

# Johnson & Wales University

Charlotte Campus

Student Organization Handbook

*2023-2024*

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#### Section 1 – Overview & Key Resources

This handbook is designed to help students pursue their interests and passions by providing an overview of expectations and procedures for student organizations at Johnson & Wales University. These guidelines serve to empower students and promote a supportive co-curricular environment. Student organization leaders should be familiar with this handbook and utilize it as a guide to the resources to enrich their student experience. Violation of the policies in this handbook can result in disciplinary action.

If you have any questions or would like further information about the topics covered in the handbook, please contact the Student Engagement department.

#### Contact Information

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#### Department Social Media

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#### Section 2 – General Information



organizations may be exempted from specific criteria within this handbook (e.g., advisor selection by members, SGA appropriations eligibility, organizational registration requirements, etc.).

#### Faith-Based/Spiritual

Organizations who have the interest of a parti0. ti0. t.6 (rg)2(i0. t)-367eHhaith

granted provisional organizational rights by the Student Engagement department. Acknowledgement of petitioning status by the Student Engagement department does not guarantee future SGA recognition as an active student organization.

### Active

Active student organizations are groups of students that have received official recognition from the Student Government Association (SGA) and meets all requirements set by the Student Engagement department. Active student organizations must re-register each academic year and must continually meet expectations set forth within this Handbook to remain recognized. Failure to meet expectations and requirements may result in an organization being transitioned to frozen or inactive status.

### Frozen

Frozen student organizations must immediately cease all activity due to a specific concern/incident communicated to the Student Engagement department or failure to register for that academic year.

Frozen student organizations are prohibited from reserving facility space, accessing funding, hosting meetings/events, an10.8 (elqti)2.7 (n)5.2 tsn7 (n)5.2(o)-3.7 13.4 ( 0Td(m)-3.3 (e)10..4 ( d)(n)5.9 (002 T s)1.7(/)7.5 (e3 Tw

Organization Constitution & Bylaws (template available)

Once the application is received, the Student Engagement department

Section 4 –



Advisors must ensure that the Student Engagement department is consulted regarding all verbal and written agreements/contracts related to the exchange of goods or services. Contracts must be submitted to the Student Engagement department for proper processing in alignment with University Purchasing and Contract policies.

- No student or advisor may sign a contract that binds the University. Signing a contract or entering an agreement that legally binds the University is a violation of the University's Purchasing and Contract policies.

Advisors should discuss any student action that would reflect poorly on the organization or the University and strongly encourage the adherence to University policies and procedures.

## Section 5 – Programs and Meetings (Events)

Active student organizations are required to submit requests for programs and meetings via the Involvement Network at least two weeks in advance. Active student organizations are required to adhere to the submission deadlines as stated below. Due to the unique needs of most events the Student Engagement department encourages all student organizations to follow the suggested advanced planning timelines as stated (minimum two weeks).

Any event request that is deemed illegal, immoral, unethical, in poor taste by the Student Engagement department, has the pote

Student organizations must turn off all electronics (such as projectors, TVs, etc.) when leaving any meeting spaces and ensure that the room is left in the condition it was provided. If a meeting space was not provided to a group in fair condition, please bring this to the immediate attention of the Student Engagement department, via email.

### Program Planning

Program requests must be submitted a minimum of two (2) weeks in advance of the scheduled program. The Student Engagement department strongly encourages active organizations to begin the program planning process and make us aware of the program at least six (6) weeks prior to the scheduled program to ensure needs related to facility, equipment, marketing, IT requests, contracts, check requests, catering, and staffing, etc. are met.

### Program Planning Guidelines

All program requests must

The University has an exclusivity contract with Pepsi Co. As such, no competing products may be provided at campus events  
To protect the health and well-being of JWU s



Crowdfunding is the act of funding a venture or project by raising small amounts of money from a high volume of people, typically via the internet. All crowdfunding ventures are subject to University policies and guidelines; therefore, student organizations must meet with the Student Engagement department prior to initiating any crowdfunding ventures. To be approved, crowdfunding ventures must:

- Align with the educational purpose and foundational principles of Johnson & Wales University
- Be specific, feasible, and limited in scope
- Be described in a way to be easily understood by the JWU community and general public
- Have potential to garner adequate funding within 5-7 weeks
- Have a designated project manager/campaign leader who will be responsible for ensuring compliance with a full scope of approvals set forth within relevant University policies and procedures
- Meet all necessary criteria and approval measures as indicated within any established guidelines and applications made available by the Student Engagement department

### Promotional Table Request Guidelines

When submitting an Event Registration form, organizations will have the option to request the use of a promotional table to promote their program, prior to the program date

- Specify each date, time, and location (available locations listed in the form) for each promotional table requested

Promotional tabling requests must be submitted at minimum 48 hours in advance of the earliest requested tabling date

Promotional tabling requests are not guarantees. Requests may be denied

### Event (Meeting and/or Program) Cancellation

Reserving spaces and not using them takes away from other organizations who may also want to use the same space, therefore organizations must provide notice of cancellation to the Student Engagement department at least forty-eight (48) hours in advance

Once an event has been cancelled it cannot be reinstated without rescheduling. Organizations must resubmit an Event Registration form

Continual event cancellations may result in loss of privileges to reserve space on campus for a designated period of time

Student groups are asked to take and report attendance at all club meetings using the Involvement Network Checkpoint application

- Checkpoint PIN login information can be found in the Involvement Network events tab

## Section 6 – Graphic Standards, Student Organizations, & Social Media

### Graphic Standards & Student Organization Logos

In accordance with the University's Graphic Standards, student organizations may design their logos using any typefaces and colors, provided they do not violate established university standards. The crest,

Event posters, print collateral, merchandise and publications for which the University contributes to their cost are the only times that the JWU logo is required.

Violations

community surrounding campus do not require Travel Registration. It is recommended that travel planning begin no less than two (2) months prior to a trip for best results. Advance planning allows ample time to develop a budget, raise funds, register for a conference, reserve lodging, reserve transportation, and make any other important decisions.

Student organizations interested in being approved for travel must follow established guidelines. All requests are subject to approval/denial by the Student Engagement department; and if Student Government Association (SGA) funding is being requested, there is no guarantee student organization travel will be approved, even if submitted in accordance with established guidelines.

### Domestic Travel

Student organizations approved to travel within the continental United States with one or more overnight stays must do so with a University-approved advisor, unless otherwise approved by the Student Engagement department.

### International Travel

Student organizations approved to travel outside the continental United States must do so with an approved University faculty or staff member. There are additional requirements for travel outside the continental United States that involve coordination with various



## Important Notes

Only designated student leaders are authorized to request purchases or debit of funds from student organization accounts; Spending requested may be required to have advisor approval, as determined by the Student Engagement department.

Club account balances of inactive student organizations will be maintained for four (4) years. After four (4) consecutive years of inactive status any remaining funds will be re-appropriated by the Student Government Association (SGA) for general appropriation use.

## Section 10 – Purchasing Guidelines

All active student organization purchases should be conducted in accordance with university purchasing guidelines, unless otherwise stated by the Student Engagement department (i.e., certain utilization of fundraised money). The function of the purchasing process is to ensure that the University is paying the best price possible for a particular item through a bidding process. Although the University uses a bid process, there will be certain items that will not need to go out to bid. Items like DJs, hotel rooms, conference fees, and bands are examples.

Examples of items required to be acquired through university purchasing:

- Member t-shirts and polo shirts
- University giveaways items: pens, frisbees, etc.
- Professional printed banners
- Any items that require the Johnson & Wales University logo
  - This includes any item purchased through SGA Appropriations funding

Any questions regarding the purchasing guidelines should be directed to the Student Engagement department.

### Purchasing Request Process

For the lowest cost and for on time arrival, the purchasing process should begin at least four (4) weeks before the date required. Purchasing requests should be submitted via the Create Expenditure form within the Involvement Network.

- All student organization purchases must go through the Student Engagement department
- The Student Engagement department will work with Procurement to have items bid out or purchased, if required
  - Purchases can be made by credit card by the Student Engagement department to help student groups make online purchases
- Any food purchased for an event (meeting or program) must be approved if going outside of JWU
- Approval of purchase through the Student Engagement department does not guarantee funds from SGA Appropriations
  - SGA Appropriations are submitted via the Create Allocation form within the Involvement Network
- The length of time to process the request does depend heavily on the content provided by the organization. Please ensure all logos, graphics, designs, quantities, etc. are clearly thought through prior to submission

Do not contact University Procurement on your own

## Section 11 – University Policies

Students are held to high standards as defined in the Student Code of Conduct and other university policies, procedures, and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures, and rules always, including while engaged in activities of university recognized student clubs and organizations (each, a 'group').

### Group Conduct Review Process

Groups are also held to high standards of conduct. Leaders and members of groups are held to the same standards as individual students. For more information, please contact the University Procurement Office at (919) 919-3512 or [universityprocurement@duke.edu](mailto:universityprocurement@duke.edu).



## Individual Membership

It is highly recommended that all Chapter Advisors live or work within the immediate (60 miles) of the respective campus and have the support of the inter/national headquarters. The main purpose is to be available to provide in-person support to the organization, should the need arise.

## Expectations for Chapter Presidents

The following is expected of the President of each organization:

- Read and facilitate an overview for the chapter of this Student Organization Handbook, Student Code of Conduct, and Hazing Policy

- Attend and participate in established leadership and planning meetings and retreats

- Schedule and attend one-on-one meetings with the designated FSL advisor in the Student Engagement department, once per semester, or more often as requested/needed

- Use and regularly update the chapter's page on the Involvement Network

- Submit an updated organization Constitution and Bylaws every January, unless otherwise directed

- Submit an updated version of the inter/national organization's risk management policy and anti-hazing statement and insurance every Fall term to the designated FSL advisor in the Student Engagement department, unless otherwise directed

## Rosters

### Full Membership Rosters

Organizations must provide documentation (rosters, containing full names and J#s) of all current members within the first week of each term to the Student Engagement department. A new roster must be submitted within one week of status change of any member(s).

### New Member Rosters

A roster (containing full names and J#s) of any potential new members must be provided prior to any students participating in any new member education programs, to confirm their eligibility. Failure to comply may result in all chapter activities being frozen until the chapter is in full compliance with this requirement.

## Risk Management

Organizations maintain an active internal standards board/process that holds members accountable for their behavior to the organization's stated mission and principles. Additionally, organizations may be held accountable for their behavior through the respective governing councils and through the JWU Student Code of Conduct for groups and individuals.

## General Liability Insurance

Each fraternal organization is required to maintain and keep in force for a Commercial General Liability policy in an amount no less than \$1M per occurrence and \$2M annual aggregate, which includes host

## Certificate of Insurance

A valid Certificate of Insurance must always be on file with the Student Engagement department and before the chapter is approved to conduct business at JWU. The certificate must include coverage for sexual misconduct and hazing. Additionally, chapters must provide 30 days advance notice of any cancellation, non-renewal, or material policy changes to the FSL advisor within the Student Engagement department.

The Certificate of Insurance must show any limiting endorsements to the standard Commercial General Liability form. JWU may reject any insurance containing limiting endorsements, deemed unacceptable by the University. JWU also retains the right to request a copy of the insurance policy.

## Recruitment/Intake

Chapters are required to inform the Student Engagement department of the recruitment/intake schedule a minimum of two (2) weeks prior to the beginning of recruitment programs.

Chapters are prohibited from coordinating or participating in any membership intake activities that contradict the values of their inter/national headquarters and/or Johnson & Wales University

No recruitment/intake can occur beginning the first day of reading day and ending the first day of class each term

Chapters must abide by their governing body's Constitution & Bylaws, as it relates to recruitment/intake timelines, unless they violate University policies and/or federal or state statutes

Alcohol is strictly prohibited at or associated with any recruitment/intake events or activities

Chapters are prohibited from establishing interest groups designed to introduce potential new members to their organization (see also Auxiliary Groups within this appendix). Any structured affiliation with an organization will be considered the beginning of the new member program/process for that organization; therefore, such activities must fall within the new member education requirements and guidelines (within this appendix)

All recruitment events, flyers, and apparel must be approved by the Student Engagement department prior to printing or purchasing materials

## Eligibility Requirements for Recruitment/Intake

Students must have completed a minimum of 12 credit hours and have an established cumulative GPA of 2.50 from JWU or another accredited college or university to join a fraternal organization at JWU. First-term, first-year students are not eligible for recruitment/intake until they meet these membership requirements.

Transfer students may be required to provide an official transcript from their prior institution to the Student Engagement department to confirm their eligibility.

## Bid Offering & Financial Responsibility

When extending an invitation to membership ("bid") to potential new members, each chapter must also provide information on financial responsibilities for joining the organization.





Academic performance of all JWU students is a priority, therefore students must be excused from required activities that conflict with academic classes, labs, and other required noted in class syllabi

Alcohol is strictly prohibited at or associated with any new member education activity or chapter ritual

Contents of the new member education process must be approved by the Chapter President, Alumni Advisor and the FSL advisor within the Student Engagement department. Any changes to the schedule must be approved by the same, at least forty-eight (48) hours ahead of the planned change taking place

All new members are required to participate in a New Member Orientation program hosted by the Student Engagement department no later than one term after their initiation/crossing date

An advisor (faculty/staff or alumni) or a designee by the inter/national headquarters must be present at initiation ceremonies. Name(s) and contact information must be provided to the FSL advisor within the Student Engagement department a minimum of forty-eight (48) hours prior to the scheduled initiation

New member education and pre-initiation activities may only occur between the first day of classes and reading day (first day of finals) during a semester. Chapters are prohibited from hosting new member education and/or pre-initiation activities during university breaks (i.e., fall break, winter/holiday break)

### Member Presentation Requests

Member presentations must be submitted for approval at least four (4) weeks in advance, via the Involvement Network. Requests will be reviewed and approved on a first-come, first-served basis. Weekend presentation requests will be reviewed on a case-by-case basis in accordance with staff availability. Presentations must be held prior to reading day (first day of finals). Member presentations may not occur more than four (4) weeks after members have been initiated.

If deemed necessary by the Student Engagement department, the sponsoring organization may be required to provide and pay for additional security presence.

### Guests

The sponsoring organization must notify the Student Engagement department within two (2) weeks of the presentation if any organization members from other institutions will be present and/or participating in the member presentation. It is the responsibility of the sponsoring organization to inform guests (including alumni guests) of JWU's policies regarding member presentations.

### Logistics

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department will determine if a fraternal organization offers suitable support for our students and aligns with the mission of the University.

#### Inter/national Organization Affiliation

No local fraternal organizations may exist and operate at any JWU campus. All fraternal organizations and interest groups must have affiliation with an inter/national organization and be granted approval to become an interest group or 'colony' by the University.

#### Affiliated Members of Non-Recognized Groups

If a student chooses to seek membership in an organization which has lost recognition or has been suspended from the University, the student risks facing disciplinary action, as stated in the Student Code of Conduct.

Students who are initiated members of fraternal organizations that are not recognized by JWU do not have the right to reserve space, recruit members, host, or co-host events in the name of that organization, or participate in any events as a member of the fraternity and sorority life community.

#### Expansion Process

All expansion inquiries will be reviewed by the Student Engagement department and the Fraternity & Sorority Life Council. The Student Engagement department and the Fraternity & Sorority Life Council will meet as needed. During these meetings they will review the letters of intent that have been submitted. The committee will consist of the executive leaders of the existing fraternities and sororities, the Director of Student Engagement (or as designated by the Dean of Students), and others that are deemed

## Information about Re-Chartering

Organizations that have lost recognition for a period