



STUDENT
ORGANIZATION POLICY
HANDBOOK
2019-2020

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The staff in the Office of Student Services is here to assist you with all aspects of involvement in a student organization. Please stop by our office in the Winchester Center for more information on any of the topics covered in this handbook.

INTRODUCTION TO THIS HANDBOOK

All student organization activities are guided by the policies and procedures delineated in this handbook. These policies grow out of the Kentucky Wesleyan College Mission Statement. Kentucky Wesleyan College, in partnership with the United Methodist Church, fosters a liberal arts education that nourishes and prepares students intellectually, spiritually and physically to achieve success in life. Achieving these goals is dependent upon creating a campus environment in which people feel safe, sustained, engaged, challenged, and appreciated.

OFFICE OF STUDENT SERVICES MISSION STATEMENT

The Office of Student Services will provide experiences that will allow students to live, learn, lead, and love, empowering them to become global citizens ready to positively impact the world.

STUDENT ORGANIZATION ADVISOR REQUIREMENTS & RESPONSIBILITIES

At Kentucky Wesleyan College, an organization must have a faculty or staff advisor in order to be a registered student organization. The faculty or staff advisor must be a full-time employee of Kentucky Wesleyan College. By accepting the position of advisor to a student organization, a faculty or staff member chooses to play a significant role in the development of students. An advisor serves as a consultant, mentor, role model, and educator to an organization. Furthermore, an advisor assists in the growth and development of the group by providing direction through advice, understanding, support, and challenge. An advisor's role will include:

- Fostering an environment that promotes a sense of belonging, education of the whole student, and development of socially responsible leaders
- Helping students find a balance between their academics, personal needs, and co-curricular activities
- Clarifying advisor roles to group members, in order to have a shared understanding of responsibilities
- Acting as an interpreter of college policies that govern registered student organizations
- Providing guidance in planning programs and events
- Authorizing spending by signing purchase orders, and check requests, or delegate signature authority to a secondary advisor (often another staff member or department secretary)
- Authorizing purchases by filling out accounting paperwork
- Reconciling monthly accounting reports (ledger sheets or electronic access to accounts) or delegate to student members or secondary advisor;
- Motivating the group in setting annual organizational goals
- Encouraging groups to review and update their Constitution annually
- Informing officers about leadership development opportunities such as conferences, workshops, and scholarships
- Guiding officers in the maintenance of accurate records and bookkeeping
- Attending meetings frequently, depending on agreed-upon responsibilities
- Offering constructive feedback where appropriate and facilitate creativity and innovation for the organization;
- Affording continuity from year to year in the face of frequent officer turnover
- Facilitating a learning experience for student leaders and members by enabling their success, or, when necessary, by illustrating that failure often teaches as much as success
- Acting a conscientious and caring manner to promote student growth
- Consulting the *Office of Student Services* for advice, guidance, and more information

Staff and/or faculty seeking to advise a student organization must complete the Advisor Agreement Form through KWConnect under the Forms section and submit it to the Office of Student Services prior to beginning their term as advisor. This form does not need to be renewed every year, but it is the sole responsibility of the advisor to inform the Director of Student Involvement if he/she leaves the advising position.

When a faculty or staff member accepts the position of advisor to a student organization, he or she also accepts responsibility for the actions and activities of the organization. An advisor acts on behalf of the college and is expected to exercise that responsibility reasonably, diligently, and in good faith. The type of liability or risk varies greatly depending on the type of organization being advised and the type of activities planned by that organization. Some suggestions to guide advisors follow.

1. Advisors should anticipate risks which may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something to happen that might create a liability for the college. However, if decisions are made in good faith and reasonable precautions are taken, the risk involved can be minimized.
2. It is important to be aware of college policies and regulations as they affect student organizations. The Student Handbook, The Student Organization Policies, and Advisor Manual handbooks are sources of many college rules and regulations. Advisors should be familiar with the handbooks, particularly those sections that apply to community life, student organizations, and guidelines for organizational activities. The Office of Student Services staff can also serve as resources for advisors and their student organizations.
3. Advisors should act only within the scope of their authority. Advisors may make certain decisions or take certain actions within their stated responsibilities as advisors. For example, an advisor may approve purchases necessary for the day-to-day operation of an organization. **However, advisors do not have the authority to contract on behalf of or to bind the college. The Director of Student Involvement and Vice President of Student Affairs/Dean of Students are authorized to sign contracts.**

DEFINITION OF TERMS

The following terms below are defined to help give guidance to the Student Organization Handbook:

1. **Event, Activity, or Program** means any activity sponsored, cosponsored, or organized by a recognized student organization, this includes but is not limited to any publicity, displays, and/or apparel.
2. **A Recognized or Approved** student organization is an organization that has been officially recognized by the Student Government Association and complemented the registration process through the Office of Student Services (OSS).
3. **Registration** is a process that recognized student organizations must complete every year to maintain the benefits and privileges of a Recognized Student Organization.
4. **Active** is a status given to recognized student organizations that complete the online registration process before each academic year.
5. **Inactive** is a status given to recognized student organizations that have not registered for the current academic year.
6. **Suspended/Hold** is a status given to recognized student organizations that have violated published policies. Suspension will not be lifted until acts are taken to rectify the situation and/or a date is set as to when suspension will be lifted.
7. **OSS** refers to the Office of Student Services.
8. **SGA** refers to the Student Government Association.

Section 1
ANTI-HAZING POLICY

Students, student organizations, athletic teams and other student groups of the Kentucky Wesleyan College community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "Any action or situation which recklessly or intentionally endangers the emotional, mental, or physical health and/or safety of a student, or which removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any organization operating under registration with or auspices of the College." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or College policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to College disciplinary action, as set forth in the Kentucky Wesleyan College Student Code of Conduct. This document is available for review at the Office of Student Services or online in the Student Handbook.

Additionally, any College student organization, group or individual student violating this policy or the Kentucky KRS Statute 164.375 on Hazing, is subject to sanctions that may be imposed by the Student Conduct Hearing Board and/or a court of law. The Kentucky KRS Statute on Hazing, 164.375, is available for review at

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=4280>. Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:

- Keeping the date of initiation/induction a secret; requiring signatures for initiation
- "Kidnapping" of any member, leaving members stranded in a remote location to find their way home, or scavenger/treasure hunts
- Any form of forced physical activity and/or exercise, whether extreme or not (i.e. push-ups, sit-ups, or other calisthenics, runs, walks, etc.)
- Physical harassment such as paddling, hitting, beating, slapping, pushing, or striking
- Marking or branding
- Personal servitude of any kind (i.e. phone duty, cleaning, yard work, doing errands, etc.)
- Forcing or encouraging ingesting of any type of liquid or solid matter, edible or non-edible (i.e. alcohol, chewing tobacco, raw onions, spoiled food, dirt, etc.)
- Requiring the carrying of any item around campus such as paddles, rocks, books, shields, etc.
- Requiring the wearing of unusual, embarrassing or uncomfortable clothing
- Sleep deprivation or requiring/encouraging anyone to sleep anywhere other than their own residence or bed
- Preventing personal hygiene, communication with certain groups, and/or restricting places that new members can go on campus or in the community
- Verbal abuse such as yelling or screaming or labeling with silly or embarrassing nicknames
- Any activity that interferes with a student's academic pursuits (class attendance, studying, etc.)
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes
- Requiring anything of one group of members that is not required of another

Individuals or groups seeking additional information about this policy or reporting possible violations should contact staff in the Office of Student Services at 270-852-3285.

RELEASE OF ACADEMIC INFORMATION

Any academic and disciplinary information can be released to the organization advisor(s) if the student signs an Authorization for Release of Academic/Disciplinary Status form available on KWConnect (campus labs platform) or in the OSS. Student records will not be released without a completed form on file in the Office of Student Services. Students have the right to void this agreement at any time by emailing the Director of Student Involvement.

QUESTIONNAIRE/SURVEY POLICY

Student organizations who wish to collect information from students on campus by the use of questionnaires, surveys, or other collection techniques must have prior written approval to do so. Written approval for collecting information can be obtained through the Institutional Research Office located in room 206 of the Barnard-Jones Administration Building.

Section 2

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

The officers and members of student organizations are responsible for conducting their activities in accordance with the purposes and rules of Kentucky Wesleyan College, as well as with the purposes and procedures stated in their approved constitution.

1. **The officers and members are responsible for observing all laws and regulations governing the various activities of the group.** The college does not authorize, protect, defend, or assume responsibility for violations of public or private rights by students or student groups. Regardless of any civil or criminal action which may be taken against students or student groups by reason of irresponsible conduct, such conduct, on or off campus, may subject the student or group to college disciplinary proceedings. Student organization members and officers should be aware that the organization and officers may be held responsible for injury or loss to others arising from their operations and activities. Therefore, officers and members should consider whether they need liability insurance to protect the organization, its members, or officers. Organizations should check with national chapters and their associations to see if plans are available to them.
2. **The officers and members are responsible for registering the organization annually and maintaining their good standing as an officially recognized Kentucky Wesleyan College student organization by completing the registration process online, maintaining a minimum of 8 members, and following all applicable rules, regulations, and procedures.** NOTE: Failing to register for two consecutive registration cycles will result in withdrawal of recognition and the organization will be required to resubmit a request for a new student organization and a constitution to the Office of Student Services and the SGA for approval.
3. **The officers and members are responsible for informing the Office of Student Services of any changes in officers and/or a change in advisor.** Accurate contact information for all officers is also required. Also, see section on Requirements for Officers for additional officer policies.
4. **All recognized student organizations are required to submit changes to their constitution to the Office of Student Services prior to those changes taking affect.**
5. **Student Organization Presidents and Greek Life executive council members are required to attend Student Leader Training at the beginning of the academic year.** Information on dates, times, and location of Student Leader Training will be communicated to listed organization officers. Failure to attend the training will result in your organization being temporarily suspended.

6. **Each organization and its members should be familiar with this handbook as well as all rules and regulations pertaining to student organizations.** Organizations should follow all provisions as they now exist or as they may be amended in the future.
7. **All organizations must provide details of any events (on or off campus) to the Office of Student Services using the appropriate event approval process on the KWConnect website.** See the Student Organization Sponsored Events section for more information on the event approval process.
8. **Organizations should receive appropriate approval for travel on behalf of the organization, in advance of travel, as per the student organizations' travel policies.** See the Travel section for more specific information on the travel approval process.
9. **Be sure to inform the Office of Student Services staff of any situation or behavior that may endanger the safety or welfare of any student, staff, or faculty at Kentucky Wesleyan College.**

Only officially recognized and currently registered student organizations are authorized to use college facilities or services.

In some instances, the Office of Student Services or the Student Government Association may deem it necessary to review an organization's recognized status, operations, and procedures. Under such conditions, Student Services reserves the right to remove an organization's recognized status with the College. Kentucky Wesleyan College reserves the right to take any action it deems appropriate with respect to any actions or activities undertaken by any student organization.

MINIMUM REQUIREMENTS TO REMAIN IN GOOD STANDING

All student organizations are required to remain in good standing in order to remain an active student organization at Kentucky Wesleyan College. Each student organization must do the following to meet the minimum requirements:

- Attend Student Leader Training which occurs every fall semester before classes start.
- Complete the annual registration process through KWConnect
- Maintain a roster of 8 or more members. 4 officers and 4 general members. **Any organization that falls below 8 will have one semester to increase its membership or it will not be recognized by the college and lose all privileges of registered student organizations.**
- Have a full time Kentucky Wesleyan College faculty or staff member as advisor. Any changes to advisor must be reported within one calendar week to the Director of Student Involvement.

BENEFITS AND PRIVILEGES OF STUDENT ORGANIZATIONS

The following are some of the benefits and privileges that are extended without charge (unless specified otherwise) to each Kentucky Wesleyan College student organization upon its official recognition by the college. An organization's failure to maintain recognition through annual registration may result in suspension of any or all of these benefits and privileges.

1. To reserve campus facilities and outdoor spaces up to 180 days in advance of the event date.
2. To be included in the directory of officially recognized Kentucky Wesleyan College Student Organizations

3. To post approved publicity in approved posting areas in the Winchester Center and Barnard-Jones Administration Building
4. To reserve spaces and use rooms on campus for organization events and business
5. To use "Kentucky Wesleyan" as part of the organization name (The Kentucky Wesleyan College name may be used only for purposes generally consistent with the organization's purpose and only to identify affiliation as a student organization.)
6. To obtain permission from the Director of Student Involvement in the Office of Student Services to host an event in a college building after its normal closing hours (Additional charges may be incurred by the organization in order to use facilities beyond posted hours)
7. To apply for and receive funding from SGA (does not apply to Greek Affiliated Organizations)
8. To have buildings unlocked and locked for approved events by the Kentucky Wesleyan College security staff
9. To participate in both the fall and winter Ice Cream Social (organization fair)
10. To have an advisor
11. To receive help, advice, and assistance from the staff of the Office of Student Services
12. To participate in all organizational workshops and training activities
13. To create an organization page on KWConnect to maintain rosters and advertise upcoming events

ELIGIBILITY OF MEMBERSHIP & OFFICER PRIVILEGES

1. All registered Kentucky Wesleyan College students are eligible for membership in any student organization in accordance with the standards, academic or otherwise, established by each organization.
2. The officers of all student organizations as well as the elected and appointed senators and officials of SGA must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Student Services will check the status of each student who runs for office or is appointed to a position within SGA.
3. The authority and responsibility for ensuring that officers comply with grade requirements for club and organization officers (president, vice president, treasurer, secretary, social chairperson, etc.) shall reside with the officers of that organization. In instances of dispute, the decision-making authority and responsibility rests with the Office of Student Services.

REQUIREMENTS FOR OFFICERS

The officers of all student organizations as well as the elected and appointed senators and officials of SGA must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Student Services will check the status of each student who runs for office or is appointed to a position within SGA.

The authority and responsibility for ensuring that officers comply with grade requirements for club and organization officers (president, vice president, treasurer, secretary, social chairperson, etc.) shall reside with the officers of that organization. In instances of dispute, the decision making authority and responsibility rests with the Office of Student Services.

CONDUCT

The actions of student organizations are expected to be consistent with the policies listed in this handbook and those listed in the Student Code of Conduct. If members of a student organization or students representing the group violate Kentucky Wesleyan College's Student Code of Conduct and/or the policies in this Student Organizational Policy Handbook, disciplinary action will be taken against the group as a whole, its officers, and/or individual members. The individuals involved will go through the student conduct process just like any other conduct violation. This process can be found in the Student Handbook. However, if it is determined by the Director of Student Involvement that the organization as a whole should also be reprimanded the following sanctions may occur:

1. Fines may be instituted for the organization with a date of payment.
2. Written or verbal notification to national organization representatives, officers or advisers.
3. Loss of Privileges – Denial of privileges such as removal of services and access to facilities, attendance or participation in activities/programs.
4. Social Probation – Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside its own membership including, but not limited to, social events, mixers, etc.
5. Probation of Student Organization – Probationary status for a specified period, typically not less than one semester, during which time the organization will be required to fulfill specific conditions before reinstatement to good standing.
6. Suspension of Student Organization – Separation from the college for a specified period, typically not less than one semester. Involves the loss of all rights and privileges of student organizations, including the use of college facilities, and probationary status for one year following completion of suspension.
7. Termination of Student Organization – Termination is the most serious of college disciplinary actions for a student organization. It involves permanent separation of a student organization from the college.

The Director of Student Involvement will have the authority to discipline an entire organization if five or more members are present during an incident. All decisions about actions imposed on student organizations or groups will be made by the Director of Student Involvement and groups may appeal to the Vice President of Student Affairs/Dean of Students. All decisions about actions imposed on student organizations or groups will be kept on file in the Office of Student Services. Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding an appropriate disciplinary action.

Section 3 STARTING A NEW ORGANIZATION

Student organizations can be formed and recognized when the Student Government Association (SGA) determines that the group's purposes are in accord with the stated purposes and policies of the college. A group of students wishing to form an organization must:

- Schedule a meeting with the Director of Student Involvement to discuss their organization and the steps for approval and registration.
- Hold an interest meeting on campus to gauge student interest. If there are students interested then the group would need to get together and type up a constitution, bylaws, and elect officers. **A minimum of 8 students are required to form an organization and maintain recognition.**
- The President (or equal position) will ask to be added to the SGA agenda for the next scheduled meeting.
- The President will attend the next SGA meeting, present their organization and its constitution and bylaws, and answer questions that SGA may have. At this meeting SGA will decide whether or not to approve the organization!
- After organization approval, the advisor must contact the business office to create a student organization account.
- To complete the registration process, they must create their Organizational profile on KWConnect and upload all necessary documentation. The ability to reserve campus spaces and host events does not take effect until the Organization has completed their registration on KWConnect.

Additional considerations regarding the formation of a recognized student organization include:

- Proposed groups that have the same or substantially similar purposes as an existing recognized student organization generally will not be recognized;
- Proposed groups that are formed for commercial purposes or primarily for the financial benefit of an external corporation or organization will not be recognized;
- Proposed groups that are formed for the purpose of sponsoring a singular campus event generally will not be recognized;
- Some organizations may be required to show proof of liability insurance coverage, depending on proposed organization activities.

In rare cases of an irreconcilable difference between or among a student organization, the Office of Student Services, and/or SGA, the Director of Student Involvement, and the Vice President of Student Affairs/Dean of Students will make the final decision on approval of the constitution and recognition of the student organization.

UPDATING STUDENT ORGANIZATION REGISTRATION

Student Organizations are required to update their information once per year in the spring semester. Those student organizations who do not update their information for the year will lose the privileges that come with being a recognized student organization until they complete the registration process. Those organizations who fail to complete the registration process by the second registration cycle will be required to go in front of the SGA and ask to be reinstated as a recognized organization.

STUDENT ORGANIZATION SPONSORED EVENTS

In order to enhance the quality of campus life for Kentucky Wesleyan students and their guests, student organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally, and culturally diverse. While these programs are generally provided for the members of the campus community, others may be invited to participate in college activities in an effort to improve the campus environment for Kentucky Wesleyan students.

All registered student organizations must submit an event request form through KWConnect for all events except for general meetings and practices **at least 2 weeks prior to the scheduled date of the event, activity, and/or program**. The Office of Student Services will make approval or denial for each event within a few days of the submission. All publicity, literature, handouts, fliers, etc. must be approved through the same form on KWConnect. Publicity not submitted during event registration will not be approved and will be taken down at your organizations expense. See Advertising and Publicity Policies for more information on appropriate ways to advertise events.

DAYS AND HOURS OF STUDENT EVENTS

1. The days and hours of student events directly pertain to the availability of space on campus (e.g., Winchester, classrooms, and grounds). All activities on campus must conform to the regular closing hours of the building or area. If necessary, permission for use of a building or room or area outside of its regularly scheduled hours may be arranged for a special event through the OSS. Charges may be incurred by an organization using a campus facility if it is left dirty and has to be cleaned by facilities staff.
2. During final examinations, group activities are not encouraged and may be held only when approved through the Office of Student Services, under the following provisions:
 - a. Activities may be held only on campus
 - b. No activities may be held in the residence halls
 - c. Activities must be pre-planned so that no student is actively involved in the sponsoring or production of the function. The types of activities should be limited to programs that require little time in planning and executing
3. Activity requests during breaks and finals week will be reviewed by the Office of Student Services on a case-by-case basis.

EVENTS SPONSORED BY A COLLEGE DEPARTMENT

Student Organizations can collaborate with college departments on events and activities. The following must be completed and followed in order for a college department to co-sponsor an event with a student organization.

1. Student organizations must still submit an event request on KWConnect at least two weeks prior to the event date.
2. The student organization must provide a contact name and phone number within the sponsoring college department that is familiar with the event. They must also provide written (an email is sufficient) approval of the event by the department head or chair, acknowledging that the co-sponsoring department has complete knowledge of all aspects of the event, publicity, and any additional details, and that they have approved all aspects of the event.

3. Content approval and reservations will not be granted until departmental approval has been communicated with the Office of Student Services.
4. It is strongly encouraged that college departments follow the same policies outlined in this policy handbook and to consult with the Office of Student Services about any concerns about a co-sponsored event with a student organization.

SECTION 4

DISTRIBUTION OF LITERATURE

Kentucky Wesleyan College encourages its student organizations to contribute to the role of the College as a forum for intellectual discussion, debate, investigation, and/or artistic expression. Student organization requests for the distribution of literature and publicity, the sponsorship of visiting speakers and public performers, and the screening of films will be considered in light of the educational purposes and the Methodist identity of Kentucky Wesleyan College. Specific attention, therefore, will be paid to the context and purpose of the proposal material.

Literature is defined as: printed material used to advertise products or give advice and includes, but is not limited to, brochures, leaflets, pamphlets, circulars, flyers, quarter sheets, handouts, handbills, bulletins, fact sheets, and notices.

The College provides for the distribution of literature by student organizations. The following guidelines apply:

- Only members of the registered student organizations may distribute literature.
- Only approved literature deemed appropriate by the Office of Student Services may be distributed.
- The literature shall clearly identify the student organization responsible for the literature.
- Information tables that include published literature must display a sign or label stating that the views presented are not necessarily the views of Kentucky Wesleyan College.
- Again, outside of an approved College event, Kentucky Wesleyan College does not allow for any publicity specific to a political candidate, surrogate, or ballot issue unless it is sponsored by a student organization.
- No literature may be distributed that solicits funds for a political candidate or a political action committee.
- The content of the postings must avoid demeaning or discriminatory portrayals of individual groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Kentucky Wesleyan College, including any reference to alcohol, drugs, or sexual innuendos.
 - The Office of Student Services will not approve literature that includes language and/or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability, or any other characteristic protected by applicable laws.
 - Materials will not be approved if they contain offensive language or images.
- In order to gain approval, the following information must be provided to the Office of Student Services, at least one week in advance of the planned distribution:
 - Copy of the material(s) to be distributed
 - Proposed facilities to be used for distribution
 - The time(s) and date(s) of distribution
 - The manner of distribution

The College has final discretion in all decisions regarding the distribution of literature and publicity, the sponsorship of visiting speakers and public performances, and the screening of films. In keeping with the intellectual imperative of the College and the instructive value of dialogue, educational or artistic merit and a balanced perspective will be the normative bases for decisions by the Office of Student Services. The use of the College as a forum, however, in no way implies College approval or endorsement of a candidate for public office or of the views expressed by material distributed by a speaker, in a public performance, or in a film. In those cases, where a program, film, or material printed is considered to be opposed to the mission of the College, there may be a requirement for the presentation of multiple points of view.

All of these activities must conform to the College's general regulations pertaining to student activities as presented in this handbook.

SCREENING OF FILMS

In light of the availability of feature-length films on videocassettes and DVD and the proliferation of videocassette recorders and DVD players, student groups are advised to be aware that federal copyright laws restrict the use of films (including digital versions such as DVD, Blu-ray, or streaming media) to private showings and prohibit their public performance without prior written consent of the holder of the copyright. All films require a catalog summary that includes the company name through which the film is being obtained.

ADVERTISING AND PUBLICITY POLICIES

In an effort to go green, Kentucky Wesleyan College now utilizes digital campus signage for student organization, faculty, and staff advertising. All publicity content must be approved by the Office of Student Services through KWConnect. The approval is certification that the sponsoring organization has met the applicable conditions established by the Office of Student Services as set forth in these policies. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize events in accordance with these procedures.

Material to be advertised must be submitted to the Office of Student Services no later than one week prior to the proposed date of posting, and KWConnect event submissions must include the publicity. Postings may be displayed for a maximum of 3 weeks through digital campus signage. When posting in any off campus area, local laws, and ordinances supersede those set by the Office of Student Services. It is the responsibility of the organization initiating the publicity to comply with such regulations.

Publicity is defined as: the giving out or posting of information about a product, person, group, or event for advertising or promotional purposes. Publicity includes, but is not limited to, flyers, signage, posters, banners, quarter sheets, table tents, social media postings, website materials, purchased ads (both online and in print), displays (small and large), chalking, sidewalk stickers, and lawn signs. All publicity is now to be digital and submitted through the Campus Signage Request Form on KWConnect. Paper advertising is only permitted on the bulletin boards of the Barnard Jones Administration Building (Admin), Yu Hak Hahn Center for the Sciences (Hahn), and Ralph Center for Fine Arts & Communication Arts (Ralph).

The following **MUST** be indicated on all materials to be advertised:

- The full name of the sponsoring organization
- The time, date, and place of the event

- Any entrance fees or costs to participate

Only officially recognized Kentucky Wesleyan College student organization may advertise functions or activities within the campus area. Occasionally, when the interest to Kentucky Wesleyan College students would be great, small notices, either commercial or from other universities, may be posted if authorized.

Any organization failing to comply with these policies and procedures may lose their posting privileges as well as other privileges for a stated period of time. In addition, the organization may be charged the cost for the removal of the poster from the unauthorized location(s) and assessed a \$5 fine per poster.

1. Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is only open to organization members should be made internally (via KWConnect, email, or other means).
2. Printed flyers and posters must be confined to the bulletin boards in Admin, Hahn, and Ralph and removed within 24 hours of the completion of the event.
3. The maximum allowable size for printed flyers is 11x17 inches. The Office of Student Services may grant special consideration for special events that may require larger posters.
4. College and Student Government Association general election campaign posters need not be approved, but they must meet all other criteria specified for posting. While digital posters are preferred, campaign posters may be printed or handmade and should only be posted on the bulletin boards in Admin, Hahn, and Ralph. Additional hanging locations must be approved by the Director of Student Involvement.
5. Posters and flyers may be hung by Greek Organizations during the formal recruitment period each fall. Posters may be printed or handmade and must be approved by the Director of Student Involvement. All criteria specified for advertising must be met and posting locations must be approved by the Director of Student Involvement.
6. Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Services at least three working days prior to the proposed date of chalking. See the Chalking Announcements on Campus policy for information regarding chalking.
7. No posters or other forms of publicity advertising or implying the sale or use of alcoholic beverages (i.e. pub crawls, drink specials, happy hours) will be approved.
8. The content of postings must avoid demeaning or discriminatory portrayals of individual groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Kentucky Wesleyan College, including any reference to alcohol, drugs, or sexual innuendos.
 - a. The Office of Student Services will not approve literature that includes language or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability, or any other characteristic protected by applicable laws.
 - b. Materials will not be approved if they contain offensive language or images.

CHALKING ANNOUNCEMENTS ON CAMPUS

Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Services at least three working days prior to the proposed date of chalking. Organizations or individuals that chalk without prior approval will be responsible for the cost of removal and may be assessed a 5-dollar fine per 36"x24" area chalked.

When chalking on campus, please remember:

- Do not chalk within 25 feet of any door
- Do not chalk under any overhang (it takes a very long time to wear away)
- Alternate sidewalk blocks so you are not chalking on every one
- Chalking buildings or walls is strictly prohibited
- The material used to mark the walk must water-soluble chalk (sidewalk chalk)
- The use of markers, paints, oil-based products, or spray chalk is prohibited

If you are already submitting a flyer for your event, and the message you plan to chalk is identical to what is on the flyer, simply note that in your event submission. No additional submissions are necessary.

FUNDRAISING POLICY

Only recognized and registered student organizations may sponsor a fundraising activity. There are two different types of fundraising activities: internal fundraisers/donations and external fundraisers/donations.

Internal fundraisers/donations are defined as: events sponsored to raise money from students, faculty, and staff on the Kentucky Wesleyan campus. These events are held on the Wesleyan campus and can raise money for student organizations or charitable organizations. Internal fundraisers must be approved just like an event by the Office of Student Services through KWConnect.

External fundraisers/donations are defined as: events sponsored to raise money from outside resources and people. Therefore, the main audience is going to be those who are not students, staff, or faculty on the Kentucky Wesleyan campus. These events are held at off campus locations and can raise money for student organizations or other charitable organizations. External fundraisers must be approved by the Office of Student Services through KWConnect AND by either the Director of Advancement Operations or the Senior Development Associate.

SGA FUNDING POLICY

Only SGA recognized organizations, SGA committees, and other faculty/staff sponsored student groups may petition the Senate directly for funds. This petition shall cite a budget for the needed funds and fund raising idea(s) for the organization or club, and will be submitted to the EC at, or before, the EC meeting prior to the Senate meeting at which the fund request will be voted upon. Organizations and clubs may not request funds for trips that are a part of a class and may not request funds to be given away as a contest or part of a contest prize. Approval for funds requires a two-thirds majority vote of Senators present during voting. (All requisitions for payment must be co-signed by the Vice President of student Affairs before submission to the Treasurer for processing).

Any organization or committee receiving funds from the SGA or Student Activities Fee shall be required to make a full written report of all expenditures made with the funds to the Senate. This report will be submitted to the Vice President of Student Affairs. Advisors to clubs and organizations will communicate with the Vice President of Student Affairs to get the allocated funding transferred into the proper account. All committees and organizations receiving funds from the SGA or Student Activity Fees shall be accountable to the EC and the Senate.

PURCHASING POLICY

Kentucky Wesleyan College does have purchasing accounts with several local businesses that are available for registered student organizations to use. The college has accounts with the following businesses:

BestBuy, Hobby Lobby, Office Max, Sam's Club, and Walmart

To utilize purchasing accounts advisors must see Lucy in the Business Office. Purchasing cards will only be given to a Kentucky Wesleyan College faculty or staff member and is their responsibility to ensure the card is returned in a timely manner. All purchases must receive itemized receipts to turn back into the Business Office. When returning receipts please indicate the student organization account number to charge for the expenses.

*Purchases made through the purchasing accounts are tax free, include some discounts, and may not be used for resale.

HOSTING EVENTS WITH FOOD/CATERING POLICY

Aladdin Food Management Services MUST be consulted before buying food from outside vendors when the student organization is having an on campus event. Aladdin can accommodate most any catering order and must be given the opportunity to do so before another vendor. Student organizations should contact Aladdin Food Management Services and their catering department to obtain pricing options for their organization. Aladdin does offer a Student Organizational menu that is a low-cost, no-frills segment of Aladdin Catering. This menu can be reviewed online at www.kentuckywesleyan.catertrax.com under the heading Student Catering or a hard copy is available from the catering department upon request. The Student Organizational menu is only available to the following groups: Student Government, Residential students and senators, and recognized student organizations.

In order to qualify for the special student catering price the following guidelines must be met: The order will be placed at least one week prior to the event, food request must come from the Wesleyan Student Catering menu and ordered as priced, and a signed and authorized requisition or other form of payment must be received three business days prior to the event.

There are two exceptions to this policy: if the student organization is ordering items from Papa Johns or if the student organization is getting the food provided for the event donated to them. In the case of donations, the organization must obtain a letter from the donating party stating the items and quantities that were given to the group free of charge.

TRAVEL

Any trip or driving activity where staff or faculty are using college-owned or leased vehicles will require each driver to participate in a college approved driver-training program. Contact the Business Office at 270-852-3113 for more information and how to schedule participation in the driver-training program. Individuals are not permitted to drive college-owned or college-leased vehicles until they receive clearance to do so from the Business Office.

Kentucky Wesleyan College supports student organization travel to engage in service, conferences, competitions, and other activities in order to augment students' experiences outside of the classroom, to facilitate professional development, and to enrich the communities in which students engage. Student organization requests to travel will be considered in light of the educational, experiential, service, and/or social purposes of the travel. Specific attention will be placed on management of risks, safety of participants in the proposed travel destination, and the planned activities.

The college has final discretion in decisions regarding travel by student organizations. All activities and travel must conform to the college's general regulations pertaining to student activities as presented in this handbook. The student code of conduct applies to all students on and off-campus, including during travel. Reports of violations of the code could result in conduct proceedings upon return to campus. Individual student's conduct record, grades (remaining in good academic standing with the college), and lack of class attendance could impact his or her eligibility to participate in student organization travel. Such decisions will be made by the Office of Student Services. Organizations may find the appropriate Travel Clearance Requests on KWConnect.

All Kentucky Wesleyan College student participants in student travel must sign a liability waiver prior to departure. Liability waivers can be accessed on KWConnect under the Forms section. The Office of Student Services will obtain liability waivers for the organization upon submission of the completed documentation. Signed waivers must be returned to the Office of Student Services. For overnight trips, additional health forms may be required. Student organizations are not permitted to use personal/rented vehicles for travel without approval from the Office of Student Services. Kentucky Wesleyan College does not provide insurance coverage for rented or personal vehicles used in student organization travel. Organizations are responsible for their own insurance coverage and the payment of all claims and damages.

ALCOHOL AND DRUG POLICY

The following alcohol and drug policy can be found on page 53 of the Student Handbook: Wesleyan prohibits the possession and/or use of alcoholic beverage containers (either full or empty), and the possession, use and/or distribution of illegally-obtained prescription drugs or illicit drugs or drug paraphernalia on College property or at College-sponsored functions, regardless of a student's age. Students may also be referred to the civil authorities for the unlawful possession of alcoholic beverages on College property or at College-sponsored functions.

Kentucky Wesleyan College Policies for Greek Organizations

INTRODUCTION

Fraternalities and sororities make positive contributions to the educational mission of a college or university. Greek organizations provide members a chapter environment that encourages intellectual and social development, and engagement through philanthropy and co-curricular activities. Therefore, each Kentucky Wesleyan College Greek organization's main objective is to promote high level of scholarship, and personal and social growth of all its members.

The college seeks to promote flexibility and autonomy for Greek organizations. Each registered Greek organization must maintain a competent self-government and proper organizational management. All Greek organizations, and their members, must maintain conduct consistent with the Kentucky Wesleyan College Student Code of Conduct, and comply with all college policies, procedures, regulations, and federal, state, and local laws.

Each Greek organization is responsible for understanding the policies set forth in this document as well as the policies set forth in the Student Organization Handbook. Greek organizations will be held accountable for both sets of policies along with the Student Code of Conduct.

GREEK ORGANIZATION MEMBERSHIP

Membership in all Kentucky Wesleyan College Greek organizations shall be open to all Kentucky Wesleyan students who meet the national requirements for the Greek organization that they wish to be a part of.

Greek organizations must follow the minimum membership policy set forth for all student organizations at Kentucky Wesleyan College. Each registered student organization is required to maintain a roster of 8 or more members. 4 officers and 4 general members. **Any organization that falls below 8 will have one semester to increase its membership or it will not be recognized by the college and lose all privileges of registered student organizations.**

As provided by federal law, fraternities and sororities may choose members based on gender.

CHAPTER ADVISORS

All Greek organizations are required to have a Kentucky Wesleyan College faculty or staff advisor (see Student Organization Advisor Requirements and Responsibilities section). Greek organizations may also have a separate Chapter Advisor if they wish. The Chapter Advisor does not need to have a college affiliation and may be a community member or alumni from that particular organization. The Faculty/Staff Advisor and Chapter Advisor Roles may be filled by the same person as long as he/she fulfills the requirements of the Faculty/Staff Advisor that are listed in this handbook.

GREEK AFFILIATED HOUSING

Kentucky Wesleyan currently offers Greek Affiliated Housing. Nationally recognized fraternities and sororities have the opportunity to apply to have a floor in a designated building for their organization. The Director of Student Involvement must be consulted and has approval for any matter pertaining to Greek Life. The Assistant Dean of Students/Director of Residential Life must be consulted and has approval for any space within a residential setting.

The following are the conditions to having an affiliated hall:

- Fraternity or sorority has to have national representation and be a nationally recognized organization
- Affiliated halls are subject to approval by the Assistant Dean of Students/Director of Residence Life and/or Director of Student Involvement by way of application
- Priority housing is provided to the designated organization so long as organization has at least 75% of the rooms on the hall filled with its members after returning student housing selection each spring
- Any open spaces on the floor will be filled with non-affiliated members after returning student housing selection each spring
- Should the organization not meet the 75% occupancy requirement, they will be provided a Notice of Hall Occupancy
- Once on notice, the organization will be provided priority to the hall during the next academic year housing sign-up process
- If in the second year the organization does not meet the 75% occupancy requirement, they will lose their priority and Greek affiliated housing designation
- Approved organizations will be assigned to a hall at the Assistant Dean of Students/Director of Residence Life's discretion

Loss of Greek Affiliated Housing

- After an organization has been notified of the loss of their affiliated floor, they will be responsible for the removal of any paraphernalia from common areas of the floor (i.e. hallways, doors, and stairwells)
- The organization will be responsible for any damage done to the affiliated floor due to the removal of Greek related paraphernalia

Regaining Affiliated Access

- Organization must submit a written request outlining rationale for having an affiliated floor as well as plans for occupancy to the Assistant Dean of Students/Director of Residence Life
- Completed applications do not guarantee approval of an affiliated hall and is subject to approval by the Assistant Dean of Students/Director of Residence Life and and/or the Director of Student Involvement

Chapter Rooms

- Designated space may be provided to organizations who apply for it; for Greek Life these spaces are referred to as Chapter Rooms
- Chapter Rooms will be determined by the Director of Student Involvement; any space within a residential building will need approval from the Assistant Dean of Students/Director of Residence Life
- Approval for Chapter Room is based on application, organization status, and space availability

- Chapter Rooms and the organizations ability to keep them are not connected to the ability to have a Greek affiliated hall
- The Director of Student Involvement and the Assistant Dean of Students/Director of Residence Life reserve the right to relocate approved Chapter Rooms as necessary
- Loss of Chapter Room could occur as an organizational sanction
- Organizations may decorate and furnish their Chapter Rooms; however, layout and furniture must be approved by the Director of Student Involvement and Assistant Dean of Students/Director of Residence Life
- Organizations will be responsible for payment of any damages done to the designated Chapter Room
- Any used, upholstered furniture must be steamed and cleaned at the organization's expense; copy of cleaning bill will need to be submitted to Director of Student Involvement and/or Assistant Dean of Students/Director of Residence Life prior to furniture entering the building
- Any issues that arise from not properly cleaning furniture prior to entering the building may result in the organization paying for damages or other related expenses
- New, upholstered furniture must be accompanied by a receipt from the place of purchase
- Each organization that has a Chapter Room MUST submit an inventory of the Chapter Room at the beginning of each semester to the Director of Student Involvement. This inventory should include any furnishing and valuables in the space (i.e. just like renter's insurance the Office of Student Services needs to know exactly what was in the Chapter Room in case of an emergency and/or damages)
 - NOTE: Personal belongings should NEVER be stored in an organizations Chapter Room and will not be considered in the inventory of the room at the beginning of each semester.

College Scope of Governance

The College respects and is committed to protecting each student's rights. However, it is also responsible for ensuring that adequate attention and protection are extended to all persons on campus, to the educational and service functions of the College, and to College property. To this end there will be times when College Officials, acting in the confines of their job, will need to enter student organization spaces. The following outline some typical instances where staff might enter a student organization space.

- **Health and Safety Inspections** - Within the residence halls, the Resident Director, with the approval of the Office of Student Services, may conduct periodic room inspections (accompanied by another party) for health and safety violations. In most cases, a minimum of 24-hours' notice will be given in advance of the inspection by the residence hall or Office of Student Services staff. However, the College reserves the right to enter any student organization room at any time. The College decides to do so in its sole discretion and may look into any property (College, student, or organization owned).

All areas of a Residence Hall and student organization rooms are College property. Student organizations must provide a copy of keys to their rooms to the Office of Student Services and must notify if a lock is replaced and provide a new key to OSS. Although students and organizations bring items to campus, for example a refrigerator, College officials have the right to search those items if there is reason to believe the student or organization is in violation of College codes of conduct or for safety reasons. If a College staff member observes items that are not permitted in the residence hall or student organization room, these items will be confiscated.

With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year unless the organization is otherwise notified by the Office of Student Services. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police. Any items posing a health and/or safety hazard to students or the college community will be disposed of and not returned to the student/organization.

It is understood and agreed that student organization rooms are College property, are not considered permanent residence for students, and therefore tenant/landlord laws do not apply. A student's family home is still considered his or her permanent address.

- **Law Enforcement Entry** - State and federal laws govern the entry of police officers into the student organization room to investigate illegal activity. Lawful searches include, but are not limited to, a search with a search warrant and a search in which a member of the organization or College Official has given permission for the search (verbally or by waiver).
- **Policy Violations in Progress** - A Student Life or residence hall staff member may enter an organizations room at any time if the staff member has reason to believe a residence hall regulation or Student Code of Conduct violation is occurring in the room. Evidence of alcohol or drug use in the room or elsewhere in the hall also warrants probable cause for room searches (including drawers, closets, refrigerators, etc.).
- **Threat to Self, Others or Property** - Residence Life staff may also enter or search the organization room without expressed permission if there is a threat to the safety and well-being of persons or property, or for reasons stated below. Under such conditions, a staff member may enter and search your room whether you are present or not. Another member of the Student Life staff and possibly other officials will assist the staff member if it is thought that such danger is connected with fire, chemicals, explosives, weapons, or other items that could cause serious personal trauma or injury.

If a staff member enters the room with member permission and sees a violation that threatens the health, safety, and welfare of the College community, the staff member will confiscate all objects or materials that constitute a threat and take them as evidence to the Student Services Office. Any items posing a health and/or safety hazard to students or the college community will be disposed of and not returned to the student/organization. Other staff members or students may be asked to assist in an emergency situation requiring room entry if the situation threatens immediate harm to individuals. Staff will not, except as noted above, admit a third party to your room without obtaining your written or oral permission.