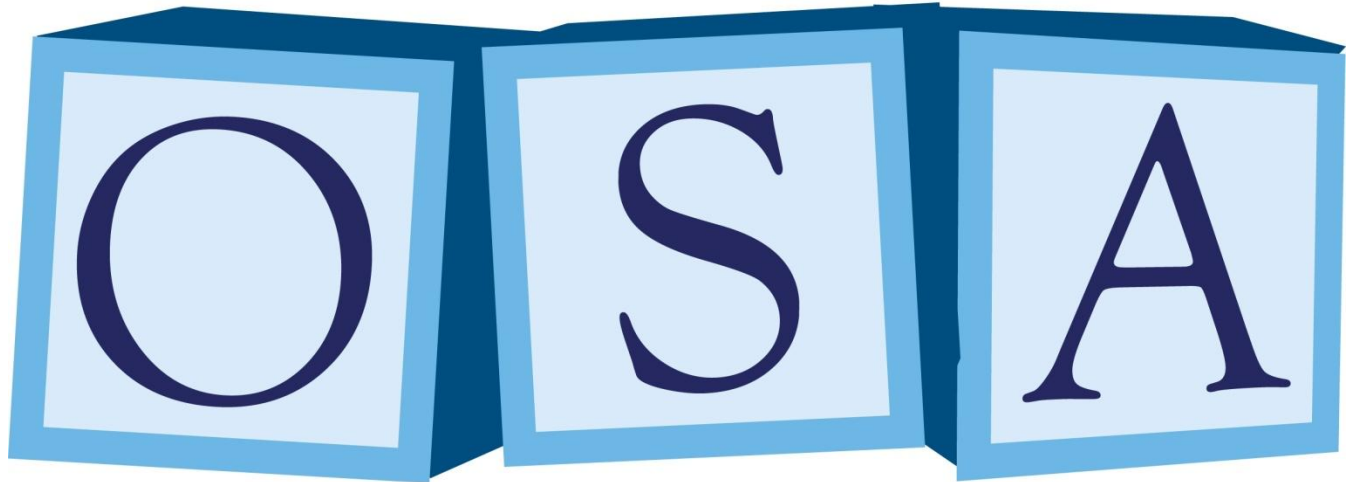


W E S L E Y C O L L E G E



OFFICE OF STUDENT ACTIVITIES

Involvement Matters!

Wesley College

Advisor Manual

2010-2011

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Student Organization Advisors

In order to retain recognition as a student organization, each student organization must have an active advisor.

Selection of an Advisor

1. The advisor may only be a full time employee of Wesley College. A faculty, administration, or staff member of the college may serve as an organizational advisor. Part-time faculty, administration, or staff members may only serve as co-advisors.
2. Selection of an advisor is by mutual consent of the organization and the advisor is subject to the approval of the Director of Student Activities.
3. The advisor and the organization should annually review the advisor in his/her position and mutually agree to the advisor's continuation in that position.

Purpose of an Advisor

1. The advisor of an organization should guide the group in its activities and in its relationship to the College. Therefore, the advisor should be knowledgeable of the Colleges' policy and procedures, including the policies and procedures of the Office of Student Activities. The advisor should also help to develop the leadership potential within the group.
2. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.

Functions of an Advisor

Specific functions of the advisor are as listed below. Individual organizations may expand upon these through their constitutions.

1. The advisor should be aware of the organizations' meetings and activities. He/she need not attend all of these activities, but a frequent visit would be appropriate. Additionally, if the organization is sponsoring a Large Campus Party, be present the entire time.
2. The advisor should meet with the Executive Board of the organization a minimum of once per month during the academic year. The Executive Board meetings are the ideal arenas for establishing a meaningful working relationship with a group and for exercising effective leadership.
3. The advisor should obtain minutes of all organization meetings for review.
4. The advisor should have a complete officer and membership list with addresses and phone numbers.
5. The advisor should receive and carefully review monthly financial reports from the organization treasurer or business manager. This is particularly important since the advisor must approve all financial transactions of the group.
6. The advisor should encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
7. The advisor should be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them.
8. The advisor should attend the annual Leadership Banquet in the spring.

Advisors & Liability

The College views the role of the student organization advisor as part of an employee's normal work load and thus extends liability insurance coverage to any member of the college community so engaged and behaving appropriately.

Good Academic Standing

Students may hold offices (president, vice president, editor, secretary, treasurer, coordinator, chairperson, etc.) in student organizations only if they are in good academic standing at the College. However, students on academic probation are not permitted to hold office.

Students wishing to pledge a fraternity or sorority must be at least a second semester freshman and be in good academic standing with the college (GPA 2.0, +12 credit hours). Students wishing to join other student organizations must be in good academic standing with the College.

Academic standing is defined in the College Catalog. Potential sanctions could include loss of eligibility or organizational membership or loss of holding a particular office within an organization.

Inactive membership may be maintained until a 2.0 GPA is completed. To maintain membership, a member must be in good academic standing. Good academic standing is a GPA of 2.0 or above.

Disciplinary Issues for Student Organizations

When a student organization is charged with a violation of the Code of Student Conduct (see the most recent edition of the Student Handbook for specifics), the Dean of Students will determine how the organization or specific members should be disciplined. The Dean of Students will conduct an administrative hearing in accordance with the Student Handbook. Student organizations in violation of the College policy are subject to a maximum sanction of termination of recognition from the College, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor programs or events, loss of funds allocated by the College, restitution for damages, loss of facilities use, fines, or a written disciplinary warning.

Student organizations have the right to appeal any disciplinary sanctions as outlined in the Student Handbook.

STUDENT ORGANIZATIONS & FINANCES

Financial and business services

Important note:

Financial information will only be released to officers listed on the student organization recognition form. An updated recognition form must be submitted each semester and as leadership changes.

All financial requests will be processed through the GA for registered student organizations. Members (including officers) or advisors of organizations may not submit requests, purchase orders, reimbursements, etc., to the Business Office. These submissions will not be processed.

Campus accounts

Organizations recognized by the OSA are eligible to open and operate a campus account. RSOs have various means of generating revenue, including but not limited to fund raising activities, donations and/or membership dues.

Each year, the SGA receives a portion of student activity fees collected from all students. Funds are allocated through an application process by the Budget Committee to qualifying RSOs educational, social, and/or academic programs interests to benefit and enrich the campus community through an application process.

If an organization has self-generated revenue and receives SGA funding, two campus accounts will be maintained.

Guidelines

Campus accounts are monitored and managed by the GA, DSA, and SGA treasurer in conjunction with each RSO's treasurer.

The fiscal service provided by the Office of Student Activities, in no way relieves the organization from maintaining detailed account records. The goal of this service is guidance and instruction in addition to ensuring record keeping integrity. Accurate accounting records must be maintained at the RSO level. Please maintain copies of all financial documents for your organization files.

Accounts with no activity for twenty-four (24) months or longer will be classified as "inactive" and any funds remaining in the profit account will be transferred into the Student Government Fund Balance and used as the Student Government Executive Board and/or Congress finds appropriate.

Handling cash

Please read the following information carefully.

Under no circumstances will cash be disbursed. All transactions originate in the Office of Student Activities; however, final processing takes place in the college's Business Office by way of purchase order, reimbursement request, check request, or designated credit card payment. All payments are made via "check in mail". Please allow a minimum of two 7-day periods for processing.

Requesting funds and/or additional funds

Requests for funds for RSOs are outlined in the Student Government Association constitution and/or bylaws.

Deposit transactions

All checks should be made payable to Wesley College – the name of the RSO. Checks must include the student ID number. Checks missing this information will not be accepted. All monies earned by or collected by RSOs must be deposited by the next business day following receipt. Student organization deposit forms are available in the OSA or on the Wesley Involvement site. A deposit form must accompany each deposit and include detailed information regarding the source of revenue. For example, if a deposit is being made for membership dues, there should be a list of paying members attached to the deposit form or you may note this information in the space provided on the form.

Deposits are made directly to the GA, Monday-Friday. The deposit will be verified and a receipt will be generated.

Donations/corporate sponsorships

RSOs seeking donations or corporate "sponsorships" from area businesses must first consult with WC's Institutional Advancement Office and the Director of Athletics, before soliciting donations. The Institutional Advancement Office will generate gift acknowledgement letters for approved solicitations only. Please contact the Advancement Office for more detailed instructions.

Fund raisers

Any RSO charging a fee for an event or selling refreshments at an event must adhere to the following guidelines:

- The RSO should establish its admission price and clearly document it in their publicity and promotion for the event.
- Numbered tickets or other accurate means of documenting the number in attendance should be used to reconcile sales to revenue.

- Attendance records and all event related collections are subject to audit by the GA and/or DSA.

Please see separate *cash handling policy* for details.

Check requests

Check requests will be processed through the GA for student organizations and are available on the Wesley Involvement site. Check requests must be submitted for contracts, reimbursements, etc. No checks will be made to an individual student or students unless the expenditure was previously approved by the Director of Student Activities (DSA) or GA for student organizations.

Food

All food purchased for small gatherings must be accompanied by a list of attendees. Only campus wide events, where attendance by name is not feasible, are exempt from this requirement.

Purchases

It is the RSO's responsibility to request a written quote from the supplier. Please have this information available when requesting a purchase order.

Purchase orders (PO) are available through the GA for student organizations and will only be issued to the appropriate officer listed on the RSO's recognition form. PO's will be issued Monday-Friday. Other staff members are not authorized to issue purchase orders. Please do not ask them to do so. The PO authorizes the vendor to fill your order and serves as Wesley College's promise to pay.

PO's are required for all purchases to be paid directly by the college. Before a PO is issued, your account balance will be verified and what will be purchased must be identified. Once your account balance is verified and the "okay to purchase" is given, a PO will be issued.

Failure to return paperwork to the OSA will result in suspension of purchasing privileges or closure of account.

Once you fill in the required information, the GA for student organizations and the Director of Student Activities will sign the PO. If a signer is not available, you will be called or e-mailed (Wesley College e-mail) when the PO is signed and ready for pick-up.

Once the PO is issued, you will receive the white copy of the form for the vendor.

Once the purchase is completed, you will return the receipt or invoice to the GA. All original paperwork received from the vendor must be returned to the GA for payment processing. Make copies of all documents for your organization files.

If everything is filled out correctly, the process is complete.

Shipped orders

Once the order ships, the vendor will immediately mail an invoice requesting payment. All invoices should be mailed directly to the GA for student organizations to avoid payment delays. The "bill to" address is noted on the PO form.

The PO gives the Business Office authorization to pay the invoice that follows. At this point, the transaction is complete. In the event that an invoice is mailed to the RSO, the invoice should be forwarded to the GA as soon as possible, as late payments can jeopardize vendor relations.

Information needed to issue a purchase order

1. The following areas need to be completed on all PO's
2. Date of order
3. Name and address of vendor
4. Vendor contact
5. Phone and fax number
6. Any special instructions
7. Description of item and item number
8. Quantity of item ordered
9. Quoted price
10. Total amount
11. Budget Number

Purchase reimbursements

In order to be reimbursed for an approved RSO purchase, a student organization reimbursement form must be completed and the original receipts attached to the form. These forms are available on the Wesley Involvement site. An RSO officer must sign the form before it can be submitted to the GA. An officer cannot authorize a reimbursement to him or herself. A signature of a second club officer is required to process the reimbursement request.

Reimbursements will only be provided for purchases up to \$100.00

Online purchases

Online purchases are also an option for RSOs. The purchase is made using a Wesley College credit card and is charged directly to your campus account. To do this, forward a shopping cart from a secure site, or a quote identifying the exact item(s), quantity, and supplier. This list can be sent via email from an official club contact of record or via hard copy as long as it includes a signature and printed name of signor. You will be forwarded the confirmation e-mail.

Contracting services

When contracting needs arise, please meet with the appropriate Office of Student Activities staff member or the GA to discuss contracting requirements, options and procedures.

At no time may a student or RSO sign a contract for services when payment will be made by Wesley College on behalf of the organization. Contracting for services includes DJ's, speakers, bands, off-campus catering, rentals, etc. All contracts must be processed through the Office of Student Activities. The Director of Student Activities or designee will review the contract and sign on behalf of the organization. Wesley College will not honor contracts signed by non-professional staff members.

Campus catering/dining

Wesley College's catering department (Aramark Dining Services) must be given first priority whenever food is served at a campus event. To utilize this campus service, meet with the appropriate food service personnel, determine the estimated cost of the food service, and bring the contract to the GA for student organizations for signature. The catering department will only process your order after funds have been verified.

Travel

Travel requires a great deal of advanced planning. Per diems will be given based on government rates for the number of days traveling.

All state travel guidelines and limits apply to student travel.

In depth travel requirements and policies are available during the travel meeting. The information below is provided as a general overview to highlight the most basic requirements:

- Banquets and off campus club meals are classified as travel—all guidelines below apply. A list of members in attendance must be included.
- The student organization/conference travel form must be completed prior to travel and replaces the need for students to complete the prior approval to travel form. Submission of this form starts the travel approval process.
- Travel expenses, such as meals and lodging, are capped by a “per diem” rate. This information varies by travel destination and will be explained when you meet to discuss your travel plans. “per diem” rates may be viewed online at: <http://www.gsa.gov>
- Liability forms must be signed and given to the OSA before the group leaves.

Unspent funds

The SGA reserves the rights to reallocate any allocated money unspent by the RSO that are not located in the private fund balances. At the end of the fall/spring semesters, any unspent allocated funds, including full-year allocations, will revert to the SGA. If these funds have been transferred to another account, they must be promptly returned to the SGA.

EVENTS & PROGRAMMING

Use of Facilities/Equipment

In order for any student organization to reserve any space on campus, the Facility Reservation Request Form must be filled out and approved by an appropriate administrative officer. The policy for the form is as follows:

1. Reservation requests will only be received through the online vehicle (<http://wesley.edu/index.cfm?fuseaction=student.facilityrequest>).
2. All reservation requests must be submitted at least 7 business days in advance. Please note that the further in advance reservation requests are submitted, the likelihood that you will receive your top facility preference for the request.
3. Once the form has been submitted online, there will be a 7 business day turnaround on confirming the reservation via email.
4. **Please note that all submissions are ONLY requests until you receive an email confirming the reservation.**
5. If an office or department is sponsoring an outside group in an on-campus facility, that office or department must submit the request online.
6. All student organizations on campus must submit reservations through the Wesley College Student Activities page on the Wesley Involvement site powered by CollegiateLink.
7. All questions can be directed to Brandy Garlic, Coordinator of Student Life, or by emailing reservations@wesley.edu.
8. All reservations for the 2010-2011 academic year will be accepted on a request basis until the Master Calendar Planning Meeting is held in the spring 2010 semester.

Recognized student organizations may use college facilities/equipment subject to the duly established written rules governing such use. Designated college facilities/equipment may be reserved when the college is in session for meetings and other non-commercial events by:

1. Recognized student organizations for events related to the purpose of those organizations.
2. Members of the faculty and staff for co-curricular events related to their college duties and activities.

3. Organizations of college employees for events related to the purpose of the organization.
4. Official alumni or similar college-related organizations, colleges, schools, departments, and other units of the college for events related to their purpose.

The following locations have the indicated capacities:

PERKS Coffeehouse	60 people
Cannon 7	150 people
Cannon 110	40 people
Malmberg 114-116	250
Classrooms	25-40 people
College Center 206	275-300 people
Section A	125-150 people
Section B	75 people
Section C	100-125 people
The Den	125 people
The Underground	75 people
Wells Theater	224 people
Wesley West	400 people

The College will approve no social event where alcohol is available.

Athletic Facilities

There is some space available for programs and meetings through Athletic facilities such as Wesley West, the football field or softball field. Arrangements to reserve these spaces should be made through the Facility Reservation Request Form.

Residence Hall Facilities

The Office of Residence Life has some space available for programs and meetings. Arrangements to reserve these rooms should be made through the Facility Reservation Request Form.

Equipment

Limited equipment is available for Student Organizations. Televisions, VCRs, tables, chairs, podiums, etc. can be obtained by requesting such on the Facility Reservation Request Form.

If specific equipment is required please indicate those needs on the Facility Reservation Request Form and if the College can provide it the equipment will be made available.

Dining Hall Services

All food service requests must be made with the Scheduling Coordinator. Student Organizations must provide the budget number when making food service requests.

Maintenance Requests

Maintenance cannot accommodate requests with less than 72 hours notice. Organizations are responsible for all equipment they use and will be billed for damaged or missing equipment.

When reserving the facility, maintenance requests must be made through the Facility Reservation Request Form.

Responsibilities of Organizations Using College Facilities

Organizations and its officers are responsible for reserving facilities on behalf of the organization and are responsible for:

1. Reimbursing the College or organization for any damages to the facilities and equipment.
2. The return of all equipment to the place where originally found and cleaning up the room.
3. Any violations of college regulations, state, local, or federal laws which occur in connection with the use of facilities.
4. If a RSO makes a reservation and does not use the reservation, including tabling requests, a \$50.00 reservation fee will be assessed to the RSO. Continued abuse of the reservation policy may result in the loss of the privilege for the organization to reserve space or use equipment available on campus.

Outdoor Events

The City of Dover Police must approve all outdoor events. A permit must be obtained from the Police Department on Queen Street in Dover. The permit is for assemblies and parades. It must be requested at least 5 weeks in advance of the event.

Student Organization Conferences and Travel

The Office of Student Activities (OSA) recognizes that students and RSOs include activities that require travel off-campus in their normal business. Travel accidents, however, are one of the significant risks found in higher education. No institution can guarantee 100% safety for its students, but it can make students aware of the potential risks and provide information to help lessen the chance of accidents.

Therefore, the OSA has instituted a policy on student travel that includes:

- Official RSO travel
- Private vehicle use for RSO and conference travel
- Safe driving practices
- Chartering/renting vehicles
- Funding of student travel

The OSA endeavors to help all our students have a successful college experience and the ability to travel on behalf of your organization and college may be a large part of that time. We will do everything we can to help you have a meaningful and safe trip.

Student organization travel may include, but is not limited to:

- Retreats
- Conferences
- Social activities
- Recruitment activities
- Formals
- Competitions
- Missions trips
- Volunteer service

As of July 1, 2010 all recognized student organizations are required to register official student organization **travel beyond 25 miles** of Wesley College or travel that requires an overnight stay off-campus. **The travel registration form and supporting forms must be completed and turned into the office of student activities no later than two weeks prior to the departure date of the trip.*** Depending upon the type of

travel and the particular risks and distances associated, the OSA may request a meeting with the leadership of the RSO or the trip coordinator and the RSOs advisor. The form requires a list of all those who are traveling along with their student ID number, an emergency contact and that contact phone number. In most cases, you will also be required to have all participants sign a release of liability form.

*exceptions to this timeline may be made at the discretion of the Director of Student Activities or his/her designee.

Use of personal vehicles for student organization or conference travel

When a student drives his/her own personal vehicle for official travel (conference or student organization activities), the driver assumes all liability for themselves and all passengers in case of an accident or injury. *In the case of an accident, the insurance of the driver is responsible for coverage.*

Trip coordinators and/or RSO leaders are responsible for ensuring that all drivers have valid licenses and proper insurance and vehicles have updated state inspections. In addition, trip coordinators and/or RSO leaders are responsible for submitting a completed student organization/conference travel form and the signed assumption of risk forms from all participants.

Capacity of the vehicle

The driver/owner is responsible for ensuring that the number of passengers does not exceed the number of seat belts available in the vehicle. Passengers are not permitted to ride in rear of the pick-up truck or cargo van. All passengers must be in a seat with a seatbelt.

Seatbelts

Wesley College recognizes that seat belts are effective in preventing injuries and fatalities. The OSA wants to reduce the risk, that in the event of an accident, a passenger is injured or killed. Therefore, all students and their advisors must wear seat belts when traveling on RSO business or attending a conference.

Driving while impaired

Drivers are not to drive when impaired by alcohol, illegal or prescriptive drugs. In addition, drivers are to be well-rested. In order to prevent fatigue, the OSA recommends rotating drivers. It is the responsibility of the driver(s) to make sure that they take adequate breaks. The OSA recommends that students should not drive more than five (5) hours in a day.

Cell phones and other electronic devices

Drivers are restricted from using any type of cell phones while driving for phone calls or texting – pull over to the side of the road to do either. In addition, drivers are restricted from wearing earphones of any kind.

Emergencies

Once the trip is registered, drivers will receive an incident procedure card. This card contains contact phone numbers of those who can assist in the case of an accident or emergency during your trip. For personal vehicle maintenance, the driver's insurance or road side assistance program is your point of contact. Emergencies or accidents that require Wesley College notification include, but are not limited to:

- Serious injury to a student resulting in medical attention;
- Serious illness that results in emergency medical attention or hospitalization;
- Death;
- Criminal activity, which may include the arrest of your driver, theft of Wesley College property, assault of a Wesley College student.

Lodging

If the lodging is paid completely or partially out of student activity fees or campus accounts, the sponsoring RSO must adhere to the following:

- Rooms must remain same-sex at all times.
- Rooms must be filled to the maximum capacity when possible.*

The college will not be responsible for any charges beyond the room rate and any local/state/federal taxes.

Movies, phone calls, internet charges, or direct to room charges cannot be paid from student activities fees**

The sponsoring RSO or student traveler is responsible for verifying that the hotel is a safe establishment and should take steps to ask for references, read reviews and do research on the hotel and its location.

**the hotel establishes maximum capacities based on fire safety numbers*

***food is the only exception. Meals must meet state per diem guidelines.*

Funding of travel

It is our obligation to ensure that student activity fee money is spent responsibly and within the policies of the college and the state and federal laws. Therefore, funding for student travel from student activities fees will be highly scrutinized. Standard WC policies and procedures apply to all travel using student activity fees and campus accounts

Conferences and workshops

The conference fund is available to provide assistance to individuals attending or presenting at conferences and workshops. Information on the conference fund is available in the SGA financial bylaws.

Chartering vehicles

RSOs may need to charter or rent a vehicle. It is the obligation of the individual student or the RSO to make sure that they have selected a charter service or rental company that can provide the following:

- Proof of state inspection
- Proof of insurance.
- Proof of registration

In some instances, the OSA may request these documents prior to approving travel.

GENERAL POLICIES & PROCEDURES

Advertising at Wesley College

Wesley Involvement site

WC uses the Wesley Involvement site for all student organizations. It is a requirement of the OSA that all student organizations attend the “Wesley Involvement site” training session(s) offered. Failure to do so will result in a frozen RSO account.

Display cases

RSOs may apply to use the display cases located in the hallway outside of the Underground in the college center. The application must be submitted to the DSA. A RSO shall not use a bulletin board without such permission.

A new application for use of the display case must be submitted by the RSO at the beginning of each semester (fall and spring). This opportunity is first come, first serve.

If determined that the RSO is not updating, maintaining, or appropriately using the display case, the RSO will be assessed a \$50.00 usage fee. In addition, the DSA will require the RSO to relinquish usage of the display case back to the OSA.

After being relinquished back to the office of student life, other student organizations may submit an application for use of the display case.

Posting policy (digital, e-mail, paper, etc.)

Many organizations use flyers and posters to distribute information on upcoming events. With the tremendous diversity of our student body, it becomes imperative that everyone practice tolerance and respect for one another's opinions, activities, and goals. Students who remove flyers prior to the posting deadline will be subject to disciplinary action. With this in mind, the OSA created the following policy on flyers and posters to facilitate a more constructive use of this advertising medium (adapted from: *Student Handbook* – Posting and Advertising Community Standards):

Wesley College prohibits posting and advertisements that are not sponsored by an office, organization, or employee of the college community. All postings and advertisements not sponsored by the college, or not identifying the sponsoring party, will be removed and discarded. Posted materials may not violate the mission of the college. Wesley College prohibits the distribution, publication, posting, or announcement of advertisements on its campus which promote the sale or consumption of beverage alcohol or which promote businesses whose principle enterprise is the sale of beverage alcohol (i.e., liquor stores, cocktail lounges, bars, nightclubs, and taverns). Some student organizations will be given the privilege of having and using an organizational bulletin board depending on available space.

- All non-academic posters, table tents, flyers, banners, signs, etc. Must be approved and stamped by the Director of Student Activities (DSA) and/or GA to RSOs (GA) before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by the director of residence life)
- The DSA and GA have full discretion in approving posting materials. Permission to post in other areas not specified in this policy must be approved by the president.
- Any such materials posted on campus that are not approved and stamped, or are out of assigned posting areas, will be removed.
- Forgery or intentional misuse of the OSA stamp will result in an automatic semester long suspension of the organization losing all posting privileges.
- Only registered Wesley College organizations and students selling individual goods (i.e., books, furniture, etc.) May post on campus.
- Due to limited space, posting is not permitted for any organization not affiliated with Wesley College unless approved by the DSA or GA.
- Material presented may not be of an offensive nature (sexist, racist, obscene, etc.) As determined by the DSA or GA.
- Materials may not be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes)

- No duct tape, masking tape, or strapping tape may be used to adhere posting materials in any area on campus; only 3M products should be used.
- Flyers, posters, banners, etc. May only be posted no more than two weeks and must be removed the day after the event.
- Posting is not permitted on trees, benches, trash cans, rocks, telephones, banisters, or campus exteriors.
- Thumb tacks, scotch tape, and staples are to be used only where appropriate
- A drawing of sidewalk chalking must be approved by the DSA and GA prior to chalking.
- Chalking must be 10 feet from the entrance to a building and may not be done on steps.
- Chalking may only be posted for a maximum of five days.
- Chalking must be removed by the day after the event date posted.
- Banners, sheets, etc. Must also be approved for positioning by the DSA or GA and will be approved only for campus-wide events and in specific areas.
- E-mail correspondence sent by student organizations to college global distribution lists (e.g., student - all, faculty & staff – all, etc.) Must be distributed by the Dean of Students after being approved by the DSA and/or GA.

All RSOs postings must be submitted to the GA to RSOs for approval. Please allow for a 72-hour turnaround on posting approval notices.

Alcohol advertising policy

Wesley College prohibits the distribution, publication, posting, or announcement of advertisements on its campus which promote the sale or consumption of beverage alcohol or which promote businesses whose principle enterprise is the sale of beverage alcohol (i.e. Liquor stores, cocktail lounges, bars, nightclubs, and taverns.)

Failure to follow these standards will result in the following sanctions:

1st offense -*written warning from the office of student activities*

2nd offense – *four (4) weeks revocation of posting privileges*

3rd offense – *eight (8) weeks revocation of posting privileges*

4th offense - *one (1) semester revocation of posting privileges*

5th offense - *may lose organization status as determined by the office of student activities.*

Sanctions carry over from one academic year to the next. All warnings and sanctions will be sent to the RSO president. It is his/her responsibility to notify the group about the sanction.

Digital signage

About digital signage

The Underground & college center lobby digital signage system is a network based video display system that allows recognized student organizations, departments, and resources to effectively and quickly communicate with the Wesley Community—particularly students. The signage allows users to create and preview an electronic advertisement to market particular programs and services. In addition to messages about great programs and services, meeting and event information can be displayed. Each message is broadcast to two state-of-the-art plasma display units throughout the college center where students, faculty, staff, and guests visit each day.

Digital signage management

- The Office of Student Life (OSL) and Student Government Association (SGA) are proud to bring digital signage to the Wesley College campus!

- The OSL administrative staff has authority to approve all advertisements and messages.
- All advertisements should be submitted electronically to signage@wesley.edu a minimum of 72-hours prior to the date they would first like the advertisement to be displayed. This includes video.
- Please contact the OSL with questions

Guidelines for use

- All advertisements are subject to the Posting and Advertising Community Standards found in the Wesley College Student Handbook.
- Advertisements that need corrections or editing will be returned to the requestor to be fixed and resubmitted.
- Advertisements that need formatting adjustments may be made by the student life administrators, or returned to the requestor depending on the severity of changes needed to be made.
- Only one message per event, promotion, or activity is permitted
- Messages will be broadcast for the period of time requested, not to exceed two weeks. Open ended/continuous announcements will not be approved except for rare, special circumstances (to be determined by administrative staff in the OSL).
- RSS feeds, or “crawls” will be managed exclusively by the Office of Student Life

Printing & Duplicating

Most student organizations need printing and duplicating services many times during the year. The following guidelines are offered on renting and duplicating:

1. Administrative Services: There are fees charged for each of the services offered. If an organization has an active account with SGA, then that account may be charged for services rendered; all others must pay cash. The “approved stamp” must be obtained to copy materials.
2. Off-campus Printing: There may be occasions when printing/duplicating work might be performed by an off-campus printing firm. In such a situation, the Student Activities Office should be consulted.

All advertising, which is prepared for distribution or posting on campus by a student or a student organization, must have the “approved stamp” on it. For a listing of possible posting sights, the Student Activities Office should be contacted.

Telephones & Mailboxes

If an RSO has a telephone, it is to be used for business only. Personal phone calls will be charged to the individual.

If an RSO needs a mailbox, arrangements must be made with the Manager of the Mailroom.

Requirements to become a registered student organization at Wesley College

A group of five or more currently enrolled, full-time undergraduate students in good academic standing may form a registered student organization (RSO) by completing the application on the Wesley College (WC) involvement website.

The following documents/information must be provided:

- a. Application for registration
- b. Constitution and bylaws for the organization
- c. Advisor contract
- d. Submit two designated contacts to the Director of Student Activities

Then, the members must request to be placed on the Student Government Association (SGA) congress agenda for approval as a student organization. Once approved, the RSO will need to participate in an orientation session for registered organizations.

The RSO may not deny membership on any basis prohibited by applicable law, including but not limited to sex, sexual orientation, race, color, national origin, religion, age, veteran status, or disability. Also, the RSO must agree to conduct organization affairs in accordance with institutional regulations.

E-mails regarding important information for student organizations will be sent to members listed as the contacts.

Other rules and regulations pertaining to RSOs are outlined in this handbook. College rules and regulations may be found in the WC Student Handbook. Other questions may be directed to the Director of Student Activities (DSA).

Benefits of becoming a registered student organization

A registered student organization has the privilege of using WC facilities, raising funds and sponsoring public performances on campus, distributing literature, advertising on campus, and calling upon the assistance of staff in the office of student activities (OSA) for program planning.

Re-registration of student organizations

Every registered student organization must re-register with DSA at the beginning of each fall semester. Each organization must supply two contacts during the re-registration process. Failure to re-register by the deadline will result in the organization's loss of privileges, including fundraising, use of facilities, etc., until re-registration is completed.

Re-starting a student organization

If an organization has become in-active, it must go through the initial process of forming a registered student organization, outlined in: "Requirements for becoming a registered student organization at Wesley College."

Continued recognition of a student organization

The SGA constitution, bylaws, and/or administrative laws will govern the recognition of a student organization.

Process for Proposing College Projects

The process for proposing college projects is as follows: (proposals could range from seeking a change in college procedure, policy, or physical environment to purchasing equipment)

1. A proposal for the project must be typed with a complete explanation.
2. The document must be given to the Student Government Executive Board for their review.
3. The Vice President of SGA or designee will present the proposal at the next scheduled Student Congress Meeting.
4. The Dean of Students will suggest next appropriate steps.
5. The Dean of Students may put the proposal on the next Student Affairs Committee agenda.
6. The proposal may be denied, need to be amended, or may be accepted.

Other groups that may review the proposal include:

- President's Cabinet
- Board of Trustees Student Life Committee
- Full Board of Trustees

Policy for Guest(s) at an Event

When an organization plans to have guests at an event, the following procedures apply:

1. **All Wesley College students must present their Student ID to enter the Event.**
2. Guests of Wesley College students can only purchase guest tickets from the Director of Student Activities when accompanied by the Wesley student. Dates and times to purchase those tickets will be announced for each event. The Wesley guest must bring his/her College ID, Driver's License, or State Identification card to purchase the ticket.
3. In order to gain entrance to the large dance/party, the guest must bring and turn in his/her guest ticket. If he/she does not have the guest ticket he/she may not enter the event and must leave the College property immediately.
4. Non-Wesley College students may only make up 1/3 of total guests attending.
5. The person(s) who will be handling the ID Entrance Area must be identifiable. For example, all should wear the same shirt with club logo.
6. The names of the person(s) who will be handling the ID Entrance Area must be submitted to the Director of Student Activities within 24 hours of the Event or the Event will be considered cancelled.
7. **Organizations are responsible for stating on all publicity that guests must present their Driver's License or State Identification Card to enter the Event.**
8. **Events can be cancelled due to violation of the Guest Policy on the part of the sponsoring organization. In addition, organizations may lose the privilege to hold events in any facility for the remainder of the semester and may lose all organizational privileges and/or individuals may be referred to the campus judicial system.**

Policy on Large Campus Parties

Attendance and Advertising

Any gathering of fifty people or more is considered a large party. Only Recognized Student Organizations (i.e. fall under SGA) are permitted to hold parties. Furthermore, only individuals who are Wesley College students or students of invited area Colleges will be permitted entry to the function.

Student IDs must be presented in order to gain entry to the function. Students with IDs will be permitted to have one guest. Guests must show a valid driver's license or school ID and be **over 18 years of age**. The function **will not** be advertised to the general public.

Security and Supervision

The sponsoring group will be responsible for hiring four Dover Police Department Officers for the function (negotiable with Dean of Students and Student Activities Director). The cost of the Police Officers will be the sole responsibility of the sponsoring group. The Police Officers must be present from the beginning of the event until the end of the event. In addition to the police officers, the advisor of the sponsoring organization must be present for the duration of the event as well.

Use of Facilities

Approval for use of College facilities must be obtained from the Scheduling Coordinator or the Student Government Association, depending on the location of the facility request. Use of the Wesley West Fieldhouse must be approved through the Athletic Director's Office. The sponsoring group will be responsible for making all appropriate maintenance requests, including the delivery and pick-up of the gym floor tarp (if necessary).

The sponsoring group will be responsible for maintaining the facility. This includes clean up so that the facility is left in the same condition as it was found before the function. The group will also be responsible for paying for any damages attributed to the function.

Time and Frequency

All such functions approved must be concluded no later than 2:00am. Such functions will normally be limited to Friday and Saturday evenings. Only one such function may be scheduled for a particular weekend.

Groups may schedule dates for such functions on a first-come, first-served basis. Groups may only have two such functions scheduled and approved by the Dean of Students in any given semester.

Compliance with College & Federal, State, and Local Policies

All individuals attending such functions will be expected to abide by all College policies. Violation of College policies will result in removal from the function and disciplinary action.

Furthermore, individuals in attendance must cooperate with law enforcement agencies in the conduct of their jobs. Any student who attempts to prevent police officers from carrying out their duties is subject to arrest for those acts.

Approval

Compliance with these exceptions must be demonstrated in writing to the Dean of Students **within three weeks of the scheduled function** if approval is to be granted. No advertising of the event will be permitted without written approval from the Dean of Students.

Anti-Hazing Policy

Wesley College prohibits all forms of hazing by its students or organizations as defined by the Delaware State Law.

Delaware State Law - Chapter 93. Anti-Hazing Law, Part VII.

§ 9301. Short title.

This chapter shall be known and may be cited as the Anti-Hazing Law.
(68 Del. Laws, c. 400, § 1.)

§ 9302. Hazing Definition

The following words and phrases when used in the Act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“Hazing” means any sanction or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher learning.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such

as sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

(68 Del. Laws, c. 400, § 1.)

§ 9303. Hazing Prohibited.

Any person who causes or participates in hazing commits a class B misdemeanor.

(68 Del. Laws, c. 400, § 1.)

§ 9304. Enforcement by institution.

- A. *Anti-hazing policy.* Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity, which can be described as hazing.
- B. *Enforcement and penalties.*
 - a. Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.
 - b. Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.
 - c. In the case of an organization, which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.
 - d. All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of paragraph (3) of this subsection or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.
 - e. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(68 Del. Laws, c. 400, § 1.)

Presumptions

1. Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, the College and the Dover community.
2. For the purposes of the policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a Wesley-recognized organization is directly or indirectly conditioned, shall be presumed to be “forced”, the willingness of an individual to participate notwithstanding.
3. The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.
4. All Wesley students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

6. The filing of charges at Wesley against a recognized organization does not preclude the filing of charges at Wesley against an individual student or the filing of civil and/or criminal charges against the organization and/or individual.

Implementation

1. The officers, primarily the President, of each organization are responsible for informing pledges, members, affiliates, and appropriate alumni/ae of this policy. This policy should be read by the President to the membership at the first meeting of the organization each semester and to the pledges prior to the commencement of the first pledge activity, and should be posted in a prominent place for the pledges and members to see.
2. The Hazing Compliance agreement is recognized as part of the agreement to comply with all organization guidelines that are established as part of being an official organization on Wesley campus.
3. All non-academic initiation or affiliation pledge activities must be discontinued seven (7) days prior to the first day of the final examination period each semester and remain discontinued through the end of the final examination period.

Jurisdiction & Procedure

Charges of violations of this policy by a recognized organization or individual student should be filed in the Dean of Students Office.

Violations & Sanctions

1. Violations of this policy by a recognized organization may result in the minimum sanction of a one (1) semester probation, seven (7) days of social, intramural and/or recognition benefits suspension and a revision of the organization's pledge education program, with a maximum sanction of withdrawal of College Recognition from the organization for a period of twelve (12) consecutive regular academic semesters.
2. Violations of this policy by a Wesley student will result in sanctions consistent with the Judicial System, in accordance with policy defined in the Student Handbook or penalties authorized by Delaware Law.
3. For violations of this policy by a recognized organization, sanctions shall be defined as follows:
4. Probation: A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; the imposing of probation necessarily implies no additional sanctions.
5. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
6. Financial Restriction: The repayment of the mandatory value of damages, losses, or injuries, within a specified period of time as a result of a violation of this policy.
7. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter or intra organizational social activities, formals, all Greek or all college events or activities, or any other event of a social nature.
8. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports.
9. Suspension of Recognition Benefits: A specific length of time in which the organization maintains college recognition but is denied one or more benefits of recognition which may include but is not necessarily limited to the following: Student Government Funding, use of college facilities, or office space or property.

10. Withdrawal of College Recognition: A specified or unspecified length of time or series of conditions in which college recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the college, is denied all benefits of college recognition and no longer falls under the jurisdiction of the college organization membership, to regain college recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.
11. Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

Appendices

Event Information Form

Completion of this form is required for any student organization or group to have an event that Wesley College is sponsoring. **PLEASE COMPLETE & RETURN TO THE STUDENT ACTIVITIES OFFICE – FAX (302) 736-2303.** Thank you!

Sponsoring Group / Organization: _____

Name of Event: _____

Date & Time of Event: _____

Set-up Needs: _____

Desired Location / Facility: 1st choice _____

2nd choice: _____

On Campus _____ Off Campus _____

Contact Name/Address/Phone #/Email address: _____

Purpose of Event: _____

Local Clubs / Groups / Colleges invited: _____

Is advertising planned? _____

How? _____

Where? _____

Did Director of Student Activities approve sign(s) or poster(s)? **(This means: Have you presented the signs to the Director of Student Activities?)**

Yes _____ No _____

Expected Number of Attendees: _____

Are extra security guards needed for the event? Yes _____ No _____

Student Activities Director Signature

Date

Dean of Students Signature

Date

STUDENT ORGANIZATION REGISTRATION FORM

OFFICE OF STUDENT ACTIVITIES
WESLEY COLLEGE
STUDENT ORGANIZATION REGISTRATION FORM

Please return completed forms to the Office of Student Activities located in College Center 125.

ORGANIZATION INFORMATION

Name of Organization: _____

Organization Email Address: _____

Meeting Time, Place and Frequency: _____

RELEASE OF INFORMATION & STATEMENT OF NON-DISCRIMINATION

By signing this form, this organization, the leadership team and advisors agree to abide by all applicable federal and state laws and Wesley College policies. Furthermore, we shall not discriminate on the basis of race, color, age, gender, religion, veteran's status, sexual orientation, national origin, or disability in our educational programs or activities.

We also grant permission to the Office of Student Activities to verify contact information, academic status, and disciplinary status as it pertains to this student organization. We further understand that contact information may be provided to other parties that have an interest in the development of, or can provide legitimate services for the organization.

OFFICER INFORMATION

President: _____ *Signature:* _____

Local Address: _____

Email Address: _____ Phone Number: _____

Vice President: _____ *Signature:* _____

Local Address: _____

Email Address: _____ Phone Number: _____

Treasurer: _____ *Signature:* _____

Local Address: _____

Email Address: _____ Phone Number: _____

Secretary: _____ *Signature:* _____

Local Address: _____

Email Address: _____ Phone Number: _____

ADVISOR INFORMATION

By signing below, I agree to assist this student organization with maintaining its active status over the course of the academic year. This includes, but is not limited to, reserving rooms, attending organization on and off campus functions, meetings, and programs; ensuring compliance with Wesley College policy, as well as state and federal laws; educating members regarding ethical behavior; ensuring adherence to the organizational constitution; and monitoring grade point averages of members and the leadership team.

Advisor: _____ *Signature:* _____

Local Address: _____

Email Address: _____ Phone Number: _____

OFFICE USE ONLY

Date Received: _____ Student Life Staff Initials: _____

SGA Account Number: _____

CollegiateLink Username: _____

Academic Eligible: Fall _____ Spring _____

Constitution on File: Yes _____ No _____

Private Account Number: _____

CollegiateLink Password: _____

Amount Budgeted: Fall _____ Spring _____

FUNDRAISING FUNCTION REQUEST FORM

DATE OF REQUEST: _____
ORGANIZATION: _____
ADVISOR: _____

DATE OF EVENT: _____
TIME OF EVENT: _____
SET UP NEEDS: _____

LOCATION OF EVENT: 1ST Choice _____
2ND Choice _____

DESCRIPTION OF EVENT:

Proceeds from Fundraising Activities must be deposited in the Business Office within 72 hours following the event.

The signatures below must be obtained for the fundraiser to be approved.

Signature of Organization Advisor

Signature of Organization President/Representative

Signature of Student Activities Director

GUIDELINES FOR CONSTITUTIONS

The following outline and questions are designed to help write a constitution for an organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the bylaws.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. Name

Section 1. What is the exact title to be used in addressing this organization? Please note, Wesley College may not be used in the title.

ARTICLE II. Purpose

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political aim? Why was the group founded?

Section 2. This section should be a statement of the group's willingness to abide by established college policies.

ARTICLE III. Membership

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for.

Section 3. Nondiscrimination clause should be provided for and include the following: race, color, creed, sex, or sexual orientation.

ARTICLE IV. Officers

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the bylaws.

ARTICLE V. Operations

Section 1. How are officers elected? What type of ballot? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? Clarify the role of the advisor.

ARTICLE VI. Finances

Section 1. How will the organization finance its activities? Will the organization submit a budget to the SGA Finance Committee every semester?

ARTICLE VII. Amendments

Section 1. How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are the amendments to be voted upon?

BY-LAWS

By-laws are intended to deal with the day-to-day rules governing the organization. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

1. Meetings: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.
2. Officers: List any additional duties or responsibilities assigned to the various officers, which have not already been covered in the constitution.
3. Committees: Name any standing committees and the method to be used for selecting chairperson and committee members. State the duties and responsibilities of these committees. (Consider composition, appointment, function, power, duties, membership, financing and publicity).
4. Financial: Provide for initiation fees, dues, and other assessments (if any); also details regarding delinquencies.
5. Elections: State all elections rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.
6. Amendment of By-Laws: Stipulate the method for amending the By-Laws. The requirements for amending the By-Laws should not be as great as those for amending the constitution.

Advisor Responsibility Agreement Form

WESLEY COLLEGE *Student Activities Office*

Advisor Responsibility Agreement Form

Organization Name: _____

Advisor's Name: _____

By my signature below, I attest that I am a full-time employee of Wesley College and accept responsibility of serving as advisor of the above mentioned organization.

As the advisor and by my signature below, I understand that I am directly responsible for all the activities of this organization. I agree that I:

1. Will not serve as the official advisor for more than three (3) student organizations at any time.
2. Will take an active role in the organization.
3. Will attend the organization's meetings, programs, social functions, service projects, etc.
4. Will sign for authorization to sponsor activities and all financial transactions.
5. Will provide advisement and consultative services to the officers and members of the organization.
6. Will be responsible for understanding and interpreting the Student Organization Manual.
7. Will assure that the members of the organization know they must complete an Event Registration Form for any event or activity held on campus by the organization.
8. Will inform the Student Activities Office, in writing, if I am no longer able to serve or do not want to remain as the advisor to the student organization.

Signature: _____

Date: _____

Department: _____

Home Phone #: _____

Office Phone #: _____

Release of Transportation Liability

Print First Name: _____

Print Last Name: _____

Release of Transportation Liability

Two-Way Transportation



As a participant in the Wesley College excursion departing _____, leaving Wesley College at _____ and departing _____ at _____ on _____, I realize injuries can be a consequence of participation in this activity. I appreciate the character of the risk involved and I voluntarily assume all risk of possible death, harm or injury. I understand and appreciate that such injury could also include, without limitation, serious or permanent injuries to all bodily organs and functions. I am aware of the risk of participation in this designated activity. I have carefully considered how the possible consequences of injury may impact me, and I choose to accept this risk and participate in the designated activity.

In accepting this risk, I expressly and explicitly release, discharge and waive any and all responsibility of Wesley College, the State of Delaware, the Student Government Association, and their employees, officials or agents of any and all of the foregoing, pursuant to, or pertaining or related to, or arising from, in any manner, injuries to me as a result of my participation in this activity.

CONDUCT: I understand that I must adhere to all Wesley College policies and official code of conduct while on campus or at any off campus venue. By my signature, I agree to conduct myself in a manner consistent with Wesley College policies and expectations.

TRANSPORTATION: I agree to be at the designated location for departure at the designated time. I understand that I am responsible for returning to Wesley College via designated transportation. I will not hold the aforementioned groups responsible for providing me return transportation to Wesley College or reimbursement for any expenses incurred because of my failure to return to the departure location at the specified time. I further understand that failure to return to Wesley College via designated transportation may result in disciplinary action.

I attest that I am eighteen years of age or older and that I have read, fully understand, and accept these conditions as indicated by my signature below.

Signature _____ Print Name _____

E-mail Address: _____

Address: _____

Allergies: _____

Medications: _____