

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.

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Section 2 – General Information

Student clubs and organizations (“student organizations”) must comply with all established requirements as outlined in this handbook and any supplemental communication released by the Student Engagement department. Student organizations without proper university recognition, as

outlined in this handbook, may not function in any capacity as a campus group and will be subject to review in accordance with the Student Code of Conduct.

Eligibility for Participation & Leadership

Only enrolled students of Johnson & Wales University are eligible for participation and leadership within a student organization during that respective academic year or semester.

Nondiscrimination

Student organizations may not discriminate with respect to participation, leadership, or other organizational opportunities. Please reference the University's Prohibited Discrimination and Harassment Policy, which includes JWU's Nondiscrimination Statement, located within the Student Handbook.

Student Organization Categories

All student organizations are organized into one or more of the categories below:

Academic & Professional Development

These organizations enhance and support students' academic/professional development in specialized studies and disciplines at the University, including academic honorary societies and National Student Organizations such as DECA, FBLA, SkillsUSA, HOSA, etc.

Advocacy & Awareness

These groups are designed for students who are exercising their right to free speech and education. They are designed to help spread awareness and educate their peers on pressing issues and upcoming campaigns.

Arts & Media

Organizations whose purpose is to expand student experiences in the areas of arts and communications. These organizations focus on visual arts, drama, dance, vocal and instrumental mastery, journalism, and mass media.

Club Sports & Recreation

Organizations whose mission is to encourage development of skills, knowledge, competition, or support of a particular sport or recreational/leisure activity.

Culinary

Our culinary groups are designed to put learning from the classroom to real life situations. These wide range of groups allow our culinary and baking students to master their skills and find their passion in a relaxed setting while meeting people with similar interests.

Cultural

Organizations whose mission is to study or promote the culture of other nations and/or ethnic groups. These organizations provide cultural, educational, social, and service oriented events and programs that celebrate various traditions, thoughts, and experiences.

Departmental

Organizations who have a permanent assigned advisor (as determined by inclusion in a university employee job description) and/or receive supplemental funds from departmental sources. These

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 particular church, faith, spiritual belief, or denomination. These organizations host meetings, events, and programs that celebrate their various thoughts and beliefs.

Fraternity, Sorority, & Social Fellowship

Fraternities and sororities are groups of individuals of similar interests bonded together by common goals and aspirations. These bonds are created through traditions and rituals based on values such as honor, friendship, truth, and knowledge. Social Fellowships do not identify as traditional Greek-lettered organizations, however they are values-based organizations that have similar member development practices and service orientations.

Governance & Programming

Organizations like the Student Government Association (SGA) and Campus Activities Board (CAB) are dedicated to helping JWU students connect, develop, and thrive on campus through acting as the official voice(s) for students and coordinating quality student entertainment.

Special Interest

Organizations whose purpose is to encourage students to develop hobbies and social interests within JWU and the surrounding community. Special interest organizations may coordinate various trips and/or campus events to provide networking opportunities and enjoyment for JWU students.

Section 3 – Student Organization Recognition

The University reserves the right to deny recognition to any student organization if its stated purpose and/or objectives do not align with the educational mission and values of Johnson & Wales University. Note that it may require a considerable amount of time and energy to start a student organization, including garnering student interest and preparing information for review by the Student Government Association.

Student organizations must abide by all university policies and guidelines pertaining to student organizations. By accepting membership or a positional leader role within JWU student organization students agree to comply with all policies of the university and recognize that a violation of university policy and/or interference with university functions is grounds for disciplinary action against the organization and/or its members.

Additional requirements have been established for Fraternities, Sororities, & Social Fellowships and Club Sports and Recreation group categories in accordance with best practices and policies, and are outlined in the respective appendices within this handbook.

Student Organization Statuses

Petitioning

Petitioning student organizations are groups of students that have expressed a desire for recognition through the Student Engagement department, but have not received official recognition as an active student organization from the Student Government Association (SGA). Organizations in this status are

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, and other activities indicated within the notification sent by the Student Engagement department. The student organization will return to active status once the concern/incident has been resolved and notification has been provided by the Student Engagement department. If issues persist, the organization's status could change to inactive.

Inactive

Inactive student organizations are student groups that fail to meet expectations outlined in this Handbook, or are required to transition to inactive status based on a sanction through the Group Conduct Review Process.

In addition, an organization will become inactive when it is dissolved by its student leaders, preferably in accordance with its constitution and/or bylaws. Any enrolled students may reactive a student organization through the established recognition process, providing there are no outstanding conduct sanctions.

Annual Recognition Requirements for Active Status

All student organizations will be required to re-register for recognition of active status each calendar year. Student organizations must apply for active status before the first spring semester meeting of the Student Government Association (SGA) House of Representatives (but no earlier than the second-to-last meeting of the preceding fall semester), in order to be considered for active status for the following year. Any organization that has not registered by first SGA House of Representatives meeting in the spring semester will be considered inactive and must follow the recognition process as outlined in the handbook to reactivate.

Applications for recognition are available on Involvement Network. Applying organizations will be asked to provide:

- Organization name
- A brief organizational description
- Name and contact information for President, Vice President, and Treasurer
- Name and contact information for JWU Faculty/Staff Advisor
- Any organizational social media information

- Organization Constitution & Bylaws (template available)

Once the application is received, the Student Engagement department will verify completion. If all steps have been completed, the application will be sent to the Student Government Association (SGA) House of Representatives for review and determination.

Starting or Reactivating a Student Organization

Phase One: Registration

To create a new student organization, a minimum of three (3) full-time students with interest in starting a new student organization is required. The application for starting a new organization can be found on the Involvement Network and must be submitted in a timely manner to work within the established meeting schedule of the Student Government Association (SGA).

NOTE 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 for general appropriations use.

Phase Two: Application Review

Once the application is received, Student Engagement will verify completion. If all steps have been completed, the application will be approved and sent to the Student Government Association (SGA). At least one representative from the proposed student organization must attend the scheduled review meeting before a decision is made to approve or deny the student organization.

Phase Three: Petitioning Status

Once approved by the Student Engagement department, the group is now considered petitioning. Petitioning student organizations will be required to have at least one representative from the proposed student organization attend the scheduled review meeting before a decision is made to approve or deny the student organization.

The petitioning student organization will also be required to complete the following items to become an active student organization. The requirements listed below must be completed by the first Student Government Association House of Representatives meeting of the following semester, after approval by the Student Engagement department.

- Submit Advisor Acknowledgement Form
- Meet with a Student Engagement staff member for a new student organization consultation
- Set up Involvement Network
- Upload organization Constitution
- Complete Hazing Prevention training
- Request internal bank account (if necessary)

Phase Four: Recognition

The Student Engagement department will notify the petitioning student organization and the Student Government Association when all requirements have been completed. The organization will receive all benefits of being an active student organization. Note, additional requirements may be required by SGA or the Student Engagement department before active status is granted.

Section 4 – Student Organization Advisors

All student organizations must have at least one full-time faculty or staff advisor. Adjunct faculty or university-contracted professionals may serve as secondary advisors for student organizations, but cannot serve as primary advisors without approval from the Student Engagement department.

A student organization may choose to have more than one advisor; however, one advisor should be designated as the primary advisor. The primary advisor will serve as the official university contact for the organization. Advisors and student organization leaders must work together to make the experience a positive one for all student involved, therefore the advisor should be informed of all organization business.

The term for an advisor lasts one calendar year. Advisors and student officers are encouraged to work together to discuss the option for renewing the advisor's term for the new academic year if both parties deem fit. Advisors will be asked to submit an Advisor Acknowledgement Form each calendar year.

Requirements & Responsibilities for Advisors

Before assuming the role as student organization advisor

The Advisor Acknowledgement Form must be submitted by the advisor via the Involvement Network each year during the registration process.

Active student organizations will be frozen until an Advisor Acknowledgement Form is on file with the Student Engagement department.

Functions and expectations of a student organization advisor

- Advisors must complete required trainings as directed by the Student Engagement department and complete all necessary forms/documentation. Student organization advisors are considered to be Campus Security Authorities (CSA) under the Jeanne Clery Act, and therefore are required to complete a brief CSA training module as directed by the Student Engagement department, on an annual basis.
- Advisors are expected to be aware of the financial activity of the student organization. Advisors are NOT permitted to spend from student club accounts unless written approval is given by the Student Engagement department. All club account expenses must be processed through the Student Engagement department.
- Advisors are expected to have regular communication with the student organization leaders and participants. It is strongly encouraged to meet with student organization's leadership to set expectations, outline goals for the organization, as well as determine ways for advisor support and attendance at meetings.
- Advisors may be required by the Student Engagement department to attend organizational events. Advisors are required to attend all activities with overnight travel. If required, the advisor must be present for the duration of the program including set-up and break-down.
 - If an advisor cannot attend a required program, another approved university full-time staff or faculty member may stand in as a replacement.
 - If an advisor/university official fails to attend a required student organization event, the program may be cancelled and the organization may be frozen by the Student Engagement department.

- 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 potential for violating any University policy, or exposes the student organization or University to risk will not be approved.

Student organization leaders must log in to their organization's page on the Involvement Network to submit an Event Registration form.

- Meetings are considered organizational gatherings for the purpose of managing broader organization functions including, but not limited to: retreats, planning meetings, leadership or executive board meetings, or general body meetings, etc.
- Programs are considered stand-alone or recurring activities sponsored by student organizations including, but not limited to: special guest speakers, forums, entertainment showcases, pageants, competitions, or off-campus trips (i.e. bowling night, hiking trip, local festival, etc.).
 - Fundraisers are considered programs that have a main goal of raising financial capital for a student organization, charity, or collaborating organization.

Meeting Planning

Meeting requests must be submitted a minimum of two (2) weeks in advance of the scheduled meeting. The Student Engagement department strongly encourages active organizations to begin the meeting planning process at least three (3) weeks before the meeting date, to ensure needs are met related to facility, equipment, marketing, IT requests, contracts, check requests, catering, and staffing.

Meeting Planning Guidelines

- All meeting requests must be submitted through the Involvement Network
- If any organization is found to be meeting in spaces without prior approval from the Student Engagement department, the organization may lose its privilege to request future space on campus
- Meeting requests will be processed on a first-come, first-served basis

- 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 be submitted through the Involvement Network
- Make sure to fully discuss program details with your advisor
 - An advisor or their designee may be required to be present for large-scale programs for the duration of the event, including set-up and break-down
- Prior to program approval, a student organization officer and an advisor may be required to meet with the Student Engagement department to discuss the event in detail
- Program requests will be processed on a first-come, first-served basis
- Programs should be visible to all students on the Charlotte Campus Events JWUlink page by creating a program on the Involvement Network at least two weeks prior to the program
- Program should include an approved flyer on the Event Registration form to ensure the program is visible on your Involvement Network page
- Programs with cash handling require a JWU Safety and Security officer. Groups have the option to use an online payment system, iPad/square system instead of collecting cash. If groups decide to use this option they will not be required to have a JWU Safety and Security officer present

Food & Catering Guidelines

Student organizations must abide by the following guidelines for food service and catering. Any violation of this policy may result in disciplinary action:

- On-campus catering is available to all student organizations
- Food services from off-campus caterers/vendors must be approved by the University through the Student Engagement department before they come to campus. Off-campus caterers must provide insurance verification and a catering license in accordance with state regulations. Businesses must also complete a Mobile Food Establishment Property Use License Agreement (PULA). All documentation must be provided to the Student Engagement department at least ten (10) days in advance of the scheduled event
- Due to insurance regulations, no outside caterers are allowed to cook in a JWU kitchen. The food must be prepared at their location and brought to your program to be served at proper temperatures if prior approval is granted
- Individually wrapped prepackaged food is allowed to be distributed at programs

- 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 students, employees, and guests, no student may cook or prepare food for programs in any fashion, unless strictly monitored and supervised by a Culinary Assistant and/or a Chef Instructor. There are no exceptions to this policy. In addition, no University kitchens may be used for events unless approved by Campus Dining or a Culinary designee
- Special guidelines and requirements may be specified for programs (on or off campus) at which alcohol is provided, in accordance with University policies, insurance coverage, and liquor licenses. For the best results, student program organizers should meet with the Student Engagement department no less than four (4) weeks prior to an event at which alcohol may be served, or available

Guest Guidelines

The organization hosting the program is responsible for the behavior of any outside guests, including JWU alumni.

- Be mindful that most University buildings operate on a card-access system which will not allow persons to enter the building unless they are part of the Johnson & Wales University community. Therefore a member from the organization is required to be stationed at the program entrance to assist with admittance into the building for the program. It is against University policy to prop any doors open.
- Groups may be required to pay for an additional security, based on guest attendance and program behavioral expectations
- All guests must leave campus facilities immediately upon the conclusion of the program

Equipment/Supply Guidelines

- Student organizations are responsible for properly transporting, setting up, breaking down, and operating any Office of Student Engagement equipment, used at programs. Training will be provided, if applicable
- Any equipment returned, which has been damaged or deemed unusable and/or needs repairs, will be assessed by the Student Engagement department. Any fees incurred to repair or replace the damaged equipment will be at the expense of the student organization
- The Student Engagement department equipment cannot be used for any personal (non-University approved) programs
- Sound permits may be required for some outdoor and late-night programs in accordance with city ordinances. Student organizations should work with the Student Engagement department regarding this matter more than four (4) weeks in advance of the program
- Some single-use supplies (cups, plates, napkins, plastic utensils, balloons, streamers, etc.) are available through the Student Engagement department, by request via the Event Registration form

Off-Campus Program Guidelines

- It is important for student organizations to meet with the Student Engagement department if they are planning a program that will be hosted off-campus to ensure that the organization is aware of relevant policies and recommended risk reduction practices
- Organizations are expected to be familiar with JWU's Good Neighbor policy and act in accordance of it (and all other University policies) and state laws when hosting programs off-campus, regardless if they are formal or informal in nature

Fundraiser Guidelines

Fundraiser requests must be submitted a minimum of two (2) weeks in advance of the scheduled fundraiser. Student organizations are advised to begin the planning process at least four (4) weeks before the date of the fundraiser program to ensure needs related to facility, equipment, marketing, etc. are met.

- Student groups must submit their fundraising request in the Involvement Network, via the Event Registration form
- Fundraiser requests are approved on a first-come, first-served basis – therefore similar requests by more than one organization may not be approved for the time period
- On-campus fundraisers such as doughnut sales, Valentine's Day flower sales, etc. may last up to seven (7) consecutive days, unless otherwise approved by the Student Engagement department
- The organizing student organization leader is responsible for informing all volunteers of fundraising details, including agreement terms with fundraising companies and relevant university policies that may be impacted
- Student organizations must only use forms of payment approved by the Student Engagement department (only office iPads with square, Cash, or Check). Students should not be using personal or outside payment sources of any kind (i.e. CashApp, Venmo, Paypal, etc.)
- The designated Office of Student Engagement staff member will work with the student organization to purchase items for the fundraiser. If groups are soliciting donations, they must first submit a full list to the designated Office of Student Engagement staff member, before they reach out to businesses
 - If the donor would like a tax letter for their donation, the student organization would need to let the Student Engagement department know when they bring the check/cash in to deposit. The Student Engagement department will work with University Advancement to have a tax letter prepared and the check deposited to their internal account
- 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 Contracts policy

Soliciting Donations and Crowdfunding

- Organizations may not solicit donations without prior approval of the Student Engagement department. The University has many partnerships with local and national organizations; therefore, requests must be first approved by the Student Engagement department with assistance from other campus departments

- 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, the University seal, and/or the JWU logo or its official variations may not be used without the approval of University Design & Editorial Services (e.g., Wildcat Way, Sustainability logos, etc.).

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.

Please contact the Student Engagement department for any matters related to compliance with University Graphic Standards as they pertain to student organization logos, collateral, merchandising, and publications.

Social Media

All social media accounts associated with student organizations must be reported to the Student Engagement department.

Social Media can be a great tool to network, connect with others, build your online brand, and stay in contact with student organization participants, officers, and the JWU campus community – when used effectively. Student organization social media activity must appropriately communicate the values of the University and the organization. Failure to appropriately communicate the values of the University and organization may result in a loss of social media activity privileges, as granted by the Student Engagement department.

Printed Advertisements

All printed advertisements (flyers, handouts, brochures, table tents, etc.) for student organizations must be approved by the Student Engagement department and adhere to the University's Posting Policy. Only active or petitioning student organizations may have items approved for posting on campus. The Student Engagement department reserves the right to approve or deny printed advertisements.

Approval Guidelines

- Flyers must bear the name of the sponsoring organization and date, time, and location of event
- Flyer size may be restricted; it will be reviewed on an individual basis
- As a general rule, any material that is deemed illegal, immoral, unethical, or in poor taste by the Student Engagement department will not be approved. Any flyer that promotes the irresponsible use of alcohol (consumption or sale), illegal drug use, hazing, or violates any university policy will not be approved
- Flyers must contain the original approval mark from the Student Engagement department; duplication or replication of the approval mark is not allowed
- Approval may take up to two (2) business days, so plan ahead

Posting Guidelines

- Sponsoring student organizations are responsible for posting and removing flyers. All flyers must be removed by the sponsoring student organization within two (2) business days following the scheduled event
- Individuals or groups may only remove flyers for programs that have occurred or are not approved by a Johnson & Wales University entity
- In accordance with the University Posting Policy, only approved postings on designated bulletin boards will be permitted
 - Special marketing (i.e. window clings) can be approved if agreed upon by the specific facility manager and the Student Engagement department, in advance

Violations

Any violations of the approval or posting guidelines should be brought to the attention of the Student Engagement department. Sanctions for violating these guidelines may be issued by the Student Engagement department.

Section 7 – Contracts

Contracts are legal and binding agreements that outline a relationship between two parties with reference to an exchange of goods or services. A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc., so it is important to consider the following guidelines:

- 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 policy. Anyone who signs a contract or enters into an agreement becomes legally liable for the agreement, including payment. If you have any questions concerning contracts, please contact the Student Engagement department
- All contracts must be submitted to the Student Engagement department for review and processing
- All contracts must be submitted four (4) weeks in advance of the required date. The more detailed the contract the longer the process could take. Please plan ahead!
- The Student Engagement department can assist with preparing performance agreements or contracts for the exchange of goods or services, upon request
- Submitting a contract does not guarantee payment. Contracts must be fully executed (signed by all University officials and the vendor with any additional requested form) before payment is requested, via a Check Request Form
- Contracts are required for all entertainment/services, whether or not they involve payment (i.e., bands, lectures, DJs, etc.)

Minimum Required Information

- Artist/Vendor legal entity name
- Artist/Vendor mailing address
- Artist/Vendor contact phone number
- Artist/Vendor tax/employer identification number
- Artist/Vendor fee
- Any additional Artist/Vendor requirements
- Location of event
- Artist/Vendor set-up time, start time, and end time
- Date of event
- Description of services/goods provided

Section 8 – Organization Travel

The Organization Travel Registration form should be submitted at least four (4) weeks prior to the first day of anticipated travel. "Travel" consists of any organizational events (programs, meetings, etc.) that occur outside the community surrounding campus (i.e. Charlotte, NC). Off-campus programs within the

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 University departments, therefore please contact the Student Engagement department before your organization begins planning any international travel to ensure arrangements align with relevant University policies.

Travel Requests

- Planning should begin no less than two (2) months prior to a trip
- Organization travel requests should be submitted at least four (4) weeks prior to the first day of anticipated travel, which includes:
 - Full itinerary of travel plans (i.e. departure and arrival dates, conference schedule, etc.)
 - Travel locations (i.e. anticipated hotel, conference site, excursions, etc.)
 - University official accompanying the trip (if applicable)
- The Student Engagement department may require a meeting with a designated student organization office and the advisor to discuss travel details before the travel request is approved
- All approved travel must be booked through the Student Engagement department
- The following items must be submitted at least two (2) weeks prior to the travel date to the Student Engagement department:
 - List of all attendees who will be traveling with the student organization, including the full name and J# of each student
 - Waivers, advisor agreements, and/or participation agreements for each attendee
 - The name and cell phone number of at least two points of contact during the trip (student(s) and/or advisor(s))

Guidelines for Funded Organizational Travel

Funding requests must be submitted at least four (4) weeks prior to the travel date. All student attendees must have a cumulative 2.0 GPA to be approved for travel funding.

Important Notes

- Members/Advisors of organizations that need airfare for conferences are financially responsible for arrangements made by the Student Engagement department, on their behalf. Once any expenses have been paid for by the University, on an individual or organization's behalf, they are personally responsible for:
 - Reimbursing the Student Engagement department or the student organization for any unauthorized or additional expenses
 - Any fees associated with reservation changes, including switching arrangements to another person, are the financial responsibility of the original attendee
 - Payment in full must be made at the time of booking
- Student groups can request funding from SGA to help with travel costs after travel request approval

Section 9 – Funding & Finances

Financing Student Organization Events

Deciding how to pay for your program can be one of the most challenging aspects of organizing your event; it is also one of the most important. Below are two methods to help pay for your event.

Fundraising

Student organizations are permitted to fundraise through registered events and in accordance with the Fundraiser Guidelines, listed earlier in the Student Organization Handbook. As a reminder, organizations wishing to host an event for the purpose of raising funds, must submit an Event Registration form a minimum of two (2) weeks in advance of the scheduled fundraiser, although planning should begin at least three (3) weeks prior to the event.

SGA Appropriations

The Student Government Association has a set budget for funding student organization events, promotion, and travel. Only active (and petitioning) student organizations, who have attended the most recent Student Government Association House of Representatives meeting*, may submit requests for appropriations/allocations from this fund.

It is the responsibility of each student organization to know and understand the process for requesting appropriations from SGA. Student organization leaders can also request additional training from SGA or the Student Engagement department.

*Fraternity & Sorority Life organizations, particularly those who have fewer than 3 members, are exempted from this eligibility criteria.

Student Organization Budget Accounts

Student organizations are required to manage funding for their student organization in JWU-provided accounts. NO OTHER BANK ACCOUNTS ARE PERMITTED. Unless otherwise determined by the Student Engagement department, chapters of national organizations (i.e., fraternities, sororities, and social fellowship groups) are responsible for following established national guidelines by their governing charters for financial management in off-campus bank accounts.

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 should always be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group (‘Group Representatives’) and guests of the Group (‘Group Guests’), reflect on both the University and the Group. As a result, a Group may be held responsible for both the Group’s misconduct of any one or more of its leaders, members, Group Representatives, and/or Group Guests. Such misconduct includes any violation of the Student Code of Conduct, or any other University policy, rule, or procedure.

Please reference the Group Conduct Review Process, which includes information about potential individual or group sanctions for more information.

Other Relevant University Policies

- Computer and Technology Use
- Drug & Alcohol Policy
- Hazing Policy
- Sexual Assault and Relationship Violence Policy
- Student Demonstrations Policy
- Videography and Still Photography on Campus

Appendix A – Fraternal Organizations Standards & Guidelines

Fraternity & Sorority Life Vision Statement: To be a healthy and vibrant community in which brotherhood, and sisterhood, is exhibited through leadership, scholarship, philanthropy, and service.

Fraternity & Sorority Recognition

Recognition for all fraternities, sororities, and social fellowships will be granted by the Student Engagement department in conjunction with the respective governing council.

The following guidelines outline important requirements and recognition standards for existing and new organizations within the Fraternity & Sorority Life (FSL) area.

Definition of Terms

Active member: any member who is not an alumna/alumnus or disaffiliated member of the organization

Alumna/Alumnus: a graduated member of a fraternity, sorority, or social fellowship organization

Chartering: a process where the fraternal organization has been granted approval by the respective governing council, the University, and their inter/national headquarters to have an official chapter with a locally assigned designation

Colonization: the process in which a fraternal organization has been granted approval by the respective governing council and the University to begin the formal process to charter a campus chapter

Disaffiliate: to resign one's membership in an organization

Expansion/Extension: the process of potentially starting a new fraternal organization

Fraternal organization or chapter: any fraternity, sorority, or social fellowship organization that is recognized through their respective governing council. The primary purpose of these organizations is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities

Inactive member: as many organizations have varying ways of defining inactive membership, Johnson & Wales University will adhere to the definition provided by the inter/national organization

Intake: term for the process by which some organizations (i.e., National Pan-Hellenic) members are selected to become new members of an organization. Intake generally includes an application and interview process, followed by an educational program done at the local level, conducted by both undergraduates and alumni, then an initiation (generally known as 'crossing')

Interest Group: a group of current full-time undergraduate students who are interested in starting a new fraternity, sorority, or social fellowship organization and are working with the respective governing council to navigate the process. The interest group should not begin any recognition or membership process with an inter/national organization without prior approval from the Student Engagement department

Membership Presentation: A performance by newly initiated members. Membership presentations are a way for organizations to showcase the newest members of the organization. These presentations are generally conducted by National Pan-Hellenic organizations

New member education program: Formerly referred to as pledging, this process typically takes place within a set number of days or weeks, serving to help existing and new/non-initiated members get to know each other. Most importantly, new member education programs serve to educate new members about the history and traditions of the organization; understand how the chapter operates and the roles of organization members; and helps new members maximize their use of campus resources for individual and organizational success

(Potential) New Member/Aspirant: Any person interested in joining an organization and/or going through the new member education program or process of an organization (sometimes also "neo")

Recruitment: a period in which fraternal organizations seek out and engage interested students by demonstrating what each organization offers its members. This process is different between governing councils (National Pan-Hellenic, Panhellenic, and Interfraternal)

Individual Membership

Undergraduates selected for membership in a JWU fraternal organization must have earned a cumulative GPA of 2.50, have obtained 12 credits, and be enrolled full-time at Johnson & Wales University.

Graduate members are only allowed to participate as active members, if they are eligible based on the organization's inter/national guidelines.

Organization Membership

All organizations are expected to maintain a term and cumulative group GPA of 2.50 or higher.

Chapter leadership and FSL Council members must maintain a 2.50 GPA to hold an active leadership position.

To maintain recognition at JWU, fraternal organizations must have a least three (3) active undergraduate members at the start of each semester that are currently enrolled and in good academic standing at JWU.

Compliance with Inter/National Organization & Leadership

All fraternal organizations must adhere to the inter/national headquarters policies and procedures, including financial management and membership requirements if they do not violate University policies, and/or federal or state statutes. To remain active as a student organization at any JWU campus, a chapter must be in good standing (behavioral and financial) with their inter/national organization.

Dormant: dormant status is designated as a temporary inactive state of a fraternal organization that falls below specific minimum requirements, typically when they are otherwise in good standing with JWU. Student organizations that fall under this status are groups who have been below the minimum requirement for three consecutive semesters. Limitations may be placed on fraternal organizations granted this status for a limited period to fulfill minimum requirements. If a group has failed to meet the minimum requirements for a third consecutive term; a designated member of the Student Engagement department staff will determine the next steps for organization recognition.

Governance

All organizations must be active members in good standing with the respective governing bodies. The respective governing councils are expected to hold all member organizations accountable for not meeting any established standards.

Advisor

All fraternal organizations are required to have a JWU faculty or staff advisor, like all other student organizations. Additionally, fraternal organizations must have one Chapter Advisor who is an alumnus/alumna of the organization. Student leadership with each chapter is expected to maintain regular (weekly or bi-weekly) contact with their alumnus/alumna advisor. Organizations may choose to have additional secondary advisors but must maintain the two primary advisors (one Campus Advisor and one Chapter Advisor) on file with the Student Engagement department.

Chapter officers are expected to notify the Student Engagement department immediately upon any changes in the alumnus/alumna and/or faculty/staff advisor.

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 liquor liability coverage and includes Johnson & Wales University as an additional insured.

Insurance policies must be written with insurance carriers licensed in the state of the respective JWU campus at which the chapter is chartered, having A.M. best ratings of at least A-.

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.

Financial information must also include information on what activities and costs are covered by dues, when payments are due, if payment plans and scholarships are available, and contact within the chapter for further information.

Chapters must submit to the Student Engagement department a signed copy of the FSL Membership form for each potential new member who intends to accept a bid for member. The FSL Membership form will ask potential new members to confirm they have seen the organization's statement of financial obligations, agree to release GPA information to the chapter leadership, chapter advisors, and the Student Engagement department, and understand the University's policies and resources regarding student conduct and prohibited behaviors.

New Member/Neophyte Education Programs/Processes

It is a privilege, not a right, for student organizations to establish educational requirements for membership and to conduct new member education programs at JWU, on or off-campus. Individuals responsible for new member education activities are referred to as New Member Educators.

In addition to adhering to the following New Member Education Guidelines, New Member Educators are required to complete a New Member Education Approval Request Form a minimum of two (2) weeks prior to the start of any new member education activities/processes; the application must be signed or approved electronically by a representative from the respective inter/national headquarters or their designee, and approved by the FSL advisor within the Student Engagement department, prior to implementation.

New Member Education Guidelines:

- Fraternal membership is open to all enrolled students at Johnson & Wales University at that respective campus. The undergraduate chapter members are responsible for the decisions on membership selection that must adhere to university policies and federal laws preventing discrimination
- New members are required to complete an FSL Membership Form with the Student Engagement department within seventy-two (72) hours of accepting a bid to membership and prior to participating in any new member education programming
- New Member Educators must possess a 2.75 cumulative GPA, be in good standing with their chapter and be approved to assume the role of New Member Educator by their faculty/staff and/or alumna/alumnus advisor
- New Member Educators are required to schedule a meeting with the FSL Advisor within the Student Engagement department a minimum of two (2) weeks prior to the scheduled start of a new member education process, to review their New Member Education Approval Request
- Initiation into full membership must be conducted in a timely manner if a chapter has a new member education program/process, which can last no longer than eight (8) weeks from the time of the invitation to membership (bid)
- It is recommended for new member education to not exceed twelve (12) hours per week
- New member education commitment/activities are prohibited between the hours of 12am (midnight) and 8am

- 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, and summer break)

The University reserves the right to shorten or eliminate new member education programs if there are any concerns about violation of university policies, the Student Code of Conduct and/or federal or state statutes.

Any form of hazing is strictly prohibited by law and by JWU policy. New Member Educators are required to be familiar with JWU's policy against Hazing. All chapter members involved in new member education activities must complete required trainings on hazing and other prohibited behaviors as required by the FSL advisor within the Student Engagement department.

Auxiliary Groups

Johnson & Wales University does not recognize or approve of the existence of any affiliated auxiliary organizations (sweethearts, diamonds, little sisters/brothers, courts, kittens, interest groups, etc.). Students are encouraged to report any solicitation of any fraternal organization to join an Auxiliary Group to the Student Engagement department's FSL advisor immediately.

Auxiliary groups are not the same as a fraternal organization and should not be considered and/or treated as such.

Membership Presentations

A membership presentation is the introduction of a 'line' or new member group to campus. This is usually the first full step show/exhibition performed by members of the new member group of a culturally based fraternal organization.

JWU views membership presentations as a privilege to host, not a right. Organizations must abide by the following guidelines and will assume responsibility for informing invited guests of them, as well. Failure to uphold these guidelines will be subjected to disciplinary action.

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

- Presentations can only be performed in the designated areas unless otherwise granted special permission. All presentations must have an inclement weather location. Please work with the FSL advisor within the Student Engagement department to determine the designated areas specific to the campus
- Presentations cannot exceed two (2) hours nor go past 10pm, unless otherwise approved by the Student Engagement department
- The sponsoring organization will be responsible for ensuring the site is left in its original condition after use
- All members performing in a Membership Presentation MUST be initiated members of the organization sponsoring the show

Behavior and Expectations

- Programs that are considered hazing or derogatory will not be tolerated, including but not limited to:
 - Blatant skipping of new members during the Presentation
 - The use of profanity, racism, sexual innuendos, obscene gestures, or hate toward another culture, gender, orientation, or organization
 - Physical abuse of members, including slapping, spitting, caning, pushing, poking, punching, etc.
 - Use of bricks, bats, or paddles. Canes, staffs, and sticks may be used as part of the presentation, but these items may not be used as a weapon or to harm others
 - Disruptions by other attending organizations
- Alcoholic beverages are NOT permitted during new member presentations including by guests

Starting a Fraternal Organization

JWU recognizes that fraternal organizations can provide significant positive experiences for development of student morals, ethics, academic endeavors, volunteerism, and social enrichment. To regulate and manage the expansion process, designated officials from the Student Engagement

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 necessary per the discretion of the Student Engagement department's FSL advisor. Prior to the committee meetings the committee will be trained on how to determine if the campus is ready for expansion and what to look for in a potential organization.

Key Areas to be reviewed

- History of the organization
- Information on inter/national strengths
- Ongoing support via headquarters/region
- Membership and education plan
- Alumni/ae information
- Risk management policies and insurance credentials
- Summary of colonization plan

A governing council may have more than one colony at a given time if they so choose. Additional criteria may be established in the case of organizations seeking re-colonization on campus. Failure to abide by any of these criteria may result in suspension of the colonization process or revocation of provisional recognition as a colony/petitioning group.

Should the University be interested in bringing a fraternal organization to campus whose internal expansion policies conflict with or require additional steps other than what is outlined in this section, the Student Engagement department may, at their discretion, make adaptations to the process. Any such accommodations should be designed to acquire the same information required in the official university expansion process and involve the same university expansion committee.

Information about Re-Chartering

Organizations that have lost recognition for a period from the University may petition to re-charter their organization but must go through the expansion process. Review of prior organization conduct records will be taken into consideration before a final approval is provided by the Dean of Students or their designee.

A note to Intern/national Organizations

Any inter/national fraternal organization wishing to colonize/expand at JWU should file a letter of intent with the Student Engagement department. The letter of intent should be a brief one-page summary of why the organization should be on campus; how the organization can contribute to the greater JWU community; what makes this organization unique or attract a different population of students than the current recognized organizations; and appropriate contact information to follow up with more questions. Letters should be emailed to the designated FSL advisor in the Student Engagement department.

A note to current JWU students

If current students do not find a fit with any of the existing organizations, they may petition to start a new organization on campus. Current students must set up a meeting with the respective governing council President and the Student Engagement department's FSL advisor to discuss the process and current state of the community. Current students are encouraged to research potential organizations of interest to learn more about these organizations. However, they cannot begin an interest group or colony prior to approval from an expansion committee. If students have already established contact with an organization of interest, it is imperative that they connect such representatives with designated members of the Student Engagement department, so that they may overview all relevant guidelines and policies with all parties involved.