JOHNSON & WALES
UNIVERSITY

PROVIDENCE CAMPUS

Student Organization Handbook

Updated 8/5/2020

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OVERVIEW & KEY RESOURCES

Student organizations serve to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom.

This handbook provides an overview of expectations and procedures for student organization involvement and leadership at Johnson & Wales University. The guidelines and processes contained herein serve to empower student leaders and promote a collaborative environment to support student success in co-curricular endeavors. Student organization leaders should be familiar with this handbook and utilize it as a guide to the resources to enrich their student experience.

If you have questions or would like more information about the topics covered in the handbook, please contact representatives from Student Engagement.

Department Information

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Find us on social media!

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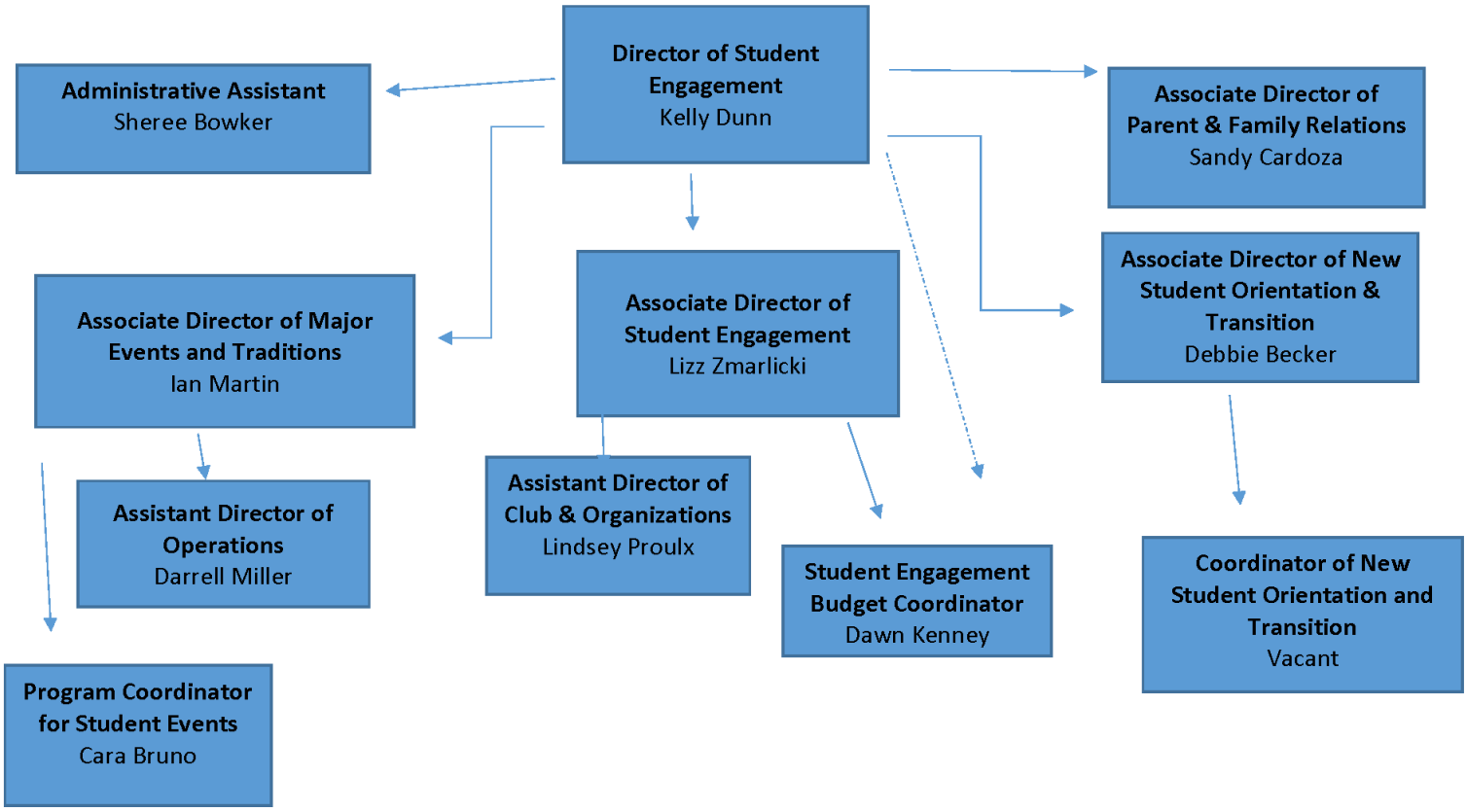

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GENERAL INFORMATION

Student clubs and organizations (herein referred to as "student organizations") must comply with all established requirements as outlined in this handbook and any supplemental communications released by Student Engagement. 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 Membership

General Membership & Leadership Eligibility:
Only enrolled students of Johnson & Wales University (PVD, CLT, DEN or NMI) are eligible for membership and leadership within a student organization during that respective academic year or term.

Academic Eligibility:
All student organization officers (i.e. President, Vice President, Treasurer, etc.) are expected to maintain a minimum **cumulative GPA of 2.0**. Student Engagement may conduct annual GPA audits of any student organizations. Organizations may set more stringent GPA requirements for their officer and members and should be indicated in their constitution or bylaws.

Nondiscrimination:
Student organizations may not discriminate unlawfully with respect to membership, 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

For marketing purposes for current and prospective students, all student organizations are organized into one of the categories below:

Academic & Professional Development:
Organizations whose mission is to enhance and support students' academic/professional development in specialized studies and disciplines at the University, including academic honor societies and National Student Organizations (NSOs) such as DECA, FBLA, SkillsUSA, etc.

Cultural, Political, & Faith-Based/Spiritual:
Organizations whose mission is to study or promote the culture of other nations and/or ethnic groups, the interest of a church, faith, spiritual belief or denomination. Organizations provide cultural, educational, social and service-oriented events and programs that celebrate various traditions, thoughts

and beliefs.

Fraternity, Sorority & Social Fellowships:
Fraternities and sororities are groups of individuals with 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 membership development practices and service orientations.

Arts & Media:
Organizations whose mission 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 sport or recreational/leisure activity.

Governance & Programming:
Organizations like Student Government Association (SGA) and University Involvement Board (UIB) are dedicated to helping JWU students connect, develop and thrive on campus through serving as the official voice for students and coordinating quality campus entertainment.

Advocacy & Awareness:
Organizations whose mission is to help students exercise free speech and education. They are designed to help spread awareness and educate peers on pressing issues and upcoming campaigns.

Culinary:
Culinary organizations whose mission is to bring learning from the classroom to real life situations. These wide range of groups allow culinary and baking students to master skills and find passion in a relaxed setting while meeting people with similar interests.

STUDENT ORGANIZATION RECOGNITION

Starting a student organization can positively contribute to the student experience at JWU. For students who want to start a student organization, please note it may require considerable time and energy to garner student interest and prepare all pertinent information for the review committee.

The university reserves the right to deny recognition to any student organization if it's stated purpose and/or objectives do not align with the educational mission and values of Johnson & Wales University.

Student organizations must abide by all university policies and guidelines pertaining to student organizations. By accepting membership or a leadership position within JWU student organizations, 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 groups in accordance with best practices and policies and are outlined in the respective appendices within this handbook.

Student Organization Recognition Classifications

Petitioning:
The phase in which a group of students has applied for official recognition through Student Engagement, or their designee (i.e.: Student Government Association, President's Roundtable, etc.). If approved, the proposed organization will be transitioned to active status.

Active:
An active student organization strives to provide an outlet for students to pursue their personal, professional and academic interests and passions by staying in regular communication with Student Engagement and meeting all expectations set forth.

Failure to meet expectations and requirements may result in interim action taken towards a student organization to maintain its active status. During this period, organizational activity may be frozen within the campus community and the Involvement Network.

Frozen:
Frozen status is reserved for a student organization that must immediately cease all activity due to a direct concern/incident communicated to Student Engagement.

During this time, the student organization is prohibited from reserving facility space, accessing funding, hosting meetings/events, and other activities indicated within the notification. The student organization will return to active status once the detailed concern/incident has been resolved and notification has been provided by Student Engagement. If issues persist, the organization's status could change to Inactive.

Inactive:
Inactive status is meant for student organizations that fail to meet expectations outlined in the Student Organization 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 re-activate a student organization through the established recognition process, providing there are no outstanding conduct sanctions.

Annual Registration Requirements for Active Status

All student organizations are required to register as directed by Student Engagement for university recognition and active status. **Information regarding established deadlines for registration will be shared via the Involvement Network and to student organization leaders via email communications.**

Any organization that has not registered by established deadlines will be considered *frozen until expectations are met.*

Starting or Re-Activating a Student Organization

Phase One – Registration:
To create a new student organization, a minimum of **five (5)** 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 designated review committee.
Requests for prior constitutions or membership records to re-activate an inactive student organization should be submitted to Student Engagement at involved.pvd@jwu.edu.

Phase Two – Application Review:
Once the application is received, the Student Organization Review Committee will verify completion. If all steps have been completed, the application will be sent to the designated committee. 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 designated review committee, the group is considered *petitioning*. The petitioning student organization will be required to complete within a two-week time period after approval the following items to become an active student organization.

➢ Electronic confirmation from a full-time faculty or staff member confirming their commitment as a student organization advisor, known as the Advisor Acknowledgement Form	☐ Yes☐No

➢ President/Vice President and Advisor to meet with a designated representative from Student Engagement for a new student organization consultation	☐ Yes☐No

Phase Four – Recognition:
Student Engagement will notify the petitioning student organization and the designated review committee when all requirements have been completed. The organization will receive all benefits of being an active student organization. Additional requirements may be required by SGA or Student Engagement before active status is granted.

STUDENT ORGANIZATION ADVISORS

All student organizations must have at least one full-time faculty or staff member serve as an advisor to their organization. Adjunct faculty or university-contracted professionals may serve as secondary advisors for student organizations but cannot serve as primary advisors without approval from the director of Student Engagement or their designee.

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 students involved, therefore the advisor should be informed of all organization business.

The term for an advisor lasts one academic 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 academic year.

Requirements & Responsibilities for Advisors

Before assuming the role of Student Organization Advisor:

- The Advisor Acknowledgement Form must be submitted by the advisor via the Involvement Network each year during the registration process.
  - *Organizations will not be approved for programs and funding requests to SGA until an official Advisor Acknowledgement Form is on file with Student Engagement*
  - *Acknowledgement Form submissions from students on behalf of the advisor are not permitted*

Functions and Expectations of a Student Organization Advisor:

- The advisor must complete required trainings as directed by Student Engagement.
- Advisors are encouraged to be aware of the financial activity of the student organization. Approval of student organization check requests and other financial documents *may* be required.
- Advisors must complete all necessary forms and documentation as required by Student Engagement.
- Advisors should have regular communication with the student organization's officers and general members. 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 executive and general meetings. Student Engagement encourages advisors to meet with student organization leaders and general members at least once per semester.
- Student organization advisors are considered Campus Security Authorities (CSA) under the Jeanne Clery Act, and are required to complete a brief CSA training module as directed by Student Engagement on an annual basis. Additional training modules may be required by the University or Student Engagement for student organization advisors.
- Depending on the nature of the event, Student Engagement may require student organization advisors to attend events on or off campus that are sponsored by their respective student organization. If required, the advisor must be present for the duration of the events, including set-up and break-down.
  - This would include any events that require a group to have a waiver.
  - *If an advisor cannot attend a required program, another responsible 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 event may be cancelled by Student Engagement*
- The advisor should ensure that Student Engagement is consulted regarding all verbal and written agreements/contracts related to exchange of goods or services. Contracts must be submitted to Student Engagement 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*

Contract Policy.

- The advisor 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

EVENT, MEETING & FUNDRAISER PLANNING

Student organizations are required to submit requests for events, meetings and fundraisers via the Involvement Network at least two weeks in advance. All student organizations are required to adhere to the submission deadlines as stated below. Due to the unique needs of events, meetings and fundraisers, Student Engagement advises all student organizations to follow the suggested advanced planning timelines as stated in each specific section.

As a general rule, any event, meeting or fundraiser request that is deemed illegal, immoral, unethical, in poor taste by Student Engagement, has the potential for violating any university policy, or exposes the student organization or university to risk may not be approved.

- **"Events"** are considered stand-alone or reoccurring programs and 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, hiking, festivals, community service, etc.)
- **"Meetings"** are considered special or weekly business or social meetings or practices sponsored by student organizations.
- **"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. Student Engagement strongly advises organizations to begin the meeting planning process at least **three (3) weeks** before the meeting date to ensure needs related to facility, equipment, marketing, IT requests.

Meeting Planning Guidelines:

- All meeting requests must be submitted through the Involvement Network
- If an organization is found to be meeting in spaces without prior approval from Student Engagement, the organization may lose its privilege to request space on campus
- Student organizations must turn off all electronics when leaving all meeting spaces (including classrooms) 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 a representative from Student Engagement via email
- Notify Student Engagement of meeting cancellations as soon as possible to notify other stakeholders of changes

Event Planning

Event requests must be submitted a minimum of **two (2) weeks** in advance of the scheduled event. Student

Engagement strongly advises organizations to begin the event planning process at least **six (6) weeks** prior to the scheduled event to ensure needs related to facility, equipment, IT, marketing, contracts, check requests, catering, staffing, etc. are met.

Event Planning Guidelines:

- All event requests must be submitted through the Involvement Network
- Make sure to fully discuss event details with your advisor
    - *An advisor or their designee may be required to be present for large-scale events for the duration of the event, including set-up and break-down.*
- Prior to event approval, a student organization officer and an advisor may be required to meet with Student Engagement to discuss the event in detail.
- Event requests will be processed on a first-come, first-served basis

Food & Catering:

Student organizations must abide by the following guidelines for food service and catering. Any violations 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 event form request before they come to campus. Off-campus caterers must provide insurance verification and a catering license in accordance with state regulations. All documentation must be provided to Student Engagement or a designee in Special Events at least **ten (10) days** prior to the 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 event to be served at proper temperatures if prior approval is granted by Special Events.
- Individually wrapped prepackaged food is allowed to be distributed at events
- The university has an exclusivity contract with Pepsi. 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 events in any fashion, unless strictly monitored and supervised by a Culinary Arts Teaching Assistant and/or a Culinary Arts Chef Instructor. There are no exceptions to this policy.
- **Events with Alcohol.** Special guidelines and requirements may be specified for events (on or off campus) at which alcohol is provided in accordance with university policies, insurance coverage and liquor licenses. For the best results, student event organizers should meet with Student Engagement no less than **four (4) weeks** prior to an event at which alcohol may be served or available.
- **Events with Cash Handling:** Require a JWU Safety & Security officer. Groups have the option to use the online payment system, iPad/square instead of collecting cash but will need to have security in the event that they do.

Guests:

The organization hosting the event/activity 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 community. Therefore, a member from the organization is required to be stationed at the event/activity entrance to assist with admittance into the building for the event/activity.
- Groups may be required to pay for an arranged security detail in which JWU security officers are

monitoring all event entrances, or if the event attendees are over 100 and/or a large amount of guests.
- All guests must leave campus facilities immediately upon the conclusion of the event.

Equipment Usage:
- Student organizations are responsible for properly transporting, setting up, breaking down and operating Student Engagement equipment used at events. Training will be provided if applicable
- Any equipment returned to Student Engagement which has been damaged or deemed unusable and/or needs repairs will be assessed by Student Engagement. Any fees incurred to repair or replace the damaged equipment will be at the expense of the responsible party
- Student Engagement equipment cannot be used for any personal (non-university) events
- **Outdoor and Late-Night Programs**: Sound permits may be required for some outdoor and late-night events in accordance with city or town ordinances. Student organizations should work with Student Engagement regarding this matter more than **three (3) weeks** in advance

Event 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 Student Engagement at least 48 hours in advance or as soon as possible.
- Once an event has been canceled, it cannot be reinstated without rescheduling. Organizations must resubmit an event request and follow the proper protocol to host an event on campus
- Continual event cancellations may result in loss of privileges to reserve space on campus for a designated period of time

Expectations for Off-Campus Events:
- It is important for student organizations to meet with Student Engagement if they are planning an event that will be hosted off-campus to ensure the organization is aware of relevant policies and recommended risk reductions practices
- Organizations are expected to be familiar with JWU's Good Neighbor Policy and act in accordance of university policies and state laws when hosting events and activities off campus, regardless if they are formal or informal in nature

Fundraiser Planning

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 **three (3) weeks** before the date of the fundraiser event(s) to ensure needs related to facility, equipment, marketing, etc. are met.

Items to consider when planning a fundraiser on campus:
- Student groups must submit their fundraising requests in the Involvement Network to work with the student
- 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 Student Engagement
- The organizing student organization leader is responsible for informing all volunteers of fundraiser details, including agreement terms with fundraising companies and relevant university policies that may be impacted
- Students should only be using approved forms of payment by Student Engagement (only Department iPads with Square, Cash, or Check). Students should not use personal or outside payment sources of any kind (ie: CashApp).

- The designated Student Engagement staff member will work with the student group to purchase items for the fundraiser. If groups are soliciting donations, they must first submit a full list to the designated Student Engagement staff member before they reach out to businesses.
- If the donor would like a tax letter for their donation, the student club would need to let Student Engagement know when they bring the check/cash in to deposit. Student Engagement will work with Advancement to have a tax letter prepared and the check deposited into 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 Contract Policy

Soliciting Donations and Crowdfunding:

- Donations: Organizations may not solicit donations without prior approval of Student Involvement & Leadership. The university has many partnerships with local and national organizations; therefore, requests must be first approved by Student Engagement with assistance from other campus resources
- Crowdfunding. 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 a representative from Student Involvement & Leadership prior to initiating any crowdfunding ventures. To be approved, Crowdfunding initiatives 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 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 Student Engagement through the Involvement Network*

Graphic Standards, Student Organization Logos & 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, nor the JWU logo or its official variations may not be used without the approval of University Design & Editorial Services (e.g., Wildcat, Sustainability logos)

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

Social Media:

Social media can be a great tool to network, connect with others, build your online brand, and stay in contact with student organization members, officers and the JWU campus community - when used effectively. A JWU Social Media website has been created to be the hub of all things social media.

The website also includes strategies for starting and managing social media as well as tips to use social

media safely and effectively, and make social media work for you.

How to Start/Manage Social Media

Tips on how to successfully use social media

Posting Guidelines

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

Approval Guidelines:

- Flyers must bear the name of the sponsoring organization and date, time & location of event *(see example)*
- Poster 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 Student Engagement 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 stamp from Student Engagement**; duplication or replication of the stamp is not allowed
- Approval may take up to **two (2) business days**, so please plan ahead

Approved Flyer Example

Posting:

Postings must adhere to the following guidelines:

- **Sponsoring student organizations are responsible for posting and removing posters.** All flyers and posters must be removed by the individual JWU student organization within 48 hours following the scheduled event
- Individuals or groups may only remove flyers and advertisements for programs that have occurred or are not approved by a Johnson & Wales University entity
- In accordance with the University's 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 specific facility manager and Student Engagement in advance*

Violations:

Any violations should be brought to the attention of Student Engagement **Unstamped/Unapproved flyers will be removed.** Sanctions for violating the posting policy include, but are not limited to: written warnings, campus service and revocation of posting privileges.

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 Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts, please contact Student Engagement.
- All contracts must be submitted to Student Engagement for review and processing
- All contracts must be submitted at least **thirty (30) days** in advance of the required date. *The more detailed the contract, the longer the process could take. Please plan ahead!*
- Student Engagement can assist with preparing a performance agreement or contract for exchange of services or goods upon request.
- Submitting a contract does not guarantee payment. Contracts must be fully executed 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, lecturers, DJ's).

ORGANIZATION TRAVEL

Organization travel requests should be submitted at least **four (4) weeks** prior to the first day of anticipated travel. However, it is recommended that travel planning begin no less than **two (2) months** prior to a trip for best results.

- *Advanced planning allows for 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 by Student Engagement and SGA if 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 Student Engagement.

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 Director of Student Engagement before your organization begins planning any international travel to ensure arrangements align with relevant university policies.

Travel Request Process

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)*
- Student Engaement may require a meeting with a designated student organization officer and the advisor to discuss travel details before the travel request is approved. All approved travel must be booked through SIL.

Guidelines for Funded Organization Travel:

Funding Requests must be submitted at least **three (3) weeks** prior to the travel date.

The following items must be submitted at least **one (1) week** prior to the travel date to designated representative from Student Engagement:

- List of all attendees who will be traveling with the student organization, **including the full name and J# of each student**
- Waiversthat Student Engagement requires the name and cell phone number of two points of contact during the trip (student(s) and/or advisor)

Important Notes:

- Members/Advisors of organizations that need airfare for conferences are financially responsible for arrangements made by Student Engagement on their behalf. Once any expenses have been paid for by the university on an individual's or organization's behalf, they are personally responsible for:
  - *Reimbursing Student Engagement 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 participant*
  - *Payment in full must be made at the time of booking*
- Student groups can request funding from SGA to help with travel costs after approval
- All groups traveling overnight must do so with an approved advisor unless otherwise approved by SIL

FUNDING & FINANCIAL INFORMATION

Financing Student Organization Programs

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

Fundraising: See "Fundraiser Planning" section for more details

SGA Appropriations: Student Engagement has a set budget for funding student organization events and travel. The Student Government Association is responsible for awarding student organizations with these funds. All active student organizations are eligible to request funding for their programs.

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 by emailing them at sga.pvd@jwu.edu, calling their office (401-598-1091), or stopping by their office in CBCSI Downcity.

STUDENT ORGANIZATION BUDGET ACCOUNTS

Student organizations are required to manage funding for their student organization in JWU-provided accounts. **NO OTHER ACCOUNTS ARE PERMITTED.** Unless otherwise determined by Student Engagement, chapters of national organizations (i.e. fraternities, sororities, and social fellowships) 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; such requests must have advisor approval. Advisors must work with designated student organization leaders to request reimbursements or other financial requests.

PURCHASING GUIDELINES

All student organization purchases should be conducted in accordance with university purchasing guidelines, unless otherwise stated by Student Engagement (ie: utilization of fundraised money to make purchase). 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 DJ's, 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 Giveaway Items: pens, Frisbees, etc.
- Professionally Printed Banners
- Any items that require the Johnson & Wales University logo

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

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.

- All student organization purchases must go through the designated SIL staff member
- Designated SIL staff member will work with Procurement to have items bid out or purchased
    - Purchases can be made by credit card by SIL to help the student groups make online

purchases

- Any food purchased for an event must be approved if going outside of JWU
- Approval of purchase though SIL does not guarantee funds from the SGA Appropriations Committee. Organizations still need to follow the SGA Appropriations Guidelines to request funding, if needed
- 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
- Please do not contact the Procurement Department on your own.

UNIVERSITY POLICIES

Group Conduct Review Process

Our 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 at all times, including while engaged in activities of university recognized student clubs and organizations (each, a "Group").

In addition, Groups are also held to the same high standards of conduct. Leaders and members of Groups should at all times 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 and for the 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 – FRATERNITY & SORORITY LIFE STANDARDS & GUIDELINES

Fraternity & Sorority Life Vision Statement: *To be a healthy & vibrant community in which brotherhood &*

FRATERNITY & SORORITY RECOGNITION

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

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

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

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 fraternity or sorority on campus

Fraternal organization or chapter: Any fraternity, sorority or social fellowship 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 organization (i.e. National Pan-Hellenic) members are selected to become new members of an organization. Intake generally includes an application and an 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 or sorority and are working with the respective governing council to navigate this process. The interest group should not begin any recognition or membership processes with an Inter/National organization without prior approval from Student Engagement

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 NPHC, NALFO, and NMGC 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: a) educate new members about the history and traditions of the organization, b) understand how the chapter operates and the roles of organization members, and c) help 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

Recruitment: A period during which fraternities and sororities seek out and engage interested students by demonstrating what each organization offers its members. This process is different from that of National Pan-Hellenic organizations.

INDIVIDUAL MEMBERSHIP

Undergraduates selected for membership in a JWU fraternity or sorority must have earned a cumulative GPA of 2.5 and be an enrolled student of Johnson & Wales University.

ORGANIZATION MEMBERSHIP

All organizations are to maintain a term and cumulative group GPA of 2.5 or higher.

To maintain recognition at JWU a fraternal organization must have at least **five (5)** active undergraduate members at the start of fall semester and January 1 that are currently enrolled and in good academic standing at JWU.

COMPLIANCE WITH INTER/NATIONAL ORGANIZATION & LEADERSHIP

All fraternities, sororities and social fellowships must adhere to their Inter/National headquarters policies and procedures, including financial management and membership requirements as long as 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 intern/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 two consecutive semesters. Limitations may be placed on fraternal organizations granted this status for a limited period of time to fulfill minimum requirements. If a group has failed to meet the minimum requirements for a third consecutive semester; a designated member of the Student Engagement staff along with the guidance of the Fraternity & Sorority Leadership Team will determine the next steps for organization recognition.

GOVERNANCE

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

ADVISOR

All organizations are required to have a full-time JWU faculty or staff advisor like all of the other student organizations. **Additionally, fraternities and sororities must have one Chapter Advisor who is an alumnus/alumna of the organization.** Student leadership for 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 Student Engagement. Student leaders and advisors must follow guidelines for student organizations as outlined in the Student Organization Handbook.

Chapter officers are expected to notify Student Engagement immediately upon any changes in 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:

1. Read and facilitate an overview for the chapter of this student organization handbook, Student Handbook and Hazing Policy
2. Attend and participate in established leadership and planning meetings and retreats
3. One-on-one meetings with the designated fraternity/sorority advisor in Student Engagement once per semester or more often as requested/needed
4. Use and regularly update the chapter's page on the Involvement Network
5. Submit updated organization constitution and bylaws during the registration process or as otherwise directed
6. Submit an updated version of the inter/national organization's risk management policy and anti-hazing statement every Fall term to the designated fraternity/sorority life advisor unless, otherwise directed

ROSTERS

Full Membership Rosters:

Organizations must provide documentation (rosters) of all current members within the fourth week of each semester to Student Engagement. A new roster must be submitted within one week of status change of any members.

New Member Rosters:

A roster (consisting of full names and J#s) of any potential new members must also 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 behaviors through their respective council and through the JWU Student Code of Conduct for groups and individuals.

GENERAL LIABILITY INSURANCE

Insurance Coverage

Each fraternity, sorority and social fellowship is required to maintain and keep in force for a Commercial General Liability policy in an amount no less than $1 million per occurrence and $2 million annual aggregate, which includes host liquor liability coverage and also 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 (Rhode Island and Massachusetts for PVD, Colorado for DEN, Florida for NMI, and North Carolina for CLT), having A.M. best ratings of at least A-.

Certificate of Insurance

A valid Certificate of Insurance must be on file with Student Engagement at all times and before the chapter is approved to conduct business at JWU. Additionally, chapters must provide 30 days advance notice of any cancellation, non-renewal or material policy changes to the fraternity and sorority life advisor.

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

RECRUITMENT/INTAKE

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

- Chapters are prohibited from coordinating or participating in any membership intake activities that contradict the values of their Inter/National headquarters and Johnson & Wales University.
- No recruitment/intake can occur beginning the first day of reading day and ending the first day of class each semester.
- Chapters must abide by their governing body's constitution & bylaws around recruitment/intake timelines and approved activities, 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 these guidelines). 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 new member

education requirements and guidelines (stated within this document).
- All recruitment events, flyers and apparel must be approved by Student Engagement prior to printing or purchasing the materials.
- Chapters are only eligible for new member processes if and when all of their members have completed the hazing prevention course.

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP/INTAKE

Students must have completed a minimum of 12 credit hours and an established cumulative GPA of 2.5 from JWU or another accredited college or university to join a fraternity, sorority or social fellowship 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 Student Engagement to confirm their eligibility.

BID OFFERING & FINANCIAL RESPONSIBILITY

When extending an invitation to membership (hereby referred to as a "bid") to potential new members, each chapter must also provide information on financial responsibilities for joining the organization. Financial information must include information on what activities and costs are covered by dues, when payments are due, if payment plans and scholarships are available and a contact within the chapter for further information.

Chapters must submit to Student Engagement a signed copy of the **FSL Membership Form** for each potential new member who accepts a bid for membership. 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 Student Engagement, 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/process; the application must be signed or approved electronically by a representative from the respective national chapter or their designee and approved by the Fraternity & Sorority Life Advisors before any approval is granted.

New Member Education Guidelines:

1. Fraternity/Sorority 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 prohibiting discrimination
2. New members are required to complete a **FSL Membership Form** with Student Engagement

within **seventy-two (72) hours** of accepting a bid to membership and prior to participating in any new member education program/activities

3. New Member Educators are encouraged to 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 or alumni advisor
4. New Member Educators are required to schedule a meeting with the Fraternity & Sorority Life Advisor a minimum of **one (1) week** prior to scheduled start of new member education process or activities to review their New Member Education Approval Request
5. Initiation into full membership must be conducted in a timely manner if a chapter has a new member education program or phase, which can last no longer than **eight (8) weeks** from the time of the bid offering
6. It is recommended for new member education to not exceed **twelve (12) hours** per week
7. New member education commitment/activities are prohibited during the hours of 12 midnight and 8 a.m.
8. Academic performance of all JWU students are a priority, therefore students must be excused from required activities that conflict with academic classes, labs and other requirements noted in class syllabi
9. Alcohol is strictly prohibited at or associated with any new member education activity or chapter ritual
10. Contents of the new member education program must be approved by the Chapter President, Alumni Advisor and required by the Fraternity & Sorority Life Advisor. Any changes to the schedule must be approved by the chapter's alumni advisor and be communicated to the Fraternity & Sorority Life Advisor a minimum of **forty-eight (48) hours** after changes are made
11. All new members are required to participate in a New Member Orientation program hosted by Student Engagement no later than one semester after their initiation/crossing date

12. New member/neophyte education/pre-initiation activities may only occur between the first day of classes and the first day of reading day during a semester.
13. Chapters are prohibited from hosting new member/neophyte education/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 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 Fraternity & Sorority Life Advisor or their designee.

AUXILARY 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 fraternity and sorority to join an Auxiliary organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, interest groups, etc.) to the Student Engagement designated fraternity/sorority advisor immediately.

Auxiliary organizations are not the same as a fraternity or sorority and should not be considered and/or treated as such.

STARTING A FRATERNITY & SORORITY

Johnson & Wales University (JWU) recognizes that fraternities and sororities 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 Student Engagement 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 organizations may exist and operate at any JWU campus. All organizations or interest groups must have affiliation with an Inter/National organization and be granted approval to become an interest group or colony by the university.

CITY-WIDE AND AREA CHAPTERS

JWU will not approve new city-wide chapters or authorize re-establishment of former city-wide or area chapters on its campuses. A city-wide or area fraternity or sorority is defined as a collegiate chapter consisting of two or more colleges and/or universities where membership can be generated. Each city-wide or area chapter operates under one constitution/bylaws, one set of elected officers, one initiation, and is chartered and recognized by an inter/national organization. Interested organizations should consider

their capability to establish a sole charter at JWU prior to submitting interest for recognition. Membership in JWU fraternities and sororities is only available to enrolled students at Johnson & Wales University.

Affiliated MEMBERS OF NON-RECOGNIZED GROUPS

If a student chooses to seek membership in an organization which has lost recognition or has been banned or 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 an expansion committee. The committee 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), the Student Engagement designated fraternity/sorority advisor, and others that are deemed necessary per the discretion of the Student Engagement designated fraternity/sorority advisor. Prior to the committee meetings the committee will be trained how to determine if the campus is ready for expansion and what to look for in a potential organization.

Key Areas to be reviewed by the expansion committee:

- History of organization
- Information on inter/national strength
- Ongoing Support via headquarters and regionally
- Membership and Education Plan
- Alumni/ae information
- Risk Management policies and Insurance credentials
- Summary of the 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 fraternity or sorority to campus whose internal expansion policies conflict with or require additional steps other than what is outlined in this section, Student Engagement 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 of time from the University may petition to re-charter their organization but, must go through the expansion process. Review of prior organizational conduct records will be taken into consideration before a final approval is provided by the Dean of

Students or their designee.

***A note to Inter/National Organizations*:**
Any inter/national fraternity or sorority wishing to colonize at Johnson & Wales University (JWU) should file a letter of intent with Student Engagement. The letter of intent should be a brief one- page summary of why the organization should be on campus; how this 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 Student Engagement.

A note to Current JWU Students:
If current students do not find a fit with any of the existing organizations, they may petition of start a new organization on campus. Current students must set up a meeting with the respective governing council President and the Student Engagement designated fraternity/sorority 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 member of the Student Engagement team so they may overview all relevant guidelines and policies with all parties involved.*

APPENDIX B – CLUB SPORTS STANDARDS & GUIDELINES

STARTING A CLUB SPORT

Students interested in starting a club sport on campus should review the process of new club recognition as outlined in the Student Organization Handbook, located on the Involvement Network accessible via jwuLink. Following approval, new club sports will be required to provide further information based on designation into one of two categories: Recreational or Competitive club sport.

A **Recreational** club sport classification will be designated for club sports that involve physical activities that are recreational in nature and do not involve competition as a primary focus. A **Competitive** club sport classification will be designated to club sports with activities that involve competition between other colleges and universities that may include both league and tournament play.

These guidelines are a supplement to the Student Organization Handbook. Student leadership from each club sport is expected to become familiar with the contents of the entire handbook so the club sport is aware of all policies and procedures related to clubs and organizations. Situations involving club sport business and activities not covered in this handbook should be referred to the designated contact in Student Engagement.

ADDITIONAL REQUIREMENTS

Club sports are primarily under the advisement of Student Engagement and governance of Student Government Association (SGA). All club sports will need to fulfill all required documentation as directed

by Student Engagement and SGA to remain active. Student Engagement works collaboratively with Athletics and SGA to support club sport activity, therefore specific matters and decisions may be referred to the Director of Athletics or their designee by Student Engagement as is reflected within many guidelines and requirements stated herein.

Given the assumed risks for participation in a club sport, a club sport may be required to acquire and maintain a Head Coach. Determination for this requirement and criteria for selecting any coaches will be made by the Director of Athletics or his or her designee.

Like other student organizations, university funds are limited for club sports; therefore, all club sports are encouraged to prepare a budget report by the conclusion of the spring semester outlining the club sport's internal account balance, and how the club sport will be supporting itself financially in the upcoming academic year. Budget reports may be requested by Student Engagement or SGA to determine a club sport's viability to sustain its activities. If a club sport does not have sufficient funds to support itself, it will go to **inactive** status until the club sport is financially stable as determined by Student Engagement. Inactive status for a student organization denotes the loss of recognition and privileges afforded to clubs and organizations until necessary issues are resolved.

If a club sport is required to have a head coach, no activity may take place without them or an approved staff designee from the university.

USE OF FACILITIES

Club sports will have access to Johnson & Wales University facilities unless otherwise specified. Requests for facilities must be made through the Involvement Network via jwuLink as outlined in the Student Organization Handbook. Please schedule an appointment with a representative from Student Engagement with any questions regarding suitable facilities to accommodate anticipated requests. Facilities on campus will be provided based on their availability, which may be limited. These areas on campus are used by more than just club sports so it is imperative to request facility use at least **TWO WEEKS PRIOR** to the requested date (Campus-specific policy or practices may require more advanced planning). Facilities off campus may be used based on approval and availability by working with Student Engagement staff to process contracts and payments appropriately. All club sports will be held to high standards, therefore it is an expectation that behavior of all club sport members and coaches adhere to rules and regulations of all other campuses for competitions and visits, off-campus facilities, and associated leagues in which they compete.

Facility-Use Policies

Club sport officers are responsible for communicating all information related to field and facility utilization to club sport members, spectators, visiting teams, and all other authorized users of the recreational/athletic facilities during the club sport's use.

Failure to adhere to all policies will result in disciplinary action that could include, but not limited to, loss of recreation/athletic facility use.

No Alcoholic Beverages

- Possession or use of alcoholic beverages anywhere on university property is prohibited except for legal use at events, operations, programs, premises or facilities sanctioned by the university.

- Failure to abide by this regulation is a violation of the university's Drug and Alcohol Policy and the Student Code of Conduct and will result in disciplinary action, including suspension and/or dissolution of the club sport.

Inclement Weather

- Club sport teams should inspect the field/venue **PRIOR** to every use to identify any safety hazards or property damage.
- If the club sport members determine the field/venue is unsafe or hazardous for use they need to report the state of the field to the operations manager in Athletics.

Pets

- Other than service animals, **dogs or other pets** are not permitted on university property.

Clean-Up

- Club sports are responsible for the removal of all trash after an event/competition/practice.
- Trash removal constitutes placing all trash in designated trash receptacles. Failure to take responsibility to do so will result in loss of facility privileges.

Damage to Fields

- Club sports are responsible for any damage to the field/activity space during their usage.

Participants

- Club sports are **NOT** permitted to provide a game site for two non – Johnson & Wales teams. The only exception to this is if the club sport is hosting a tournament approved by JWU Student Engagement.

Spectator Responsibility

- Club sports are responsible for their spectator's behaviors and actions regarding all facility-use guidelines and campus policies, therefore club sports may be required to request and fund security detail when deemed necessary by Student Engagement in conjunction with Campus Safety & Security.

CLUB NAMES & UNIFORMS

"Nicknames" for club sports will be limited to "Wildcats."

All club sports' uniforms must primarily use Johnson & Wales University colors and be approved in accordance with JWU Graphic Standards, unless otherwise approved. Club sports will not be allowed to participate/compete in non-school colors (JWU colors – Royal Blue and White. Athletic Gold/Yellow may be used as an accent color), unless rules of the sport dictate differently. Club sports are required to follow purchasing guidelines stated within this handbook.

All logos must be approved by Student Engagement. Club sports must use logos that have been previously approved by University Design and Editorial Services.

- Previous Coaching or playing experience in that sport. The coach may not play.
- Certified in First Aid, CPR and AED Training and approved by the Director of Athletics or his or her designee.
- Adhere to the policies and guidelines set forth by the University and Student Engagement in conjunction with Athletics

within the Student Organization Handbook and Club Sport Guidelines.

- Establish conditioning and training programs to physically and mentally prepare the participants for competition. Student Engagement will facilitate the review and approval of such programs and activities by the Director of Athletics or their designee.
- Provide a schedule (practices/games) and information on any tournament competition in advance to the designated representative from Student Engagement.
- Must attend all practices, games, and competitions in which the club participates unless explicitly stated otherwise in writing by Student Engagement.
- Be attentive to student needs, concerns and potential problems.
- Employ a sense of fair play encouraging the development of skills and recognizing the importance of active student participation.
- Develop and employ safety standards; inspect equipment and facilities for potential safety problems prior to use
- Bring concerns regarding potential health or injury problems to the attention of the Director of Sports Medicine or their designee.
- Promote participant responsibility in the display of proper conduct, and promotion of good sportsmanship, both on and off the field with compliance regarding conference, league or union rules governing eligibility, competition, and financial obligations.
- At all times, as a representative of Johnson & Wales University, the coach should model good sportsmanship and professionalism.
- Student Engagement has the right to deny any coaching applicant for a club sport if deemed necessary, in its sole discretion.

A faculty-staff advisor is required in accordance with student organization policies and can be any full-time faculty or staff member of Johnson & Wales University, regardless if a club sport has a required Head Coach. Prior approval from Student Engagement must be received in writing for any part-time or adjunct faculty or staff to serve as student organization or club advisors.

Depending on the nature of the sport being played, different medical information may be required.

Club sport participants are responsible for their own health and safety while participating in their respective sport. *All club sport participants will be required to sign the assumption of risk form provided by Student Engagement, and may be required to provide additional information as necessary.*

Participants in sports of a collision or contact nature will be required to provide a physician's examination report to the Director of Sports Medicine or designated representative from Student Engagement. Club sport coaches will be required to submit a roster of participants to the athletic training department for verification of physicals and concussion testing, when applicable. Failure to do so may result in suspension of participation for that entire sport club.

All students will be required to have medical insurance to participate in a club sport. In order to participate, the student must be able to show that his/her medical insurance covers injuries resulting from the specific sport the student is participating in.

Club sports are required to follow all emergency procedures and protocols while participating on campus. Coaches should be aware of the location of the Automated External Defibrillator (AED). Coaches and/or designated supervising staff are required to be certified in First Aid/CPR/AED in addition to complete

other trainings required of athletic coaches

All injuries must be immediately reported to campus safety and security. Injuries must also be reported to Student Engagement or their designee as soon as possible. Failure to report injuries may result in disciplinary action, including suspension and/or dissolution of the club.

Collision and contact club sports must provide a certified athletic trainer (ATC) or a state licensed EMT for all home competitions. This person must be approved by the Director of Athletics or his/her designee prior to the contest.

ROSTERS & PARTICIPANTS

Club sports must have an updated roster on the Involvement Network at the beginning of each semester. A copy of the roster must be provided to the designated representative from Engagement via email, therefore it is imperative that any changes made to the roster are communicated immediately.

Rosters must be updated with Student Engagement prior to any practice or competition date if necessary. Failure to do so may result in disciplinary action. All rosters must include J-Numbers of all participants listed on the roster.

Student Engagement and SGA reserve the right to take disciplinary action on a club sport that does not abide by the rules stated in this handbook or represent the university in a positive manner.
Club Sport policies are complimentary to policies and guidelines for student clubs and organizations. Therefore, all Johnson & Wales club sports must also abide by all rules and regulations established in the Student Organization Handbook.

Information in the Student Organization Handbook and Club Sport Guidelines is subject to change without advance notification.