

**Bergen Community College**  
**Board of Trustees**  
**Section ( )**

**Policy # STU: 004-001: 2018**  
**Effective Date:** November 7, 2108  
**Responsible Official:**  
Vice President of Student Affairs

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**Student Organization Guest Speaker Policy**

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**Reason for Policy**

To establish consistency and guidance in assuring that the mission of Bergen Community College is taken into consideration for the context and purpose of proposed events.

**Entities Affected by this Policy**

Faculty, Staff, and Students

**Policy Statement**

Bergen Community College is committed to creating an environment of academic and social inquiry by providing opportunities for educational, professional, and social growth. In this context, the College encourages registered student clubs and organizations to contribute to the life of the College as a forum for learning outside the classroom by offering social and cultural programs to enhance the open exchange of ideas. All outside speakers to campus must be sponsored by a registered club or organization (If an individual desires to invite a speaker, the individual must seek sponsorship from a registered club/organization).

No attempt is made to regulate the selection of speakers. Additional considerations in approving speakers sponsored by student organizations shall include the appropriate use of the College's name and facilities and the potential for interference or disruption to College operations that may result from such sponsorship. The College has final discretion in decisions regarding the sponsorship of visiting speakers and public events.

Student organizations are encouraged to invite students, faculty, and staff to hear speakers.

**Procedures**

When hosting a non-College guest speaker on campus, registered student organizations must submit an Event Request Form to the Office of Student Life at least (3) three weeks prior to the event date. The registered student organization shall follow the established processes for room reservations, contract agreements, advertising, and funding. Student clubs and organizations that are not registered and recognized by the College may not invite non-College speakers to campus.

The sponsoring student organization is responsible for including the statement below in its advertisement, announcements, and news releases. If deemed appropriate, the College administration may also require the statement below to be read at the beginning of the event.

*“The presence of a guest speaker on the campus of Bergen Community College does not imply approval or endorsement by the College of the views expressed by the guest speaker, or by anyone else present at the event.”*

The College reserves the right to meet with the student organization and advisor to discuss the event and the information submitted with the Event Request Form. In order to facilitate an environment committed to welcoming diverse viewpoints and in the spirit of academic inquiry, a faculty/staff advisor is required to be present at the event.

In the rare occurrence where a speaker or individual might create a public safety concern, the College reserves the right to reschedule, relocate, or modify the event. Any invitation to a non-College speaker extended by a registered student organization may be rescinded by the College administration if it is determined that hosting the proposed speaker will constitute a clear and present disruption to the orderly operation or peaceful conduct of campus activities.

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## Related Documents/Policies

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## Policy History (adopted/amended)