



JOHNSON & WALES
UNIVERSITY

STUDENT ACTIVITIES

Clubs & Organizations Handbook

General Information

Student Activities

Location:

Downcity Campus: Citizens Bank Center for Student Involvement (CBCSI)
Harborside Campus: Harborside Recreation Center 2nd Floor.

Phone Number:

Downcity Campus: 401-598-1195
Harborside Campus: 401-598-4668

Fax Number:

Downcity Campus: 401-598-1171
Harborside Campus: 401-598-1601

Involvement Network: JWULink>Student Life>Involvement Network

Websites: <http://www.jwu.edu/content.aspx?id=11298#fbid=B1Kd3nWCbI7>
<http://www.jwu.edu/content.aspx?id=11598#fbid=B1Kd3nWCbI7>

Email:

Contact the Assistant Director of Student Activities for any questions or concerns about your undergraduate club or organization, any member of the Student Activities team is available to assist as well:

Scott Lyons	Director of Student Activities	401-598-2833
Meagan Sage	Associate Director of Student Activities	401-598-4682
Laurie Lapane	Associate Director for Co-Curricular Programs	401-598-2086
Ryan Edmonds	Assistant Director of Operations	401-598-2804
Jessica Grady	Assistant Director of Student Activities	401-598-1150
Victoria Goodman	Program Advisor	401-598-2627
Patricia Cross	Scheduling Coordinator	401-598-1110

Clubs & Organizations Policies and Procedures

Academic Requirements

All student leaders must maintain a 2.0 GPA. If a student receives lower than 2.0, he/she will be considered an inactive member and removed from his/her position within the organization. Inactive status means that a student is not allowed to participate in club activities meetings, etc. All student leaders must be full-time undergraduates, matriculating students. Some organization may have more stringent GPA requirements.

Responsibilities & Rights

Responsibilities

- Must send a representative to participate in the Club and Organization Training Day held each trimester
- Must turn in recognition form along with a list of members, a constitution, and the name of the faculty/staff advisor to Student Activities
- Must update officer contact information at the beginning of every term
- If the club/organization received funding from the Appropriations Committee, it must adhere to the guidelines regarding allocation. Please refer to the Appropriations Guidelines section in this handbook or via the Student Government Association within the Involvement Network.
- Governing councils must have a constitution on file with Student Activities
- Encouraged to have active participation in Family Weekend, Student Activities Night, and other related events and university-wide programs.
- Must comply with all financial procedures outlined herein and maintain sound fiscal management practices to protect the financial resources of the organization and the University. Any incidents of theft, misappropriation of funds, or unauthorized use of funds, checks, other documents relating to a student organization financial account will be immediately reported to Campus Safety & Security for investigation and held accountable via the Group Responsibility & Conduct Review Process outlined in this handbook
- Adhere to all policies and procedures outlined in this handbook

Rights

- To apply for funds from the Appropriations Committee
- To reserve university space for meetings/events
- To have promotional material approved for meetings/events
- To access bulletin boards, photocopying, and other supplies
- To have a mailbox located within Student Activities
- To promote club events/meetings through approval of Student Activities
- To attend and be eligible for awards at the Student Activities Leadership Awards.

Club/Organization Status

Petitioning Club/Organization:

A student club/organization is considered “petitioning” when it is working through the recognition process. A petitioning club/organization may stay in the petitioning process for no more than three months. Once three months has expired, the club/organization must reapply to become an active student organization. The dates between Commencement and Convocation will not count towards the three months (i.e. summer months).

Active Club/Organization:

A student organization is considered “active” when it is in good standing with Student Activities, which means the group has followed the responsibilities listed in the Clubs & Organizations Handbook; including registering on the Involvement Network, updating its constitution/bylaws and having a current faculty/staff member as an advisor.

Inactive Clubs:

A club/organization is considered “inactive” when it is unable to maintain all of the requirements outlined in the Clubs & Organizations Handbook. When a club/organization becomes inactive this means that any student at Johnson & Wales University may re-register the club/organization on the Involvement Network under new leadership. The club must then work through the petitioning club phases.

Starting a New Club or Organization

Any student or group of students may organize a club or organization. Starting an organization is rewarding and can be a positive contribution to your college experience. If you decide to start an organization, you should remember that it does consume a great deal of time and energy to get it off the ground and to keep it active on campus. In order to establish your group on campus, there is a three-phase process. The university reserves the right to deny recognition to any student organization who’s stated aims and/or objectives are not consistent with those of Johnson & Wales University.

The act of recognition implies that a student organization obligates itself to abide by all the rules and regulations of the university pertaining to student organizations. In addition, members and officers agree to comply with all academic rules and regulations 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 its members. Registration or the ability to use the name “Johnson & Wales University” does not imply or indicate Johnson & Wales’ sponsorship or approval of the activities of the organization. Petitioning status is given to those groups who are currently working through the recognition process.

Phase One - Entrance Interview:

The first step is to meet with Student Activities to discuss the group and its future. This meeting permits introductions of the students and Student Activities/Student Government Association officials that will be working together through the recognition process. This meeting will focus on what lies ahead for the group and to discuss strategies for success along the way.

To complete this phase the group will need to

- Fully complete and submit the Student Organization Application on the Involvement Network
- Select a full-time staff or faculty club advisor and have them complete the Advisor Agreement Form and submit directly to Student Activities
- Setup an entrance interview meeting with Student Activities

Phase Two - Petitioning Process

Once approved, the club is now petitioning. The petitioning club will be required to complete the following items within a three (3) month timeframe. Once the three months have expired, the club must reapply to become an active student organization. The dates between Commencement and Convocation will not count towards this timeframe.

To complete this phase the group will need to

- Create a constitution and upload it to the Involvement Network
- Plan and execute a campus-wide information meeting (with help from Assistant Director or their designee)
- Submit typed minutes from two executive board meetings to the Assistant Director for Student Activities summarizing all business discussed
- Submit typed minutes from one general membership meeting to Assistant Director for Student Activities summarizing all business discussed

The constitution is important because it will give your group a strong foundation and guidance on key policies and operational procedures. Much like a building, the stronger your foundation is, the stronger your club will be. Be sure to follow the constitution outline found in the appendix of this Handbook. It is in the group’s best interest to model your constitution after your own needs. An engaged advisor is also an essential component to a successful organization.

Phase Three - Recognition:

At this point, clubs will then need to present to the Student Government Association for recognition. They will outline that they have met all the requirements, and explain how the club/organization will benefit the Johnson & Wales University Community. SGA will follow-up with written notification from the recognition meeting and the result of the club/organizations status. If recognized, the organization will move to active status and will require one more meeting with the Assistant Director to review policies and expectations of recognized clubs & organizations.

Reactivating a Former Club or Organization

Over the years, clubs and organizations have been founded with short-lived history. We encourage students to reactivate any former clubs or organizations when possible. A staff member from Student Activities can assist you in learning more about any inactive clubs or organizations. To reactivate a club, simply complete and submit a recognition form on the Involvement Network, review and update the past constitution, and have a faculty or staff advisor sign off on your form. This information will go to the Student Government Association and will be voted on. You will receive a letter from SGA to notify you if the club has been approved to be reactivated.

Club Sports

Student Activities works collaboratively with the Athletics department to support student interest in club sports.

Sports Clubs that have potential for becoming a Varsity Sport must work with the Athletic department for recognition. Club Sports are expected to meet all requirements as outlined in this Handbook, in addition to any other stipulations deemed necessary by the University to ensure sound risk management practices.

Club Sports recognized through Student Activities will not be allowed to compete in competitions under the Johnson & Wales University name.

Funding for Coaches, Equipment, etc. will be the responsibility of the members of the club. Recognized groups may apply for Appropriations from SGA for **supplemental funding only**. Student Activities and Johnson & Wales University will not manage or be responsible for club affairs.

Waivers of students participating in a club sport must be submitted to Student Activities BEFORE participating in a club sport for each respective academic year they are involved.

Students interested in recreational sports are strongly encouraged to participate in the intramurals program provided by the Athletics department. Questions regarding intramurals can be directed to the Athletics department at 401-598-1600.

The Advisor

All recognized student clubs and organizations must have a full-time faculty or staff member as an advisor. A club or organization may choose to have more than one advisor. The advisor is the “official” university contact for the group and will also serve as the biggest ally. It is strongly encouraged that the advisor be involved in all aspects of the club or organization. Advisors and club or organization members must work together to make the experience a positive one. The advisor’s term of office expires after the last meeting of the academic year. It is suggested that an appointment of an advisor be held immediately following the election of new officers. A faculty or staff member may serve as an advisor to a club or organization for more than one year.

Student Leader Responsibilities

The following are suggested student organization leader responsibilities by trimester and things to keep in mind. Each organization has different needs and a more complete list should be developed by each group.

Fall

- Participate in Freshmen Move-In
- Submit registration to participate in Student Activities Night, held on the Monday before classes start fall term
- Attend Club and Organization Training Day and submit your club recognition form
- Schedule meeting times and locations via the appropriate forms within the Involvement Network
- Conduct a meeting/open house to invite members to join
- Plan activities to help your members get acquainted with each other. “Icebreakers” are always helpful at the first few meetings. Student Activities has multiple books and resources available to provide some networking and teambuilding activities
- Put together materials for each member, including your group’s constitution, a membership list, a list of goals and objective, and a calendar of meeting times, locations, setting dates for projects or special events
- Schedule regular meeting with the officers and advisor
- Participate in Family Weekend festivities
- Check on your group’s financial status. Do you need a bank account or an Employer ID Number (EIN)? Contact Student Activities for assistance with financial questions/issues
- Plan to request funds, if needed, from the SGA Appropriations Committee

Winter

- Review your goals and objectives. Are you on track?
- Schedule meeting times and locations.
- Consider a community service project—contact the Feinsein Community Service Center for assistance
- Plan to request funds, if needed, from the SGA Appropriations Committee

Spring

- Review your goals and objectives. Are you still on track?
- Prepare for officer elections early in the term if not done in the winter
- Outgoing officers should train new officers, identifying and exchanging key information
- Submit nominations for Student Leadership Awards, which include developing your “Year in Review” document
- Attend the annual Student Leadership Awards
- Submit an updated recognition form with the new officer contact information.
- Be sure you have submitted correct summer contact information to Student Activities so you will receive important updates throughout the summer.

Procedures for Hosting an Event on Campus

All program specific requests must be submitted via the Involvement Network at least **10 business days (Monday - Friday)** before the day of the program or the request will NOT be processed. However, there is no guarantee the program will be approved if submitted at the deadline. Clubs are highly encouraged to plan well in advance.

**Programs consists of Meetings, Events & Fundraisers*

All meeting and events must be submitted through the Involvement Network. Below is the process to submit meetings and events through the program:

1. Log onto JWU Link
2. Click on the Student Life tab at the top of the screen
3. Click on Involvement Network under the Clubs and Organization section

4. Then click on your Student Organizations page
5. Click on the Events tab on the sidebar of the page
6. At the top of this page click on “Create an Event” then proceed to fill out the following information. *(Be sure to thoroughly and correctly complete the form with as much information as possible)*
7. Submit the form *(Approval process may take 2-3 business days to begin)*
8. After the meeting/event is approved please submit on the Involvement Network by filling out the Flyer Approval Form.

Event Specific

9. Once event is approved by Student Activities, clubs may submit a Funding Request *(if needed)*
*** For more specific funding information please turn to the Appropriations Guidelines in this Handbook*

Items to consider when planning an event:

- Student Activities encourages student organizations to be creative in their event planning. To be successful in event planning, Student Activities strongly advises clubs to begin the planning process at least **six (6) weeks** before the event date.
- Make sure you have fully discussed event details with your advisor. If your club is planning a large scale event, your advisor may need to be present.
- To minimize event issues, do not hesitate to meet with Student Activities staff members to discuss event details.

Access Financial Resources

Funding your event or program is one of the most important factors to consider as you plan your event. One of the most important members of your organization is the treasurer. It would be in your best interest as a student leader to make sure that this person is organized and always on top of their responsibilities. The following are some financial tips to keep in mind:

- If your group has a checking account, make sure checks need two signatures for processing by the bank. We also suggest that one of those signatures is the advisors
- Make sure there are checks and balances in place for any type of ticket sale or fundraising
- Your group should also refuse the debit card for your checking account to avoid mishandling of funds
- Although JWU has a tax-exempt status, no club or organization may use this status to open a checking account. The status cannot be used by students groups to purchase or acquire anything. Please stop by Student Activities for information regarding any special relationships with local banks that may assist your organization in establishing a checking account for banking purposes.
- Clubs and organizations are encouraged to apply for an EIN (Employer Identification Number) for banking purposes. This number is assigned to a club/organization through the IRS and is used in place of a student or advisor Social Security number. Staff within Student Activities can assist you in applying for and receiving an EIN number through the IRS. There are forms that must be submitted to receive the appropriate number. Clubs/Orgs must meet with the Program Advisor or Assistant Director to setup this account number.

Fundraising

Fundraising is a great way to lower the cost of a program to your membership. It requires a bit of effort by all the members, but can be very rewarding. Your group can run a car wash, sell T-shirts or soda, sponsor vendors (except credit card vendors and banks), host a haunted house, etc. Raffles and games of chance as defined by the RI State Police require that a group complete paperwork with the state gaming office and receive a permit. Permit requests must generally be submitted 60 days prior to the event, so you must plan accordingly.

For more information on Accessing Financial Resources to fund your event/activity, see the Appropriations Guidelines section.

Banners

Banners may be used to advertise your event, following these guidelines:

1. Space may be reserved for seven consecutive business days. Only one space per sponsor per given time period is allowed
2. Banners can be no larger than 6-feet-by-6-feet in size
3. Banners must be stamped with Student Activities approval stamp prior to being hung. It is the sponsor's responsibility to submit the banner for approval prior to making the reservation for banner space via the Involvement Network
4. Once approved, banners for Xavier Courtyard can be taken to Xavier Hall and dropped off at the front desk to be hung by the maintenance department. Banners that have received approval to be hung in other locations may generally be hung by a representative of the sponsoring club or organization.

Event/Activity Set-up and Clean-up

Clubs and Organizations are responsible for the Set-up and Clean-Up for their events. Failure to clean up after an event or if there is damage to the room the student group will be charged. Some spaces require the presence of a production assistant who will assist in the basic setup, break down, and technical needs for the event. If Clubs/Orgs have any questions about the use of a production assistant they may call the Assistant Director at 401-598-1150.

Guests

The organization hosting the event/activity is responsible for the behavior of everyone attending the function.

Please be mindful that most halls 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 will be required to stay in the lobby to assist with admittance into the building for the event/activity. Groups may also pay for a security detail in which a JWU Officer is monitoring all event entrances. For questions relating to admittance for events please contact the Assistant Director at 401-598-1150. At the conclusion of the event/activity, all guests must immediately leave the building.

Appropriations Guidelines

As part of the Student Government Association (SGA) the Appropriations Committee exists to provide supplemental funding to Johnson & Wales University clubs and organizations. Appropriations can not be considered the sole funding source for any club or organization, but rather a means to supplement funding and allow student organizations to sponsor events and participate in programs they would be unable to do on their own. All officially recognized clubs and organizations are eligible to request funding for their programs and events. The following basic guidelines should be considered when requesting funding from the Appropriations Committee:

- 1) **Eligibility**--- To be eligible for funding, a representative from each club or organization must attend Club and Organization Training Conference at the beginning of each term as determined by Student Activities. During the training session, Appropriations instructions will be reviewed and the process will be explained. It is the responsibility of each club/organization to know and understand the Appropriations process. *If there is no representative from your club or organization, you are NOT eligible for funding.* Clubs & Organizations must be considered in good standing from the Student Activities department in order to receive any funding.
- 2) **Meeting Dates**--- the Appropriations Committee will meet once a week set forth by the treasurer. This meeting will be publicized to all clubs, organizations, and the campus community.
- 3) **Timeframe for Requests**---Funding requests should be submitted at least 30 business days before the day of the scheduled program. (The 30 days begin the day after the committee reviews the proposal.) The committee encourages groups to submit well in advance of the scheduled program to allow time for checks to be cut, etc. Clubs/Organizations can submit requests later, but cannot be guaranteed process of payment.
- 4) **Deadlines for Review** – all funding requests must be submitted via e-mail to sga@jwu.edu. The treasurer will print off all e-mails and review all appropriations requests that have been submitted during that week. All groups who submit a request will receive a confirmation with information on the status of their request and if any further information is needed for their request to officially be heard.
- 5) **Presentations**--- Clubs & Organizations are required to present their submission for appropriations in order to receive funding. For funding requests under \$200.00, a presentation is suggested but not mandatory. Clubs & Organizations will be notified of presentation date, time, and location at least one week prior. If a club/organization misses the assigned presentation date, SGA has the right to proceed with approval with the current information.
- 6) **Conference Material**--When appropriating for conference expenses, current registration form and accommodation information must be included. These may be included as attachments to the e-mail or shared via a link to the conference website. *The request will not be reviewed without the required documentation.*
- 7) **Adjustments of Award**---The amount awarded is based on the information presented. If the information provided changes for some reason, the amount awarded can be adjusted accordingly (e.g., organization is awarded funding for 10 people to attend a conference and only three actually attend)
- 8) **Reimbursements**---Although not recommended, groups may submit for reimbursement of event expenses. Original receipts must accompany the supporting documentation. Remember, there is no guarantee of funding for reimbursement. *Only events within the last 30 days will be considered for reimbursements.*

NON-FUNDED ITEMS:

The following items WILL NOT be considered for appropriations:

- 1- Alcohol or events with an open bar
- 2- Donations (outright funding to another organization or agency)
- 3- Political party or political candidate support
- 4- Dues or affiliation fees to national/regional/local organizations
- 5- General Operating Expenses – pens, paper, folders, etc.
- 6- Off campus events not approved by the Student Activities office.
- 7- Formals/Award Banquets

APPROPRIATION RANGES:

For organizational planning purposes, groups are encouraged to use the following ranges to determine approximate funding. The Appropriations Committee reserves the right to allocate more than the listed funding amounts on a case-by-case basis.

Conferences/Convention/Competitions

Depending on number of attendees and requests received, the Appropriations Committee will commit up to 50 percent of all expenses or up to 50 percent of the total per-person cost of hotel, transportation and registration.

Trips/Educational Excursions

Depending on number of attendees and requests received, the Appropriations Committee will commit up to 30 percent of all expenses or up to 30 percent of the total per-person cost of hotel, transportation and registration.

Advisor Travel

Following the University guidelines for travel, all organizations attending a conference, trip, and/or educational excursion will require a university sanctioned advisor. The Appropriations Committee will commit up to \$750.00 per trip that the advisor attends.

Travel (Non-Conference Travel)

Ground transportation	not to exceed \$50 per person
Coach buses	not to exceed \$750 per bus
JWU buses	not to exceed \$150 per bus
Hotel	up to \$150/room/night

Clothing Items

T-Shirts	up to \$3/shirt
Sweatshirts/Apparel	up to \$10/item
Accessories	up to \$3/item
Dance Apparel (includes costumes/shoes)	up to 15% of total per person cost

Security

JWU (\$26/hour)	up to \$10/hour
PPD, CPD, etc. (\$45-60/hour)	up to \$20/hour

Music/Entertainment/Speakers

DJ (all-inclusive)	up to \$200*
Comedians	up to \$800*
Host	up to \$150

Musicians/acts/groups	up to \$500*
Speakers/instructors	up to \$800

Equipment

Tables	up to \$3/table
Chairs	up to \$1/chair
Staging	up to \$200**
Lighting	up to \$200**
Sound	up to \$150**

Food

Snacks	\$1/person
Pizza/Subs	\$3/person
JWU catering	\$5/person
Outside caterer	\$10/person

Miscellaneous

Advertising (within JWU)	\$50/event
Advertising (outside JWU)	\$80/event
Awards (trophies, plaques)	\$10/event
Decorations	\$200/event
Give-aways	\$3/piece

APPROPRIATIONS PAYMENT PROCESS:

Once your group has received a commitment from the Appropriations Committee, Student Activities will help your group organize and pay for your program.

Here are a few guidelines of which to be aware:

- 1) Following the appropriation meeting, each club or organization receiving funding will receive an email with instructions and information on what you will need to have with you when you meet with the Student Activities staff member to discuss the disbursement of your money. In most cases, you do not automatically get a check.
- 2) It will be the responsibility of the student club or organization to make an appointment with the appropriate Student Activities staff member regarding their program once a financial commitment has been made. Not every appropriation will require this meeting but if you are to meet with a staff member for further instructions, the organization should make those arrangements.
- 3) The university will only honor the commitment made by the Appropriations Committee.
- 4) It takes a minimum of two weeks to receive a check from the university once paperwork is processed. You must complete the proper forms to receive funding. **Payment is NOT immediate.**
- 5) It is the responsibility of the club or organization to keep their commitment to the proposal. If a club or organization decides to cut back on the items that were originally proposed, then the group risks the possibility of losing funds. Monies cannot be substituted for other items, and it will be at the discretion of the Student Activities staff if monies are to be moved or applied to other items. Any club or organization that receives funds must supply original copies of contracts, receipts and proof of purchase if requested. Bank statements/credit card statements are not considered original receipts.
- 6) All appropriation requests must be completed and processed within 30 days following the event. After 30 days, the money will go back into the budget to be appropriated.

- 7) The University Procurement Department will be used for most items that will be subsidized by the Appropriations Committee. The function of the Procurement Department is to ensure that the university is paying the best price possible for a particular item through a bidding process. The university uses the bid process to get the best value, but there will be certain items that do not have to go out to bid. Items such as DJs, hotel rooms, conference fees, and bands are examples, and will be purchased through other methods within the Procurement Department.

TRAVEL

- 1) Only when the group has appropriated will airline or coach bus travel arrangements be made.
- 2) Balance owned is due at the time of reservation.

CONTRACTS

Contracts are legal and binding agreements that spell out a relationship between two parties. If the university is going to be one of those parties, then there are two guidelines:

- 1) Only Student Activities staff can request a contract that includes the university as one of the parties in a student organization program.
- 2) No student or advisor may sign a contract that binds the university. These guidelines have been established, not to penalize the student, but rather to protect the student. This is because students cannot legally bind the university to an agreement. Please be forewarned: If you sign a contract, then you become legally liable for that agreement, including payment. If you have any questions concerning contracts please call any Student Activities staff member. Student Activities also has blank contracts that can be used for any vendors that do not have their own. This includes any funds allocated through the Appropriations Committee.

These guidelines are subject to change and all recognized clubs and organizations would be provided an update, via the Involvement Network, if any changes are made to the Appropriations Guidelines.

QUESTIONS

For questions or concerns regarding Appropriations and the funding process, please feel free to contact:

Jessica Grady
Assistant Director for Student Activities
jgrady@jwu.edu
401-598-1150

Apparel Requests

Clubs and Organizations may purchase apparel with their organizations name and university logo. Any club/org receiving appropriations funding from SGA for apparel must submit their requests and artwork to Student Activities for processing.

Johnson & Wales University requires all apparel requests to go a bidding process done by JWU Purchasing Agents. In most cases, the lowest bidding company will produce the apparel for the club/organization.

All Clubs and Organizations are encouraged to use Student Activities as a resource for purchasing apparel. Any apparel with an inappropriate use of the JWU name or logo will not be permitted on campus. Utilizing the Student Activities office will ensure proper use of JWU name and logo.

Travel

University-recognized student clubs and organizations approved to travel within the continental United States where one or more overnight stay(s) is planned must do so with an advisor or approved university staff member.

University-recognized student clubs and organizations approved to travel outside the continental United States must do so with an advisor or approved university staff member. All international travel must also be approved by and coordinated with International Student Services.

All students participating in any such travel will be required to sign and submit a participation agreement containing a liability waiver and information sheet which will be kept on file in Student Activities or International Student Services, as appropriate. Parental consent may also be required in certain cases.

Participation agreements must be submitted at least one week prior to the travel date.

- **Airfare/Train Tickets:**
 - Clubs and Organizations may use the university approved travel agent for purchasing group airfare or train tickets.
 - Groups can meet with the Student Activities Program Advisor or the Assistant Director for use of this service. Payment for airfare and/or train tickets will be due to Student Activities within 14 days of the departure date.

- **Hotel/Conference Registration:**
 - The Student Activities Program Advisor and Assistant Director can assist clubs and organizations in booking hotel rooms and/or conference registration for group travel.
 - Clubs and Orgs are strongly suggested to setup meetings with Student Activities staff well in advance to ensure proper processing time.

Contracts

Contracts are legal and binding agreements that spell out a relationship between two parties. If the university is going to be one of those parties, then there are two guidelines:

1. Only a representative from Student Activities can request a contract that includes the university as one of the parties in a student organization program.
2. No student or advisor may sign a contract that binds the University. These guidelines have been established, not to penalize the student, but rather to protect the student. Students cannot legally bind the university to an agreement. Please be forewarned: If you sign a contract, then you become legally liable for that agreement, including payment. If you have any questions concerning contracts, please call any staff member in Student Activities. Student Activities can provide resources to develop contracts with vendors for group funded activities. These guidelines also pertain to funds allocated through the Appropriations Committee.

University Services, Policies and Regulations

Food Service

The campus food service is run by the Campus Dining. Campus Dining can cater events for groups on campus. All catering requests (on site and/or off campus caterers) must be submitted to the Director of Catering and Special Events for approval. Their office is located on the first floor of the Yena Center.

Other University Food Policies:

- On-campus catering is available to all student organizations
- Food services from off-campus caterers/vendors must be approved by the university through a Catering Approval Form. Off-campus caterers must provide insurance verification, catering license and be an established entity. All documentation must be given to the Director of Catering and Special Events for review and approval.
- 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.
- Cookouts are not permitted
- Individually wrapped pre-packaged food is allowed to be distributed at events.
- Only Pepsi product are to be used at University Approved Events
- All forms must be submitted at least 10 business days prior to the event.
- Due to liability, no students may cook food or prepare food for events in any fashion. There are no exceptions to this policy. In addition, no university kitchens may be used for events unless Dining Services is catering the event.
- Cookouts are not permitted for events.

Any violation(s) of this policy will result in the club or organization facing disciplinary action.

Transportation

Clubs and organizations looking to book ground transportation for group travel or an event must meet with the Student Activities Program Advisor or Assistant Director at least two weeks before the event. Requests submitted later than two weeks in advance will not be accepted.

Student Activities will assist in booking the transportation for the club/organization. Payment of transportation will be due Student Activities within 14 days of the departure date.

JWU has the following services available:

- University van for local transportation
- Rental vans for Connecticut and Massachusetts area
- JWU buses for local transportation
- Yellow school buses for local and New England travel
- Coach uses for transportation

Van Usage Regulations

- Drivers must be certified to drive a JWU van. Certification appointments can be set up with the assistant director of Student Activities. We do not provide drivers. You need to have a certified driver to use the van.

- JWU vans are only to go locally. They generally range from \$75 per day, plus fuel. There is a \$25 cleaning fee if necessary.
- Rental vans need a driver over 23 years of age and generally go to the Connecticut and Massachusetts area. We currently do not send vans outside the area of New York and New Jersey.
- Rental fees are approximately \$99-125 per day, plus fuel.

Bus Usage Regulations

- JWU has a strict insurance policy for coach companies. Only certain companies provide enough insurance to be approved by the university. Due to liability issues, the university will no longer allow you to book your own coach service and let them pick up on our campus.
- JWU buses can generally be used for the Providence and local area. Pick-ups must take place at Gaebe Commons or the Harborside Campus.
- Coach buses include tips in your fee; you do not need to tip a driver
- If the bus is staying overnight, the club is responsible for a room for the driver
- Buses can easily get overbooked, so it is not a guarantee that something would be available. Plan ahead.
- Buses will not travel with less than 10 students.
- You can request a quote for a bus prior to booking. There are no current set prices. The cost depends on location, season and availability.

Passenger Capacity

Vans: 11 (10 passengers, plus driver and must never be overloaded)

JWU buses: 44

Coach buses: 47 Max-coach: 55

Security Details

Various events and activities held on campus property will require a security detail through the university's Safety & Security Office. When making reservations, your club or organization will be notified if a security detail is required and what the expense will be. All fees for security details must be paid at least five business days prior to an event or the event must be cancelled. Student Activities, in collaboration with the director of Safety & Security or their designee, will determine security needs.

Publicity

General Guidelines

An important step in the success of any program is the publicity and promotion that takes place. There are a number of methods for student clubs and organizations to publicize their events on campus and it is important that student leaders understand the policies as they relate to publicity on campus. The university is committed to keeping the campus looking neat and orderly while also abiding by all appropriate fire codes and city ordinances.

Students and Student Organizations must follow the Posting Policy in the [Providence Campus Student Handbook](#).

Types of Publicity

- Clubs and organizations are encouraged to create and use flyers, banners, handouts, electronic services, and any other means of publicity they feel will assist in getting the word out regarding their club/organization and any upcoming events.
- All flyers must be approved by Student Activities and follow the general guidelines as outlined in the Posting Policy. Banners may be hung at selected locations on campus and you must reserve the banner space through Student Activities. Please see the Banners section of this handbook for further information. Handouts do not need to be stamped and approved, yet students and groups can be held accountable for fliers or materials that violate any policy as outlined in the Providence Campus Student Handbook.
- Student Activities staffs the Resource Room in the CBCSI building on the Downcity Campus and is happy to assist you with publicity needs including up to 40 copies of any approved flyer per day, poster enlargements for a fee, computer usage and design, and suggestions and direction on other publicity options.

Involvement Network Process

Clubs and Organizations can submit electronic flyers to be approved and uploaded to the involvement network.

- A. Log on to the Involvement Network through JWULink
- B. Fill out the Flyer Approval form under the Campus Links section of the Involvement Network

Please note if you would like copies of the flyer to be printed for you. Clubs/Orgs can pick up their flyers 24 hours after submission in CBCSI. Club/Org will be notified if the flyer is not approved.

Printed Flyer Process

This process is for the approval of a flyer that has already been printed by the club or organization. Please bring one copy of the flyer to be approved. The Resource Room in CBCSI will make copies for the club/org if the flyer is approved.

- A. All flyers must be brought to Student Activities at either the CBCSI building on the Downcity Campus, or the Harborside Recreation Center on the Harborside Campus for approval.
- B. All flyers must be numbered. Professional staff members from Student Activities are the only staff authorized to stamp approvals and numbers on a flyer.
- C. Student Activities reserves the right to take 24 hours for approval.
- D. Approved flyers can be picked up at the front desk of Student Activities.
- E. Each club/organization may have 40 copies made in the CBCSI's Resource Room each day.

Distribution of Flyers

- A. Residence Halls- All postings for events (on and off campus) that are not affiliated with Residential Life, and are not posted in residence halls must be approved by Student Activities. Once approved, flyers can be taken to each individual hall and left at the front

desk to be hung up. Please provide only one flyer per floor in each residence hall. Space is limited and there are many items that require posting at any given time.

B. Other Locations- (e.g., Wales Hall, City Burger/Starbucks, Harborside Recreation Center, CBCSI) all flyers must be posted in locations as outlined in the Posting Policy (see Providence Campus Student Handbook)

C. Kiosk System

Clubs can have their flyers uploaded to the JWU kiosk system which is displayed in various academic building and residence halls. Please email videosite@jwu.edu and attach your flyer in the format of a PowerPoint slide. Please include the date to put it on the kiosk and the date you would like it taken down.

Group Responsibility Policy & 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, including but not limited to:

- Hazing;
- Theft;
- Assault;
- Vandalism;
- Bullying or harassment;
- Dishonesty;
- Any violation of the policy regarding Prohibited Discrimination and Harassment, Including Sexual Harassment and Sexual Misconduct;
- Any violation of the Drug and Alcohol Policy;
- Any violation of the Good Neighbor Policy;
- Any violation of Student Activities rules governing student clubs, organizations, fraternities, sororities, and Greek social fellowships;
- Any violation of Residential Life policies and rules;
- Any violation of any academic policies;
- Any misappropriation or misuse of Group funds or university funds; or
- Any violation of any federal, state, or local law, regulation, rule or ordinance

When:

- Members of the Group act in concert with respect to misconduct;

- The leader or member, of a Group or Group Representative or Group Guest committing the misconduct was either acting on behalf of the Group or engaged in an Group-sponsored, financed or endorsed activity;
- The misconduct of the leader, member, Group Representative or Group Guest grows out of, occurs during, or is related to any Group-sponsored, financed or endorsed activity or event or environment created by the Group;
- One or more Group leader(s) has knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; or
- A pattern of individual misconduct by Group members is found to exist.

The university administers the Group Responsibility Policy and the Group Conduct Review process for university Groups in good faith, making every reasonable effort to be fair to all involved. Groups may participate in the Group Conduct Review process without having past Group Conduct Review decisions discussed or used when a decision is being made concerning a current alleged violation; however, the past may be considered when determining a sanction for a Group found responsible under this policy. All students have the obligation to participate in the Group Conduct Review process, as a witness or otherwise, when asked by Student Affairs staff.

The Office of Student Conduct generally follows the procedures under the University Communications with Students Policy (see the Providence Campus Student Handbook) whenever contact with students or Groups is necessary.

The university's Group Conduct Review process does not replace the Student Conduct Review process with respect to individual students nor does it serve as an extension of or replacement for the local, state, or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the university's Group Conduct Review process for the same violation. All Groups should be aware that it is the policy of the university to cooperate with local, state, and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution and, except for very minor violations, will inform law enforcement authorities when criminal behavior is alleged.

How the process works

Reports of Violations and Notification

Any member of the university community who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Student Activities staff, the Dean of Students Office, or the Office of Student Conduct. Once an alleged violation is reported, an incident report will be prepared describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security or the Office of Student Conduct may conduct further investigation if additional or supplemental information is needed for the incident report. All incident reports that imply Group involvement are reviewed in the Office of Student Conduct with consultation of Student Activities and those that warrant action are then referred for hearing.

If Student Conduct and Student Activities determine that the misconduct potentially falls within the parameters of this policy, the Group will be notified (through their leaders) of that determination with a request for a meeting. The Vice President for Student Affairs/Dean of Students or his/her designee reserves the right to place a Group on interim suspension or to administer other sanctions pending the outcome of the Group Conduct Review proceeding.

There are two types of Group Conduct Review hearings at Johnson & Wales: administrative hearings and hearings by a panel. Administrative hearings are held before a single hearing officer, who is usually a staff member from Student Activities, Student Conduct, or another senior administrator. Panel hearings are

conducted in front of a panel made up of faculty, staff and/or students. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the accused Group and, to the extent necessary, from any victims, participants or witnesses, in order to make a finding of “responsible” or “not responsible.” More serious violations or violations that may result in a sanction of dismissal or suspension are generally referred to a hearing panel, while less serious violations are generally referred for an administrative hearing.

When an incident report is referred for a hearing, the Group president will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference. Any unexcused failure to attend a hearing or conference will result in the hearing being held in the absence of Group leaders at which the hearing officer or panel will not have heard the Group’s side of the story. If you have a legitimate need to reschedule a hearing or conference, you must contact the designated hearing officer from Student Activities or Student Conduct as early as possible before the scheduled date to request rescheduling.

Hearing Procedures

The president and/or his/her designee of the Group may participate in the Group Conduct Review hearing. They may bring any relevant materials and witnesses with personal knowledge of the incident to the hearing. If the Group’s hearing is scheduled before a hearing panel, the Group (by its president and/or his/her designee) will have the option of requesting a student or staff advisor from a group of trained volunteers who can help the Group through the process and accompany the Group leaders to the hearing. Groups may also have their organization advisor and/or a Student Activities staff member, act as their advisor. . Except for witnesses, Group member(s) whose misconduct is the subject of the hearing and your assigned student or staff advisor, other people may not attend the hearing with the president and/or his/her designee. At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), Group’s leader(s) may be asked whether they wish to waive the hearing by acknowledging the Group’s responsibility in the incident and signing a waiver that will set forth the sanctions, if any, imposed.

If the Group Conduct Review hearing is not waived in this manner, the hearing will proceed and the hearing officer or hearing panel will

- outline the process for the Group’s leaders (president and/or his/her designee);
- review the incident report and/or allegations;
- hear any statements the Group’s leaders may wish to make relating to the incident;
- hear or review the statements of witnesses and Group member(s) subject to the allegation of misconduct that the Group leaders may have brought who have relevant and personal knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard);
- hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to you); and
- either defer the decision or render a decision that the Group is responsible or not responsible; and
- if the Group is found responsible, recommend one or more sanctions to the Directors of Student Conduct and Student Activities.

The Directors of Student Conduct and Student Activities will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration the Group’s and its members’ prior disciplinary records). The Group will receive a final written decision from the Office of Student Conduct which will set forth the final result and the sanction(s) imposed. The written decision will also describe the appeal process and let you know the identity of your appeal officer and the deadline for filing an appeal.

Sanctions

If a Group is found responsible under the Group Responsibility policy, the Group will be given one or more sanctions. Sanctions are designed to help prevent future misconduct, to educate the Group and its leaders and

members on appropriate behavior required to succeed in the workplace and live in society, and, where appropriate, to remedy any damage done.

Withdrawal of University Recognition/Banning of the Group

Withdrawal of university recognition for a Group and/or banning of a formerly recognized Group mean that the Group may no longer exist as a group at the university and that students may no longer participate in that Group as members, leaders or otherwise. Any student who continues to participate in or accept members into any group that the university has banned will be subject to the Student Conduct Review Process under section 9.b. Withdrawal of university recognition will require the Group to reapply for any university recognition which application may not take place prior to four calendar years. Conditions for future recognition may also be specified.

Suspension of University Recognition

Suspension of university recognition for a Group means that the Group may not exist as a group at the university during the stated period of the suspension and that students may not participate in that Group as members, leaders or otherwise during the stated period of the suspension. Any student who continues to participate in or accept members into any group which university has suspended will be subject the Student Conduct Review Process under section 9.b. Loss of university recognition for more than two consecutive academic years will require the Group to reapply for university recognition. Conditions for future recognition may be specified.

Suspension of Group Privileges

Suspension of a Group's privileges includes, but is not limited to, suspension or limitation of any of the Group's privileges, including, but not limited to, university funding, holding events and/or meetings, accepting new members, or participating as a group in University/campus events during the stated period of the suspension. The Group may not participate in any of the suspended privileges during the stated period of the suspension.

Interim Suspension of University Recognition or Group Privileges

An immediate, temporary suspension which remains in effect until the Group Conduct Review proceedings can take place. An interim suspension can be a suspension for university recognition or a suspension of Group privileges. Interim suspensions are used when the university perceives that because of the alleged misconduct or other factors, an interim suspension is advisable to help protect an individual or the university community, to protect property, or to protect the normal operations of the university, during the period prior to the Group Conduct Review proceeding. Any student who continues to participate in or accept members into any Group which university has suspended (other than as part of the Group Conduct Review proceeding) will be subject the Student Conduct Review process under section 9.b.

Deferred Withdrawal or Suspension of University Recognition or Group Privileges

A Group that receives a deferred withdrawal or suspension of any type (university recognition or privileges) faces actual withdrawal or suspension if the Group is found responsible for a further violation of the Group Responsibility Policy while on deferred withdrawal or suspension. A sanction of deferred withdrawal or suspension will remain in place for at least two academic terms.

Conduct Probation

A trial period during which a Group is given time to demonstrate that the Group, its leaders, members, Group Representatives, and Group Guests will not engage in the same or similar misconduct again. If found responsible for a second violation of the same or a similar type while on probation, a Group will at a minimum receive a sanction of deferred suspension. Groups placed on probation may also be subject to suspension of certain privileges.

Fines

Monetary penalties that must be paid from the Group's funds by a specified date. Fines must be paid by the date specified when the sanction is given.

Restitution and Apology

The purpose of restitution is to make good or compensate an individual or the university for loss, damage, or injury caused by misconduct. Restitution can take the form of a monetary payment for the Group's funds. An apology must be made in writing and submitted to Student Conduct/Student Activities signed by the Group leaders, which will forward it to the appropriate party. Restitution must be completed and letters of apology must be submitted by the date specified when the sanction is given.

Campus Service

Includes the Group providing services to the university for a specified number of hours or completing an on-campus work or service project. Campus service must be completed by the Group by the date specified when the sanction is given.

Group Educational Project

A research, writing, or other educational project designed by the Group in coordination with Student Activities and/or Student Conduct on topics relevant to the misconduct for which the Group is found responsible. The Group Educational Project, when completed and approved by Student Activities, must be presented by the Group to all Group members by the date specified when the sanction is given.

Letter of Censure/Reprimand

A letter issued by Student Activities and/or Student Conduct to a Group with copy to associated advisory boards and/or national or international organizations.

Additional Policies and Procedures for Greek Organizations

Starting a Greek Organization

Johnson & Wales University provides the following position statement regarding expansion of the fraternity and sorority community at the Providence Campus.

To regulate and manage the expansion process, the university reserves the right to screen national/international organizations interested in colonization on the Providence Campus. No local organizations are allowed to exist and operate at the Providence Campus. All organizations or interest groups must have affiliation with a national/international organization. While the university recognizes the right to any organized student group to seek affiliation with a national/international or its choice, this choice is subject to the approval of the university and the appropriate Greek governing council.

Should the university and the governing council determine that an additional Greek organization is in the best interest of the total JWU Greek community, national/international organizations will be notified by Student Activities of the opportunity for colonization on this campus. Screening of these interested fraternal organizations will involve university administrators. After the screening process is completed, a specified number of applicants will be allowed to make presentations to the Greek governing body involved. The Greek governing body, in conjunction with the University's Student activities and the vice president of student affairs, will then make the final decision on which fraternal organization is selected. Each council will have the opportunity to invite one organization per year to expand on the Providence Campus.

If you are interested in starting a Greek organization, you must set up a meeting with the Greek advisor to determine eligibility and receive additional information and instructions.

Fraternities and Sororities Standards of Excellence

The fraternity and sorority community at Johnson & Wales University has an active and thriving presence on campus. The University is supportive of the goals and ideals of the fraternity and sorority community, which complement the mission of the institution. These ideals include academic achievement, personal development, leadership, campus involvement, community service and civic responsibility.

Fraternity & Sorority Standards of Excellence serve to assist the University Greek community in general and each chapter in particular to function at the most effective and efficient levels as possible. The Standards also are intended to help provide the best possible experience for individual members. The Standards of Excellence serve to assess chapters on the minimum standards they should be meeting to be productive and successful members the University Greek community and of their (inter)national organizations. These standards will be reviewed each year to ensure chapters are striving to impact the important role of co-curricular involvement, academic excellence and community support offered through Greek membership.

The Standards of Excellence includes 28 standard statements in seven (7) main categories. Chapters are expected to meet a minimum of 25 out of the 28 total standards each year.

Standard Area 1: Campus Involvement

- At least 50% of chapter membership is involved in at least one other campus organization or activity at the University or has a part-time job
- Chapter is actively involved on campus, 80% participation rate or higher per term.
- Chapter participates in at least one activity, program or service within their council or with chapters outside of their governing council each year. (this does not include university/council sponsored events)
- Chapter sponsors or participates in an event/program with a non-Greek organization each year

Standard Area 2: Chapter Operations

- Chapter is in good financial standing with Johnson & Wales University and their respective governing council
- Chapter uses technology appropriately to communicate within and outside the chapter (i.e. has an updated involvement network, chapter listserv, google docs, facebook, etc.)
- Chapter has an active alumni/ae advisor and/or graduate chapter advisor(s)
- Chapter hosts at least one event for or with alumni/ae each year
- Chapter plans at least three social/brotherhood/sisterhood events each year that are documented (events where alcohol is served will not qualify)

Standard Area 3: Community Service & Civic Responsibility

- Chapter must average a minimum of 20 community service hours per member each year
- Chapter must submit service hours each term by designated due date
- Chapter plans and executes a minimum of one hands-on community service project each term that is completed by approximately 65% of the chapter membership
- Chapter participates in All-Greek community service or philanthropic events
- Chapter plans and executes at least one philanthropic project/event each year, involving approximately 65% of the chapter membership raising money for a local or national charity

Standard Area 4: Educational Programming

- Chapter sponsors or attends at least four educational programs each year with at least 65% of the chapter membership present at each program. One program must be related to risk management (drugs, alcohol, hazing, sexual assault, etc.); One program must be related to member's health and wellness (healthy lifestyles, eating disorders, mental health, drug/alcohol abuse, etc.). One program must be related to diversity (cultural, religious, political, racial, etc.). One program should be related to a topic of the chapter's choice

- Chapter submits new member education/intake paperwork on time. This includes a written outline for the new member education programs of the local chapter and national organization, a detailed new member education calendar, and Affiliation & Grade Release Forms (also known as “pink cards”)

Standard Area 5: Academic Achievement

- Chapter GPA meets or exceeds 2.5 each term
- Chapter maintains an active scholarship program that challenges members to establish academic goals, develop time management skills, provide support for members who fall below an established chapter minimum GPA and recognize members for high academic achievement and improvement

Standard Area 6: Leadership

- Chapter president or, in extenuating circumstance his/her designee, attends the Greek Training Retreat
- Chapter has representatives at all Club & Organizations trainings (Fall & Spring)
- Chapter sends the required number of members to the Greek LEAD/Emerging Leaders program
- At least one chapter member attends all leadership opportunities afforded by their national organization, especially in instances of attendance requirements
- Chapters have a member in a leadership role in their governing council
- At least 65% of the chapter membership is actively engaged in chapter operations either through serving in a leadership role or on a committee

Standard Area 7: Risk Management

- Chapter has appropriate Insurance Form and Chapter Risk Management policy on file in Student Activities with the Program Advisor for Greek Life.
- Chapter maintains an active internal chapter standards board/process that holds members accountable for their behavior to the organization’s stated mission and principles.
- Chapter is not charged with and found responsible for any violation of local, state and federal laws, Johnson & Wales University policies, or governing council and respective national organization risk management policies
- Chapter is not charged with and found responsible for any violation of new member education policies or hazing policies.

Membership Policy for Greek Organizations

While we respect the selective nature of the membership process of individuals groups and organizations, we also realize that a chapter must have members to be successful and have long term viability on our campus. We recognize the varying needs of individual organizations but also must consider the needs and interests of the Greek Community as a whole. With that in mind, the Providence Campus has established the following minimum membership policy:

1. To remain recognized on the Johnson & Wales University – Providence Campus a Greek letter social organization must have at least **FIVE (5)** active undergraduate members that are currently enrolled and in good standing at Johnson & Wales University- Providence Campus. This policy supersedes the Student Clubs and Organizations policy which has established a minimum membership requirement of 10 members for a group to be recognized.
2. A Chapter may be placed on probation or suspension for not having the minimum number of members required for recognition.
 - a. When a chapter membership falls below five (5) – the chapter will be placed on membership probation. Probation can last a maximum of two terms to allow the chapter to achieve the minimum membership. Probation does not restrict chapter activity but should include a specific focus on recruitment and membership intake.
 - b. If a chapter on probation fails to meet the five (5) member guideline, the chapter will face further disciplinary action, including suspension.

3. Each chapter is expected to consistently plan their intake and recruitment accordingly to ensure compliance with the membership policy. At any point during the year, if membership numbers fall below the required five (5) members, the chapter may be placed on probation.

Scholarship Policy for Greek Organizations

Academic Excellence is a founding principle of nearly every fraternal organization. It is expected that our fraternities and sororities will contribute to the academic mission of the university and uphold a chapter minimum GPA of 2.5 for each term.

The chapter will show evidence that high academic achievement is valued through setting high standards in recruitment of new members, programs which offer incentives to high academic achievers, and educational programs which are designed to assist members in developing individual academic skills.

The Providence Campus has revised the scholarship policy and the course of action that will be taken if a chapter does not meet the minimum grade requirement:

1. A Greek organization must maintain a minimum grade point average of 2.5 for each term.
2. If an organization falls below the 2.5 minimum they will be given a written **Academic Warning**.
3. If the organization falls below a 2.5 again within one academic year (three terms) of the term they were given an Academic Warning they will be placed on **Academic Probation I**.
 - a. An Academic Probation lasts for one academic year (3 terms).
For example: If group ABC went on Academic Probation in the Winter term (as a result of not making grades in the Fall term) the group would have to make grades the Winter, Spring and following Fall term to get taken off Probation I. Probation I does not affect any privileges the group has on campus but must be committed to making scholarship a priority in the organization. If the organization makes grades each term for one year the organization is placed back in good standing.
 - b. If within that year the group continues to fall below a 2.5 the group will face disciplinary action and will be placed on **Academic Suspension**. A suspension will affect the privileges the organization has on campus and the terms of the suspension will be determined on a case-by-case basis.
 - c. An Academic Suspension will last one term. If the chapter makes grades after the term they were on suspension, they will be placed on **Academic Probation II**. Probation II is essentially the same as Probation I and will last for two terms. If after two terms the chapter has made grades they will be placed back in good standing.
 - d. If the chapter does not make grades after being on Academic Suspension the organization will be in jeopardy of losing university recognition.

Coming Out Show Policy for Greek Organizations

A Coming Out Show is the introduction of a line to campus. This is usually the first full step show/exhibition performed by members of the new member class of a NPHC or cultural-based Greek organization.

Johnson & Wales University views Coming Out Shows as a privilege to host not a right. For a Greek organizations to be granted the privilege to host a Coming Out Show the hosting organizations must meet the following criteria.

1. Be a recognized organization by Johnson & Wales University
2. Be in good standings with Student Activities, & the University
3. Meet all of the minimum requirements set by Basic Expectations of a Fraternity, Sorority, or Social Fellowship.

A Greek organization who meets all of the above criteria and wishes to host a Coming Out Show must abide by the regulations governing the content of the Coming Out Show and will assume responsibility for informing invited guest of these policies.

- Must be submitted for approval 2 weeks in advance to Student Activities, Greek Advisor
- No shows may take place on Sundays; Saturday request will be taken on a case by case basis.
- Shows can only be performed in the designated areas (Gaebe Commons brick space or Pepsi Forum) unless otherwise granted special permission to perform in another area. All shows must have a rain location
- All shows must be held prior to Final Exam week.
- The duration of the show will be no longer than 2 hours and can not run past 10pm. The presenting organization will be responsible for ensuring the site is left in its original state after use.
- All members performing in a Coming Out Show MUST be initiated members of the organization hosting the show.
- No other lines (from a different chapter of the same organization or another organization) should be in line at, or participating in a coming out show.
- Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, orientation or organization etc. be permitted.

**Violations of these guidelines may result in disciplinary action*

Expansion Policies for Inter/National Fraternities and Sororities

Johnson & Wales University recognizes that fraternities and sororities can provide significant positive experiences for development of student morals, ethics, academic endeavors, volunteerism, and social enrichment. In order for this experience to be made available to more students, Johnson & Wales University supports regulated expansion of the Greek community at our Providence campus when such expansion is deemed advisable by both students and administration alike.

Proliferation of Greek organizations does nothing to strengthen the current system or provide a viable atmosphere for successful new organizations to become members of our Greek community. With that in mind, these policies and procedures were developed to guide the expansion process and ensure it occurs in a manner which can provide for maximum success. The policies should provide for a managed and rewarding colonization and expansion experience for all involved.

1. Any national fraternity or sorority wishing to colonize at Johnson & Wales University should file a letter of intent with the Greek Life Office. The Greek Advisor shall notify the Greek Expansion Committee upon receipt of a letter. The letter of intent shall be considered a request to become a colony at Johnson & Wales University. The name of each national fraternity or sorority that has filed a request to colonize at Johnson & Wales University will be placed on a non-prioritized list.

If a student requests to start a fraternity or sorority and is currently not associated with a Inter/national organization the students name will be kept on file and will be contacted once organizations have been selected to present. The student will also be advised to research Inter/national organizations and instruct them to submit a letter of intent if they find one that is interested in pursuing expansion on our campus.

2. The Greek Expansion Committee will meet twice annually: once in the fall and once in the spring. During these meetings they will review the letters of intent that have been submitted thus far. The Committee will consist of the (4) council presidents (IFC, NPHC, PC, UCC), a representative from each council selected by the council, the Director of Student Activities, Greek Advisor, a designated faculty advisor, (2) designated chapter advisors, and the VP of Student Affairs. Prior to the two committee meetings the Greek Expansion Committee will be trained how to determine if the campus is ready for expansion and what to look for in a potential organization.

3. The assessment of the campus and need for expansion will be based on several factors including but not limited to:

The level of interest expressed by unaffiliated students to participate in a new group.

- The number of students participating in recruitment in relation to the number who end up pledging/associating.
- The average size of chapter memberships as well as the median number of members in all chapters.
- Capacity of the current Greek community, and individual chapters, to absorb additional members
- The university's projected enrollment trends.

4. Once the need to expand the system has been established, the Greek Expansion Committee will send out letters of inquiry to those organizations that have submitted letters of intent. The committee may also contact additional national organizations at the discretion of the committee. When considering expansion, previously recognized groups will need to go through the same process to re-establish a chapter at the Providence campus if they have been without recognition for more than one academic year. These organizations will be considered as a re-colonization. If they have been without recognition for less than one academic year and do not have any additional sanctions that would hinder their ability to be recognized, they could apply for re-recognition. These qualifications are in a separate document. Any organization that has not been previously recognized on this campus and is part of a city-wide chapter in the Providence area must apply to charter on the Johnson & Wales campus. The number of active colonizations occurring at any one time may be limited at the discretion of the committee to what it deems to be in the best interests of the university community. If an interested organization is a member of the National Pan-Hellenic Conference, there will be additional guidelines/requirements as per the NPC Extension Committee.

The committee will then begin the five stages of expansion:

Stage One: Inquiry

Upon receiving the university's letter of inquiry, national organizations interested in the expansion opportunity should prepare a formal petition for submission to the Greek Expansion Committee. The petition for colonization should include:

History of organization:

- A description of the organization's values and founding principles.
- A summary of the organizational structure of the fraternity/sorority at the chapter and national levels.
- A copy of the national organization's constitution, by-laws, and other rules and policies.
 - Any organization requesting to colonize and/or charter at Johnson & Wales University – Providence Campus must have, as part of their inter/national constitution & bylaws, an article requiring campus recognition for a charter to be awarded and that upon withdrawal of recognition by Johnson & Wales University – Providence Campus, the inter/national organization must remove the charter and withdraw from campus.
- Acknowledgement of any previous relationship with the university.

Information on inter/national strength:

- The total number of chapters worldwide and their respective locations.
- The total number of colonization attempts anticipated in the next calendar year, including a timeline for founding each colony.
- The total number and locations of colonization attempts during the past five (5) years including location, number successfully chartered, number not chartered, and reason that the chartering process failed.
- The number of chapters closed and/or suspended during the last three (3) years, including where, when, and why.
- The average size of chapters on campuses similar to Johnson & Wales University (in a range of 8,000-10,000 undergraduate students).
- The total number of collegiate undergraduate members worldwide.
- The current average size of chapters and costs to both new members and active members.
- The percentage of new members initiated worldwide on an annual basis.

Ongoing Support:

- The number of traveling consultants and description of the organization's consultant program.
- The nearest regional, provincial or district support person (paid or unpaid).
- A description of national staff assistance to colonies and established chapters.
- A listing of academic and leadership scholarships.

- e. Information on additional resources for programming, leadership and scholarship provided by the national organization.

Membership and Education:

- a. A copy of the new member education program including goals and objectives, length of program, and the expected supervision of the program.
- b. A copy of leadership development and officer transition programs.
- c. A copy of materials covering the national convention, leadership school, and regional meetings, as well as the expectations of the chapter for participation in such events.
- d. A sample of literature and publications of the national organization.

Additional Policies:

- a. Anti-hazing policy
- b. Policies on alcohol and substance abuse, health education and sexual harassment
- c. Any organization requesting to colonize or charter at Johnson & Wales University – Providence Campus must provide proof of current liability insurance in the amount of \$1,000,000.

Alumni/ae information:

- a. The total number of alumni/ae within a one hundred mile radius of Providence as well as the total number nationwide.
- b. An outline of training programs for faculty advisors, chapter advisors, alumni boards and other volunteers assisting the chapter.

Summary of Colonization Plan:

- a. A summary of the financial assistance the national office and chapter alumni/ae are prepared to provide the colony/chapter.
- b. An outline of the national support for the new colony, in terms of on-site supervision.
- c. A listing of the scholarship and programming requirements expected of the colony.
- d. A listing of the social issues programs and philanthropy & community service programs expected of the colony.
- e. An outline of membership qualifications, intake policies and techniques.
- f. A copy of the policies and procedures for disciplining colonies/chapters.

Stage Two: Document Review

The information requested above will be reviewed by the Greek Expansion Committee. The decision to invite an Inter/National organization to participate in the next round will be based in part on the following criteria:

- a. The completeness of the materials submitted and ability to meet the deadline.
- b. The record of success of the national organization in establishing and supporting current colonies.
- c. The ability of the national organization to actively support its chapters on a national, regional and local level.
- d. The perceived compatibility between the university's mission and that of the national organization.
- e. Any historical relationship between the university, the national organization, and alumni members of the organization, as well as the quality of that relationship.
- f. The commitment of local alumni to actively support the chapter.

In cases where more than one application for colonization is being reviewed, the committee will select as many as three national organizations to participate in the Visitation Stage.

Stage Three: Visitation

The Greek Expansion Committee may invite up to three (3) candidate organizations to visit the campus and make a presentation for the purpose of mutual evaluation. The Greek Advisor shall compose a letter to those finalists inviting them to campus to meet with the Greek Expansion Committee and present to the Greek Community.

The national representative visiting campus should be prepared to discuss:

- a. Services of the inter/national organization;

- b. Why the organization should be allowed to establish a new chapter at Johnson & Wales University – Providence Campus
- c. How the organization would enhance the Johnson & Wales University Greek community (what it would provide that other organizations do not currently provide);
- d. Details of the membership development program; plans for educational programs, including leadership development, scholarship and community service.
- e. Details of the policies related to:
 - i) Academic Achievement and Scholarship
 - ii) Alcohol/Substance Abuse
 - iii) Service to the community
 - iv) Hazing
 - v) Risk Management
- f. Details of the pledge/associate/new member program;
- g. Financial resources, support and commitment to the new group;
- h. Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Johnson & Wales University – Providence Campus;
- i. Timetable and guidelines for colonization and chartering.

Stage Four: Evaluation and Decision

At the conclusion of the visitations, the Greek Expansion Committee will evaluate the value each organization can bring to Johnson & Wales University. Each council associated with a potential organization will submit one letter of recommendation that the committee will take into consideration.

Only those national organizations invited to visit shall be considered for colonization. If no consensus is reached to invite one or more of the visiting organizations to campus, the process may begin anew.

Possible recommendations from the committee to the Greek Life Office:

- a. **Extend no invitations at this time.** Such a recommendation would include specific reasons for declining colonization and, if applicable, when another presentation may be made.
- b. **Request more information.** The committee would identify specific materials to aid them in making a final decision.
- c. **Extend an invitation to colonize.** The committee would recommend one or more of the visiting organizations be colonized at JWU. If more than one organization per council is selected, the committee will propose a projected timeline for when each organization can start the colonization process. Should the Vice President agree, a registered letter would be sent to the national headquarters formalizing the university's decision.

Each governing council may only have one colony during any time. The expansion process may not restart until the first group has been chartered or has withdrawn from campus.

If a student chooses to start a new organization or participates in an organization that previously operated at Johnson & Wales University but is no longer recognized, and determines they will not follow these policies, they are in violation of the Student Code of Conduct and any students involved could face disciplinary action through the University. Any organization or student that chooses to not follow these expansion policies may risk losing any opportunity of expanding on the Johnson & Wales Providence Campus in the future.

Stage Five: Colonization

Pre-Colonization Requirements

Once a national headquarters has been invited to colonize on the campus, the following processes and procedures must be completed before any students at Johnson & Wales University are contacted or colonization is advertised.

- a. **Alumni/ae Board.** The national organization, in cooperation with the University, must establish an active alumni board consisting of at least three (3) alumni, with one member designated as the chapter advisor. The board must be trained by the national organization. The alumni board must meet at least once before beginning the colonization process.
- b. **Time Frame.** The timeframe for active colonization must be established. Active colony status must extend for at least one academic year and no more than two. The beginning date for colonization shall be decided by the national organization in consultation with the Greek Advisor.
- c. **Budget and Finance Plan.** The national organization should provide a budget plan equivalent in length of time to the colonization plan.
- d. **Expansion Agreement** – An agreement between the university, national organization, and appropriate governing council outlining the expectations of the national organization and the university will be signed. This is a non-negotiable document that is mandatory to proceed with the colonization process.

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 the premature conclusion of the colonization process.

Other Policies and Procedures for Greek Life Organizations

Affiliated Members of a non-recognized JWU Greek Organization Policies

It is the right of a Johnson & Wales student to join any Greek lettered organization of their choice provided that the chapter is in good standing with their National organization and that the college / university which hold that chapter's charter permits it.

If a student chooses to seek membership into a chapter which has been banned or suspended from the university then the student risks facing disciplinary actions which can include expulsion. As stated in the *Student Code of Conduct*.

Students who are initiated members of Greek organizations that are not recognized by Johnson & Wales University do not have the right to reserve space, recruit members, host, or co-host events in the name of that organization, or participate in Greek events as a member of the Greek community.

If a student wishes to have their affiliated chapter recognized by the university they must follow the steps laid out in Johnson & Wales University –Providence Campus Expansion Policies

Position on Auxiliary Groups

Auxiliary Groups: Johnson & Wales University does not authorize, recognize or approve of the existence of any Chapter affiliated Auxiliary Organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, 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, etc) to the Greek Life Advisor immediately.

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

Membership Intake Process

Each fraternity, sorority and social fellowship will adhere to all University recruitment policies as well as membership intake guidelines established by the fraternity/sorority national organization.

The Department of Student Activities and the Greek Life Advisor must be notified in writing when a fraternity, sorority or social fellowship will participate in a membership intake process at least fourteen days prior to the start of the intake. Notification must include the approximate dates of intake, the names of the students participating in intake, and the date in which membership intake participants will officially become members of the organization.

The organization SHOULD NOT, under any circumstances, have a formalized relationship with prospective members (interest groups, pre-pledging process, etc.) prior to the beginning of the approved Membership Intake timeline. The Membership Intake process will not last any longer than what the specific national affiliated organization has approved.

Organizations are not to engage in any membership intake activities outside of the parameters outlined by their national affiliated organization and the department of Student Activities, including any pre or post pledging activities.

Eligibility:

- All groups must be in good standing with JWU, the department of Student Activities, and their national headquarters to be eligible to conduct intake.
- A letter verifying the standing of the organizations must be received by the Greek Advisor from the organizations National headquarters.
- At least one representative of the chapter (ideally the intake coordinator) is required to attend the hazing workshop sponsored by Greek Life each term.
- Any JWU undergraduate student with a 2.5 cumulative GPA is eligible for intake. The GPA's will be verified by the Greek Advisor.

Intake Process:

- Intake can occur throughout the year.
- A meeting must be held between the undergraduate chapter president, intake coordinator, and Greek Advisor, to get approval for intake **at least 14 days prior to any intake activities.**
- At the meeting referenced above, groups must submit to the Greek Advisor a **schedule of intake activities from the interest meetings to initiation**, including any "coming out" shows. This list will remain confidential.

Forms Required:

- Notice of Membership Intake form and Membership Intake Coordinator Agreement **at least 14 days prior to any intake activities.**
- Schedule of intake activities – 1 week prior
- Eligibility letter from National or Regional representative, **1 week prior to the start of intake**
- Roster of Candidates for intake form
- All those listed on your roster of candidates form must fill out and sign a Affiliations & Grade Release Form to be handed into the Greek Life Office along with a uconnect print out of their grades within **24 hours**

**Johnson & Wales University –Providence Campus
National Pan-Hellenic Council / United Cultural Council
Notice of Membership Intake Form**

The Officers and members of _____ are proud to
announce the intake of new members for the _____ term.

The first meeting to begin intake will be held on _____.

Intake will conclude on the date of _____.

The person in charge on intake for the chapter will be

Name _____

Title in chapter _____

Phone Number _____

Email _____

**Johnson & Wales University –Providence Campus
National Pan-Hellenic Council / United Cultural Council
Membership Intake Coordinator Agreement**

Term: Fall Winter Spring **Year:** _____

Organization: _____

President: _____

Membership Intake Coordinator: _____

Please read and initial the following

I certify that I have read in full ALL of the Johnson & Wales University membership intake policies and procedures, pertinent university policies, and other relevant information from my inter / national organization regarding Membership Intake.

I will educate my organization on all of the regulations of Membership Intake and will keep the department of Student Activities informed on all Membership Intake activities conducted.

I agree to provide both pink cards and roster of candidates for the prospective members to the department of Student Activities within 24 hours of the start of the Membership Intake process. (this will remain confidential)

I understand that if the Membership Intake Forms are not fully completed and signed by all parties by the outlined deadlines, intake of new members will NOT be allowed.

I understand that all Membership Intake activities will coincide with the policies set forth by my national organization. Any deviation from the policies of my national organization must be supported in writing by the Organization Advisor, the Regional Director and/ or my national headquarters.

I have read and signed the Johnson & Wales University Anti- Hazing Policy and agree to abide by the statements. I further understand that the department of Student Activities reserves the right to suspend the Membership Intake Process if my Organization is found or suspected of being in violation of this policy.

Membership Intake Coordinator Name

Signature

Date

