questions about the VSA org off-campus trip process please contact the VSA Chair of Organizations at vsaorgs@vassar.edu or Will Rush at wrush@vassar.edu

New York State/Town of Poughkeepsie Policies

Town of Poughkeepsie Noise Ordinance

Quiet hours for residential areas are in effect from 10:00pm-7:00am every day of the week. Unreasonable noise, including that of private parties, should not be heard from residential areas nearby.

Health Department Food Regulations

The Health Department requires that all vendors - whether they are selling or just providing food on campus to an event that is open to the public or in a publicly accessible area - provide us with a food permit for a 2 day event with several vendors. Each vendor needs to apply for a 1 day permit with the Department of Health 10 days prior to the event. The vendor must have this license with them during the event. The License cost to the vendor is \$20 for a multiple day vendor event. That application needs to be completed 10 days prior to the 1st day of the event and the cost is \$250.

Requirements for Tents and Canopies

In accordance with the Fire Code of New York State Chapter 24; a permit shall be required from the Town of Poughkeepsie Zoning Department for the erection and use of each tent, membrane structure, and/or canopy (this includes bouncy houses or other inflatables). This permit will be in addition to any Chapter 90 (Special Event) permit. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Campus Activities Office (administrative departments) or visit the SARC (student organizations).

Tents and Membrane Structures having an area in excess of 200 square feet and canopies in excess of 400 square feet will require a permit. Additionally, any tent, membrane structure, or canopy with an occupant load in excess of 300 or more people will require a separate permit from the Town of Poughkeepsie.

Definitions

- Membrane Structure - “An air-inflated, air supported cable or frame covered structure as defined by the Building Code of New York State and the not otherwise defined as a tent or canopy.”
- Tent - “A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects.”

- Canopy - “A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects and is open without sidewalls or drops on 75 percent or more of the perimeter.”

A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration. It may be supported by both the building to which it is attached and stanchions at the outer end or may be free-standing and completely supported by stanchions.

Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a “Tent.”

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