

Spider Meetup Policies & Procedures

University of Richmond Alumni Engagement

University of Richmond Alumni Engagement is committed to fostering meaningful connections among alumni, promoting the University's values, and supporting the broader Spider community. In alignment with this commitment, the University may host Spider Meetups provided that certain conditions are met.

Overview of Spider Meetup Host Responsibilities:

Spider Meetup hosts serve as connectors and ambassadors to UR alumni living in their area. The primary role of a host is to execute intimate, small-scale events that foster local alumni connections.

- Pitch Spider Meetup to Alumni Engagement staff
- Once approved, plan and share the details with Alumni Engagement staff – what, when, where, etc.
- Encourage attendance through personal outreach to peers and through social media.
- Host the Spider Meetup:
 - Welcome guests
 - Serve as the on-site contact for the venue
 - Provide payment per the pre-determined budget set by Alumni Engagement
 - Take photos at the event for social media
 - Follow up with Alumni Engagement staff after the event with attendance information and feedback
- Host 1-2 Spider Meetups in your region per year.

Responsibilities of Alumni Engagement Staff:

- Develop and send event communications
 - Email invitations
 - Text communications
 - Social media marketing
 - UR Alumni Calendar of Events
- Receive and process event registrations
- Communicate event registration numbers with Spider Meetup hosts
- Facilitate host's reimbursement post-event

Budget and Payment Guidelines:

- Alumni Engagement will determine the budget for each event
- \$32 per person is the standard Spider Meetup budget
- Gratuity exceeding 20% of the total bill cannot be reimbursed without prior approval
- Receipts must be submitted for reimbursement

Conditions for Hosting Spider Meetups at Spider-Owned Businesses:

Spider Meetups will not be organized solely for the purpose of supporting the alumni-owned business. The event must offer mutual benefits for the University, the alumni attendees, and the business involved. The University will prioritize events that create value for all stakeholders.

Spider Meetup Host Code of Conduct:

On behalf of students, staff, faculty, and graduates of the University of Richmond, we are grateful for your Spider Meetup host service. The following code of conduct is to help ensure that the Spider Meetup program and event experiences are meaningful, productive, and safe for all participants. As a Spider Meetup host, you are an ambassador of the University of Richmond. To maintain the reputation of professional excellence of the University of Richmond, Spider Meetup hosts are expected to display good judgment, diplomacy, and courtesy when interacting with alumni, students, parents, faculty, staff, and the community.

The University of Richmond requires each Spider Meetup host to read and comply with this **Spider Meetup Host Code of Conduct** in order to be eligible to participate in Spider Meetup host opportunities.

The Spider Meetup Host Code of Conduct only needs to be acknowledged once. It is then considered valid for the duration of a Spider Meetup host's service regardless of role or duration. **By agreeing to host a Spider Meetup, you acknowledge and agree to comply with the Spider Meetup Host Code of Conduct.**

University of Richmond Non-Discrimination Statement: The University of Richmond prohibits discrimination and harassment against individuals on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state or federal law.

As a recipient of federal funds, the University complies with federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 (Title IX). Title IX provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The University is committed to preventing and responding to conduct that violates its non-discrimination policy. Any behaviors in violation of this statement or that create a non-welcoming environment for alumni, students, parents, faculty, staff, and the community are not condoned and may result in termination of the Spider Meetup host role or removal from University of Richmond Spider Meetup host programs indefinitely. All Spider Meetup hosts are obligated to abide by The University's Policy Prohibiting Discrimination.

Appropriate Behavior: Spider Meetup hosts represent the University of Richmond and should conduct themselves respectfully, ethically, honestly, and with integrity in all dealings. They need to be fair and principled in their official interactions and to act in good faith in these matters with others both within and outside the University community. They should act with due recognition of their position of trust and loyalty with respect to the University and its alumni, students, parents, faculty, staff, and the community. When in doubt about the propriety of a proposed course of action, they should seek counsel from those Spider Meetup host managers who can assist in determining the right and appropriate course of conduct. Any behavior deemed inconsistent with the goals and objectives of the program or the University or that violates any applicable University policy may result in the termination of the Spider Meetup host or removal from University of Richmond Spider Meetup host programs indefinitely.

Policy on Sexual Misconduct: The University of Richmond is committed to fostering an environment in which all members of our community are safe, secure, and free from sexual misconduct of any form. All Spider Meetup hosts are obligated to abide by the University's Policy on Harassment and Discrimination. For more information, please visit the Policy Prohibiting Sexual Misconduct.

Use of Confidential Information and Confidentiality: As per the Spider Meetup host Confidentiality Agreement, all information gained while Spider Meetup hosting for any University of Richmond Spider Meetup host program is confidential and only to be used for legitimate purposes related to such programs. Information includes constituent data or information gained through conversations. Information should never be used for soliciting or marketing personal products or services.

Conflict of Interest: It is the policy of the University of Richmond that members of the community conduct the affairs of the University in accordance with the highest ethical and legal standards. To avoid a conflict, alumni should be free from actual or potential influence of personal considerations or relationships when conducting business or when making recommendations or decisions regarding dealing on behalf of the University. For more information, please visit the Conflict of Interest Policy.

Profile and Appropriate Use of Online Portals, Databases, Messaging Functions, or Alumni-Owned Social Media Channels: Spider Meetup hosts should maintain accurate profile information for any University of Richmond Spider Meetup host programs and appropriately use any online portal, databases, or messaging functions that may include personal information. Do not engage in the following: distributing or promoting spam or any duplicative or unsolicited messages; harassment, threatening behavior, or any other communication that would violate the legal rights of others; posting or distributing any inappropriate or obscene material or information; harvesting or otherwise collecting information about others including phone numbers and email addresses; creating false identities or profiles for the purpose of misleading others; interfering with or disrupting the service or networks connected to the program.

By Spider Meetup hosting with the University of Richmond, Spider Meetup hosts agree to this code of conduct. Any violations of the Alumni Spider Meetup host Code of Conduct may result in termination of the Spider Meetup host role or removal from University of Richmond Spider Meetup host programs indefinitely. The University of Richmond reserves the right to modify this Alumni Spider Meetup host Code of Conduct. Your Spider Meetup host participation in any University of Richmond program or event will constitute your acceptance of such changes.

Please report violations of the Alumni Spider Meetup host Code of Conduct to alumnievts@richmond.edu. For resources and reporting options regarding concerns of discrimination, harassment, or sexual misconduct, please get in touch with the University of Richmond's Director of Compliance and Title IX Coordinator.

Review and Amendments

This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary to address changes in circumstances, University priorities, or alumni engagement goals.

Enforcement

The University of Richmond Alumni Engagement team is responsible for enforcing this policy. Any exceptions or deviations from this policy require explicit approval from the appropriate University authorities.

This policy is designed to guide decision-making and ensure that Spider Meetups align with the University's mission, values, and overall goals for alumni engagement.