



BOWDOIN STUDENT GOVERNMENT

STUDENT ORGANIZATIONS OVERSIGHT COMMITTEE

Club Rules and Regulations

Below you will find a comprehensive list of all major rules and regulations that clubs and club leaders are expected to abide by. If you have any questions or concerns, please do not hesitate to send an email to current SOOC Chair Daniel Mejia-Cruz (dmejiaocr@bowdoin.edu).

Club Administration

- All clubs must have a clearly defined selection structure for new leadership to ensure continuity from year to year. This structure should include a clearly defined, singular executive position and methods to recall or re-elect leaders during the school year.
- Clubs cannot discriminate membership or leadership based on race, religion, age, ethnic or national origin, gender, physical ability, sexual orientation, or income; exceptions for the gender requirement and physical ability requirement may be made if in direct alignment with the club's express purpose and mission
- All club leaders and members are expected to act in accordance with the Bowdoin Social and Academic Honor Code. This includes, but is not limited to, all clauses related to hazing, alcohol, drugs, and conduct.
- Clubs must make their meeting schedule available to the student body. Meetings must also be held in public spaces.
- All equipment or capital purchases must be stored with Student Activities or a Student Activities-approved location for safekeeping.

Funding and Accounting

- Purchases cannot be made without SAFC approval; reimbursements for previous purchases will not be given.
- Unless approved by the SAFC Chair, clubs may not utilize funding for anything other than what was initially approved through the SAFC budget approval process.
- Clubs cannot utilize campus resources that require a project number unless their budget has already been approved, the only exceptions being A/V work orders and room reservations.
- All club finances must be run through the Student Activities Office, including spending, revenue, and advertising accounts.
- Groups are expected to utilize internal sources of funding (e.g. revenue or advertising accounts) before applying for SAFC funding, unless adequate justification is given.

- Any fundraising efforts must be approved by Director of Student Life Allen Delong, and can only be targeted at members of the student body and Brunswick public.
- Solicitation of alumni, parents, and trustees is strictly prohibited, and fundraising events cannot be held on college event weekends (e.g. Homecoming, Trustees, etc.).
- Clubs cannot solicit donations from local businesses.
- Clubs may only raffle prizes bought with SAFC funds if directly tied to raising money for charity.

Event Planning

- Student groups cannot sign any contracts on behalf of the College.
- Clubs cannot plan major campus events for the same date and time.
- Event/performer contracts cannot be negotiated without the direct support of Student Activities Office staff.
- Outdoor events of more than 100 people require the use of portable toilets and Security approval.
- Clubs driving on road trips longer than four hours each way must have multiple certified drivers per van.

Advertising

- No advertisements may be placed on glass or painted surfaces that may be damaged by the removal of the advertisement.
- Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of Communications.
- Club posters and advertisements must have the full name of your organization easily visible.
- Online conduct by all organizations through social media must still abide by the College's Social and Academic Honor Code.