****

**Wesleyan College**

**Student organization manual**

**2018 - 2019**

**Recognition of Student Organizations & Members**

Groups desiring to form a campus student organization must follow this process to be recognized by the university:

1. The group must submit the “Organization Registration Form” (located on WesNet) to identify and get the signatures of eight active students who are willing to join the organization once it is confirmed.
2. In addition to the “Organization Registration Form,” the group must also submit a proposed constitution that contains a statement of purpose along with a list of members, officers, and an advisor.
3. Once all materials have been submitted to the Student Affairs Office, the Director of Student Involvement will then pass all materials to SGA to approve or deny the constitutions of new organizations. The SGA President will then invite students wishing to start a student organization to a SGA. After the SGA meeting, decisions will be communicated in writing within 5 business days.
4. Please note: Student organizations are subject to the authority and regulations of the college. Recognition and continuation of a campus student organization requires that the philosophy and purpose of the group’s activities be consistent with the philosophy and purpose of the college. National affiliation of student organizations is subject to approval of the college.

Eligibility for membership or active participation in student organizations is limited to currently enrolled students at Wesleyan College.

**Renewing Student Organizations**

Each group must renew its status annually by reporting any changes in its name or purpose, as well as the names of its members, officers and adviser to the Director of Student Involvement at the beginning of each fall semester. Failure to comply with these provisions may result in the organization being declared inactive.

**Advisors**

All student organizations must have a university faculty or staff advisor. Advisors should take on an active role in the organization, at the discretion of the organization and the advisor. Advisors should be informed of all events and their approval may be required on funding requests and check request forms. In some instances, an advisors attendance may be required at events that the Student Affairs Office deems to need additional staff support or supervision. Advisors will be notified of all disciplinary issues associated with the student organization. Unless they are deemed to be a confidential reporting source by law (LPC, LCSW, clergy, etc.), advisors are mandated to report any violations of Title IX (including sexual assault, partner violence, dating violence, etc.) or the student code of conduct in a timely manner to the Title IX Coordinator or the Dean of Students.

**Benefits Granted to Registered Student Organizations**

Student Organizations granted recognition by the college may receive many benefits, which include:

1. Plan Events and Activities on Campus
	1. Ability to reserve on-campus spaces for a limited or no fee.
	2. Permission to publicize events with flyers (in designated areas), the Stall Wall Weekly, OSP Tabling and other medium’s deemed appropriate by the Director of Student Involvement.
2. Recruit on Campus
	1. Participation in the annual student involvement fair held in the fall and spring semesters.
	2. Inclusion in the on-line directory of student organizations.
3. Manage Finances and Fundraising
	1. Access to the Student Activities Fee (monitored by Director of Student Involvement).
	2. b. Ability to fundraise with specific permission from Student Affairs.
4. Access Services and Support
	1. Advising and Support Services from Student Affairs
	2. Ability to archive organizational materials in University Archives.
	3. Ability to apply for and/or receive a mailbox, office, or storage space.

**student organization event promotion**

Student Organizations granted recognition by the college may promote events in the following ways:

1. **Email:** Student organizations may use WesStudent & StudentNews emails to promote events; however, please note that all emails sent through WesStudents will be sent at the discretion of the Director of Student Involvement. Events that have conflicts will be sent back to the requestor for correction before being sent to the community. Please refer to the “Email” policy as indicated in the “Policies Applicable to Student Organizations from the Student Handbook” section of this manual.
2. **Master Calendar:** Student organization presidents and officers will have access to view the Student Affairs Master Calendar as moderated by the Director of Student Involvement to assist in planning events. Any student organization wishing to add events to the Master Calendar must submit the events’ title, location, and details to the Director of Student Involvement.
3. **Posters, Fliers, & Bulletin Boards:** Please refer to the “Posted Materials” policy as indicated in the “Policies Applicable to Student Organizations from the Student Handbook” section of this manual.
4. **The Wesleyan College Stall Wall Weekly:**  The Stall Wall Weekly is a weekly events calendar maintained and published by Wesleyan College Student Involvement. Calendars are posted in each public restroom on campus weekly on Wednesdays. All athletic events, approved convos, holidays, and events listed on the master campus events calendar will automatically be added. Student organizations, university offices and departments, and Wesleyan partners may request to have their event included in the Stall Wall Weekly in the following ways:
	1. Via Google Form: Use this link (https://goo.gl/forms/AUcMCNA2XNhA0Qmx2) to indicate the event host’s identifying information along with the event’s title, date, time, location, and a brief description. Incomplete forms will not be included until all details have been provided. Submissions must be completed by 5pm on Monday to be included on the next Stall Wall Weekly calendar.
	2. Via Email: Email submissions can be made to ayancey@wesleyancollege.edu. Please be sure to indicate the event host’s identifying information (student group/office name, contact person email, etc.) along with the event’s title, date, time, location, and a brief description. Incomplete submissions will not be included until all details have been provided. Submissions must be completed by 5pm on Monday to be included on the next Stall Wall Weekly calendar.

*Please note the following policies regarding Stall Wall Weekly postings:*

* Only events that are open to all students are posted on the calendar; exclusive events should be advertised to their specific groups in other ways on campus.
* On-campus event locations will be confirmed by Student Affairs staff using the Wesleyan Event reservation calendar system before the event is posted.
* The Stall Wall Weekly will only be posted while the fall and spring academic semesters are in session. General calendars with extended dates may be posted during holiday breaks and summer sessions.
* If a submission does not meet the correct criteria, Student Affairs will not include it in the Stall Wall Weekly. All denied submissions will be communicated to the person who submitted the event via email.
* A quote, joke, or trivia fact will be included on each version of the Stall Wall Weekly. To submit a recommendation for a quote, joke, or trivia fact, please email ayancey@wesleyancollege.
* To support sustainability efforts, expired Stall Wall newsletters will be recycled each week.
1. **Tabling:**  Any group wishing to table in the Olive Swann Porter Building (OSP) must follow the procedures as set by auxiliary services on campus to reserve space. Please refer to the “Reserving Space” section of this manual.

**Reserving Space on Campus**

All student organizations wishing to reserve space for meetings and events must use the Wesleyan College Facility Rentals and Reservations Dashboard to submit a request for space. Please provide as many details as possible when submitting a reservation. Event reservation requests are approved by Auxiliary Services. The dashboard can be accessed by visiting the following link: <https://wesevent.wesleyancollege.edu/wcga>

**Requesting Funding for Student Organizations**

The following are requirements to receive student activities (SA) funding:

1. The student organization must be officially recognized by the college.
2. The event in which funds are requested for must be open to all students.
3. The funds allocated to the event cannot be used to purchase goods that students will then be charged for. Anything purchased using SA funding must be free to all students. (ex. You cannot use SA funds to order pizza and then charge students to have a slice).

If the organization is eligible to receive funding, please refer to the following process to request access to the funds:

1. Complete the “Request for Student Activity Funding” form:
	1. Via Google Form: Use this link to complete a request for student activity funding - <https://goo.gl/forms/Hl7pxZwL7VNL95gn2>
	2. Via Paper Form: The same form is available on paper in the Student Affairs Office.
2. After an organization has requested funding, proceed by choosing what method you want to use to receive the funding (upon approval from the Director of Student Involvement):
	1. Requesting Funds Using a Check Request Form:
* Fill out a check request form (available in the Student Affairs Office in OSP).
* Place the request in the designated mail box for the Director of Student Involvement to sign. **Include an invoice or receipt for service when submitting a check request.** Requests without an invoice or receipt will not be processed. Note: Typically, the Director of Student Involvement signs withdrawal slips every business day around lunch time. If you need your slip signed at a specific time, please make an appointment with the Director of Student Involvement.
* After the request has been signed, take it to the Business Office to withdraw funds. Business Office is located in Tate and is open M-F. Student bank hours are 10am-2pm.
* Requests submitted on Tuesdays at noon are available for pick-up on Fridays.
	1. Requesting Funds Using the Director of Student Involvement’s Purchasing Card (P-Card)
* Submit a detailed list of the items needed to the Director of Student Involvement. If you are ordering online, please either screen-shot the items or share the cart with the Director of Student Involvement.
* Requests made at least 48-hours in advance will be purchased for the organization. The Director of Student Involvement will notify the organization when items are available for pick-up
* NOTE: Students are not authorized to use any staff member’s p-card without their explicit consent. **If an organization is authorized to use the p-card, detailed receipts must be kept and returned to the staff member within 24 hours of the purchase.**
	1. Requesting Funds Using a Student Bank Account:
* Fill out a withdrawal slip (available in the Student Affairs Office in OSP). Place the slip in the designated mail box for the Director of Student Involvement to sign. Note: Typically, the Director of Student Involvement signs withdrawal slips every business day around lunch time. If you need your slip signed at a specific time, please make an appointment with the Director of Student Involvement.
* After the slip has been signed, take it to the Business Office to withdraw funds. Business Office is located in Tate and is open M-F. Student bank hours are 10am-2pm.
* After receiving funds, please return all receipts from your purchase to the Director of Student Involvement. Organizations that fail to return receipts may have funding privileges removed. Requesting to Use the Director of Student Involvement’s Purchasing Card (p-card):

**Policies applicable to student organizations from the student handbook**

While all Wesleyan students are expected to follow the Student Handbook in its entirety, the following policies are specifically applicable to student organizations:

**Alcohol Policy**

Wesleyan College seeks to ensure that any alcohol consumption that occurs on campus or at college-sponsored events is undertaken in an atmosphere that promotes social and legal responsibility. The goal of this and all Wesleyan policies is to insure that our students are provided for with the tools and guidelines needed to become sound decision makers, responsible citizens, and key contributors to Wesleyan College and beyond.

### GENERAL PROVISIONS

1. Consistent with Georgia law, only those Wesleyan students and their guests who are 21 years of age or older are permitted to consume alcohol on the Wesleyan campus or at Wesleyan sponsored events.
2. Any person purchasing, possessing or consuming alcohol on Wesleyan’s campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.
3. Wesleyannes must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.
4. Anyone who violates these policies is in violation of the Honor Code and subject to disciplinary action. The first offense will result in an automatic $50 fine and may result in a referral to Honor Council. Any subsequent offense will be referred directly to Honor Council.
5. Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college-sponsored events.
6. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

### ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only as set forth below:

1. Designated Areas:
	1. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to prescribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
	2. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
		1. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
		2. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
		3. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life.
		4. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
		5. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
	3. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Wortham, Persons, Hightower and Jones residence halls.
2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.
3. Each resident is permitted to possess no more than 72 oz.in a designated area. Kegs are prohibited from designated areas.
4. The College reserves the right to search any designated area (including personal living areas) at any time to ensure resident safety and compliance with the alcohol policy and other college policies.
5. Alcohol containers are not permitted to be used for display purposes.

### ON/OFF CAMPUS EVENT POLICIES

1. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Involvement, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Involvement no later than **two months** prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.
2. Alcoholic beverages may only be served to students of legal age.
3. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

## **Bullying, Intimidation, and Harassment**

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe or considered severe by the victim or others in authority, persistent, or pervasive and that has the intended effect of doing any of the following:

1. substantially interfering with a student’s education;
2. creating a threatening environment; or
3. substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action. *Intimidation* is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. *Harassment* is unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual’s work or education, or adversely affects an individual’s physical, emotional, or psychological well-being. (See the [Student Sexual Misconduct Policy](http://studentaffairs.duke.edu/conduct/z-policies/student-sexual-misconduct-policy-dukes-commitment-title-ix) for the definition of and procedures related to sex/gender-based harassment by an undergraduate or graduate student.)

Any student involved in bullying, intimidation, or harassment will be in violation of the Honor Code and may be at risk for suspension or expulsion from the College. Any student who feels they are being bullied should follow the reporting procedures listed below.

### REPORTING

Any member of the Wesleyan Community who feels they have been subjected to bullying, intimidation or harassment by another member of our community (or believes someone else has been the subject of an offense) should report the behavior to the Dean of Students.

Anyone who attempts to use bullying, intimidation, or harassment to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of the Protection From Retaliation Policy as described within this handbook and will be subject to disciplinary action.

Reports of violations of this policy will be adjudicated by the Dean of Students or her designee.

**Chalking Policy**

Given the historic nature of the college and its facilities, chalking is not permitted in any location other than around the residential quad area by the fountain. The Student Affairs Staff is happy to work with students, college clubs, and organizations to identify ways to publicize events and make announcements.

**Damage/Destruction of Property**

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the Dean of Students who, depending on the value of the item/area in question, may refer the student to Honor Council for adjudication.

**Drug Policy**

The illegal use or possession of any stimulant, depressant, narcotic, hallucinogen, illegal substance, or similar agent or prescription drug not prescribed specifically to that individual is strictly prohibited on the Wesleyan College campus. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. State and federal laws also govern the use of drugs. When off campus, students are responsible at all times for complying with state and federal laws governing possession and use of drugs. The administration of the college has a no tolerance policy regarding the possession and use of illicit drugs or prescription drugs not prescribed for use. Violations will be adjudicated by the Dean of Students or her designee. A student found in violation of the Drug Policy will be subject to suspension from the College and will not be eligible for any refunds of costs or fees, and full payment is required. Possible criminal action may also be taken.

**E-mail**

Email is the official mode of College communication. Students are expected to check their official @wesleyancollege.edu email account daily for important messages. Students must take responsibility for all electronic communication distributed via email. Failure to check an @wesleyancollege.edu email account or failure to read an electronic message distributed via email are not tolerated as excuses for missed information. All Wesleyan students are required to be a member of the “WesStudents” electronic distribution group administered via campus email. Students may elect to join additional groups as they desire (i.e. StudentNews, Internships, etc.) but they may not be removed from “WesStudents”.

Moderation of WesStudents Group

1. Acceptable messages to be sent over WesStudents include official College business like convocations, important dates and events, campus safety information, and information that is relevant and important for all students to receive.
2. Unacceptable messages to be sent over WesStudents include emails not related directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e-mail chains, etc. The Wesleyan College Bulletin Board Facebook group should be used for lost items, sale items, ridesharing, etc.
3. Each message will be monitored to ensure it meets the requirements. If a message does not meet the requirements, the message will not be released and the sender will be notified.
4. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
5. No more than two e-mails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

Moderation of StudentNews Group

1. Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and important information for the good of the community.
2. Unacceptable messages to be sent over StudentNews include e-mails that do not related directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e-mail chains, etc. The Wesleyan College Bulletin Board Facebook group should be used for lost items, sale items, ridesharing, etc.
3. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
4. No more than two e-mails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

**Hazing Policy**

Hazing in any form, with respect to any college activity, is prohibited. *Hazing* means to subject a student to any activity which endangers or is likely to endanger the physical, mental or emotional health of the student or to produce mental or physical discomfort, fear or stressful situations, embarrassment, harassment, or ridicule, **regardless of a student’s willingness to participate in such activity.** Hazing may include, but is not limited to the following, whether conducted on or off campus:

● the use of alcohol;

* paddling in any form;
* creation of excessive fatigue;
* physical or psychological shocks;
* quests;
* treasure hunts, scavenger hunts, road trips;
* wearing of apparel in public which is conspicuous and/or not normally in good taste;
* wearing full facial masks or completely covering the face with paint;
* pouring food or any substance on a student;
* spraying water on a student;
* tattooing or piercing the body;
* placing food or other items in students mouths and/or causing students to swallow or gag;
* engaging in public stunts and buffoonery;
* morally degrading or humiliating games and activities;
* any other similar or related activities which are not consistent with the policies and regulations of Wesleyan College.

Any student who engages in hazing will be reported to the proper authorities for criminal prosecution under Official Code of Georgia § 16-5-61, the violation of which shall be punished as a misdemeanor of a high and aggravated nature.

In addition, and notwithstanding any criminal prosecution, such student will be fined (minimum $100), suspended, or removed from the College by the Dean of Students with an appeal to the Provost. Other restrictions are at the discretion of the Dean of Students.

**Painting Policy**

The College encourages creativity via painting crafts, gifts, signs, sisterhood activities, etc. It also acknowledges painting items may have the unintentional results of paint overspray on various surfaces. Therefore, painting items is prohibited in the stairwells, on walkways, hallways, lounges, roads, parking lots, patios, etc. Painting items is limited to natural grassy areas away from buildings. When painting in these approved areas you are required to have cardboard or other material to catch the paint overspray and preserve the grass. Students should talk with a member of Physical Plant or Student Affairs to discuss approved areas for painting, prior to painting any object.

**Posted Materials Policy**

To publicize events on and off campus (i.e., flyers, posters, etc.), the Director for Student Involvement must review and stamp these items before they can be posted. On-campus publicity must be posted on designated bulletin boards in campus buildings. Flyers should not be placed on glass windows and doors. Additionally, any publicity to be placed in the residence halls must be given to the Director of Residence Life for proper placement. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria, or material that is deemed unacceptable by college officials:

1. The average person, applying contemporary community standards, would find the material obscene.
2. The publication depicts or describes sexual conduct.
3. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value.
4. The publication or material contains libelous statements and/or disregard for the truth.
5. The material causes a disruption of college life.
6. The material includes references to alcohol or the use of alcohol.

The Director for Student Involvement is responsible for overseeing the publicity policy and can take appropriate action for violations.

**Recycling**

Wesleyan College is committed to supporting the waste reduction efforts and minimization of the college’s carbon footprint. As such, the college is guided by the principles of the College Sustainability Committee and commitment to the American College and University Presidents’ Climate Commitment. Wesleyan College has put forth several efforts in recycling, waste management and responsible purchasing that guide the actions of the college community. Detailed information on sustainability at Wesleyan can be found in specific policies as listed in the *Wesleyanne* Student Handbook.

**Soliciting Policy**

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Involvement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of Student Involvement. Entrance to the residence halls and/or door to door solicitation is strictly prohibited. Violations should be reported to campus police immediately.

**Revisions to this Manual**

Revisions may be made to this manual by the Director of Student Involvement. In the event of revisions, all registered student organizations will be notified of the changes.