

2023-2024

CLUBS & ORGANIZATIONS HANDBOOK

Everything you need to know about running a club at
Capitol Technology University



CAPITOL
Technology University

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Introduction

Who Should Know this Handbook?

All members of student clubs and organizations are responsible for being familiar and knowledgeable of the contents within this handbook.

Application of Handbook

The provisions of this Handbook are applicable to all student organizations at Capitol Technology University. With the exception of the Student Leadership Advisory Board. As they are a governing board that oversees clubs and organizations. Therefore, they are considered a separate entity and have their own policies that they operate under.

Student Organizations at CapTechU

Student Organizations at CapTechU are groups whose membership is comprised of CapTechU students and that offer educational, service, recreational, social, or co-curricular opportunities to their members. Alumni, faculty, staff, and community members may engage with a student organization, participate in its activities, and perform responsibilities for the organization. However, the university does not consider any individual who is not a student to be a member of the organization or hold an officer role for the purpose of this Handbook. The university may hold student leaders and members of an organization accountable for the conduct of the organization's guests.

Every student is encouraged to enhance Capitol Technology University's campus and their own college experience by getting involved. Being a part of a student organization allows you to experience CapTechU in another light besides the classroom. First, student organizations add an important component to campus life at CapTechU by allowing the student voice to be heard and seen on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, respect, responsibility, and teamwork. Statistics have shown that students involved in a student organization maintain a higher GPA and are more active on campus. Consider the organizations that CapTechU already offers, and if you have an idea for an organization, email studentlife@captechu.edu to get registered as a registered student organization (RSO).

No organization is considered officially recognized until it has completed registration by emailing studentlife@captechu.edu. Failure to send in the required paperwork may result in loss of funds and/or loss of recognition.

Benefits of Becoming a Recognized Student Organizations

- Access to leadership development opportunities and resources for individual and organizational development including access to leadership resources, such as books and workshops.
- The ability to reserve university facilities for meetings and events.
- Access to post announcements on university bulletin boards and appropriate campus structures.

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- Campus posting privileges include chalking and posting flyers in compliance with the University Posting Policy.
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Leadership Advisory Board (S-LAB) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Assistance from the Director of Student Life and Residential Services in starting and maintaining a student organization and consultations to help in organizational development.
- A great addition to your resume to become a well-rounded candidate.

Student Organization Recognition Process

- Students have bright ideas for a new group or organization.
- Students talk about bright ideas with other students who think it is a great idea as well.
- The student meets with the dean of students or coordinator of student activities to discuss bright idea.
- Student receives Petition for Recognition from Dean of Students or coordinator of student activities.
- The student writes the purpose of the organization and finds a faculty advisor.
- Student asks other students to join the organization and sign the Petition for Recognition.
- Student submits the completed Petition for Recognition to the Dean of Students.
- The Dean of students reviews the Petition for Recognition. The dean may meet with the student to discuss the purpose of the organization. The dean will approve or disapprove the Petition for Recognition within 14 days of receipt and notify the contact student in writing.

Requirements

- The members of student organizations must be currently enrolled students
 - At least three (3) of which must be officers including but not limited to president, vice president, secretary-treasurer.
 - An officer cannot be President and/or Vice-President of more than 1 organization but can hold other leadership positions in up to 2 club/orgs and can be a member of multiple.
- Officers of a student organization must always meet the following grade point average (GPA) and enrollment requirements.
 - Undergraduate officers must be enrolled in at least six (6) credit hours and have a minimum cumulative GPA of 2.5 as well as be in good standing with the university.
 - Organizations have the right to raise or require a higher GPA for officers.
 - Graduate and doctoral officers must be in good standing with their academic department.
- Members that are non-position holding must be passing their current classes and must be in good standing with the university.
 - Organizations have the right to require a specific GPA for membership.
- Required number of members:
 - All registered student organizations must maintain a minimum of three (3) members.
 - A university department that is supporting a Registered Student Organization may propose an exception to this requirement for a higher or lower minimum membership.
- In order to promote inclusivity amongst our student body, membership in a student organization must be nondiscriminatory and open to the entire Capitol Technology University student body.
 - An exception to this policy will be granted to honor societies and professional organizations that may require specific educational requirements in order to be members.
 - Any other group that believes selective membership is warranted must receive approval from the Director of Student Life and Residential Services. All such groups will be required to demonstrate that their selection process is integral to the success of the group, is openly advertised, and fair and is non-discriminatory.
- Student Life recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. It is important that students and RSOs ensure that academic classes are the first priority before organization events or meetings. Student Organizations must make every effort to schedule around their members' academic schedules for mandatory events. If that is not possible, the organization should schedule a make-up time for that member.

Membership

Responsibilities of Active Student Clubs and Organizations

During the fourth week of classes the Director of Student Life or the coordinator of student activities will review the student organizations and declare any clubs who do not comply with the following requirements inactive.

1. To remain active a Student Organization must appoint a representative to the Leadership Council.
2. To remain active a student organization must have at least three meetings of the membership during both the Fall and Spring semester.
3. To remain active a student organization must submit an Activity Report including funds spent and active members with in four weeks of the last class of a semester.
4. To remain active a student organization must provide the dean of students or the coordinator of student activities with Notification of Leadership of the organization by the fourth week of the classes in a given semester.
5. To remain active a student organization must provide the Director of Student Life or the coordinator of student activities a Membership Roster during the fourth week of classes, the eighth week of classes, the twelfth week of classes and with the semester report.
6. To remain active a student organization must provide the Director of Student Life or the coordinator of student activities with a set of current by-laws.
7. To remain active a student organization must have a member attend leadership training workshop and sessions

Mediation and Reporting of Concerning Behavior

As a resource to student organizations, Student Life can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative solution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incident to the University by ways of Student Life. To request mediation on any issue please contact the Director of Student Life and Residential Services.

At Capitol Technology University, Student Clubs and Organizations are granted privileges and resources. In exchange, it is essential to adhere to and fulfill the following expectations of being a registered student organization. Students remain subject to all college policies while traveling with a recognized organization on an approved trip. Violations of college policy are likely to be addressed using the college's judicial process for individuals as well as sanctions to the organization.

Student Clubs and Organizations will:

- Complete the annual registration process with the Student Life Office by submitting all required information to the Student Life office, participating in the Student Clubs and Organizations workshops, and making timely updates to organization's information (officers, constitution, etc.) as changes occur.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Capitol Technology University, including the Student Code of Conduct and the Student Organization Handbook.
- Remain in good standing with all Capitol Technology University campus departments and conduct themselves in a manner that correlates with the mission of the University.
- Obey the rules and regulations expressed in the organization's constitution, including the non-discrimination and non-hazing requirements for membership.
- Ensure proper planning and execution of organization events and consult with the Student Life office for help with event policies and contract management.
- Provide sufficient training during the officer transition process.
- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits granted to the organization.
- Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.
- Organizational activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular operation of the University, are prohibited.
- Have an advisor who is a full time CapTechU faculty, staff, or administrator. If at any time an advisor resigns, the student organization has one month to find a new advisor while on provisional status. If they cannot find an advisor, they may be placed on an inactive list.
- Report on use of any off-campus facilities at least two (2) weeks in advance and complete the proper steps for off-campus travel.

Funding

Starting Budget

Each student organization must make provisions within their constitution for the businesslike management of its funds. Each registered student organization has access to an organizational account administered by the Director of Student Life and Residential Services for the purpose of receiving appropriate Student Activity Fees (approximately \$250/semester) (SAF).

- Each student organization is eligible to apply for extra allocations from the SAF through Student Leadership Advisory Board (S-LAB)
- All student organizations receiving funds from the SAF must maintain these funds in a University account, which can only be accessed by advisors and the Director.
- An organization may not deposit other (non-SAF) funds in a university account; Student Life encourages organizations with non-SAF funds to deposit them in an account at a bank or credit union or by utilizing cash.

Fundraising

- Recognized student organizations may participate in on campus fundraising activities with the approval of the dean of students or the coordinator of student activities.

Auction Policy

- Student Clubs and Organizations are permitted to host silent or in-person auctions for merchandise or donated professional services (e.g., certificate for free manicure). Clubs and Organizations are not permitted to host auctions of any type that offer acts of personal servitude outside of professional services through a licensed vendor or business (e.g., date auctions). Events like these may be considered as sexual discrimination and/or hazing.

Disbursements

- Student organizations may have cash or checks disbursed in advance of an event. Requesting cash disbursements less than \$30.00 may be done via email with at least 48 hours' notice. Cash disbursements can be picked up in the Office of Student Life. Requests for more than \$30 must be made via an Event Proposal Form at least 10 days in advance. Within 14 days of a disbursement receipts must be submitted to the Office of Student Life. Failure to submit receipts will result in the freezing of the club account until receipts are submitted.

Events

Reservations and Use of Space

- All classroom reservations should be sent to registrar@captechu.edu
- The auditorium can be reserved by emailing gburke@captechu.edu
- The Student Center can be reserved by emailing studentlife@captechu.edu
- The library can be reserved by emailing ahexner@captechu.edu
- If you wish to hold your event outside, please contact studentlife@captechu.edu so they can confirm the space is available.
- Any requests for tables and chairs must be sent to fhelp@captechu.edu at least one (1) week in advance.
- If you wish to change the way the Student Center is arranged, please contact studentlife@captechu.edu to set up a meeting.

Event Hosting

Any group planning to host an event, which meets any and/or all of the following guidelines, must submit a completed Event Planning and Proposal form at least ten (10) business days prior to your event. Events cannot be advertised until final approval from The Office of Student Life has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures everyone who needs to be informed of the event receives the proper information.

- More than the usual club members will be in attendance.
- Money will be exchanged (includes selling tickets)
- The event is open to and purposefully marketed to the general public (more than three of the following items are used: Discord, Facebook, poster, handbill, text message, website, formal invitation, Twitter, organizational calendar, information table)
 - These events should be discussed with Student Life at least two months prior to the proposed date.
- Food will be served or sold.
- The event requires the Student Club or Organization to enter into a contract with another entity.
- The event is outdoors and on-campus.
- Amplified sound/noise policy
 - Organizations seeking events that involve amplified sound must indicate this when completing the Event Registration Form. The Office of Student Life reserves the right to deny the use of amplified sound if excessive noise will disrupt academic pursuits, the sleep environment in the residence halls, or the surrounding neighborhoods. Music with vulgar or explicit language is prohibited.

Promotions and Advertising

Student Clubs and Organizations must make sure that all materials used to advertise for meetings or events are approved by the Student Life Office. These materials or advertising strategies include:

- Indoor signage at event site.
- Outdoor banners/ sheet signs approval of sign from Student Life.
- Bulletin board postings.
- Discord.
- Sidewalk Chalk.
- Email Messages for the list-serve may be e-mailed to studentlife@captechu.edu
- MyCapitol Postings.

Students or student organizations promoting or advertising membership or activities on behalf of their organization should note the following:

- References to alcoholic beverages, cocktails, keg, or other terms or illustrations descriptive of alcohol or its consumption may not be present on any advertisements and may not be served at club sponsored events.
- CapTechU encourages student organizations to develop and promote inclusive programming and events.
- The University logos and branding graphics may not be used in promotions and advertising materials without express written authorization by the CapTechU Marketing Office
- All advertisements must be approved by the Director of Student Life and Residential Services before they are posted. Failure to do so will result in the advertisement being taken down.
- Chalking is allowed but only on the sidewalks (not under over-hangs or roofs).
 - Chalking is strictly prohibited on vertical surfaces such as building walls, steps, columns, etc.
 - Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.

Food Options

- The owners of the Megabyte Café have the first right of refusal for all events on campus that are providing food.
 - You must contact studentlife@captechu.edu for information regarding the request process.
 - If the food is not something they are able to provide, then you may use outside vendors.
- Food must be purchased and not cooked by someone who attends Capitol or works at Capitol.
- If getting food delivered, the University only allows tips of 15%.

Events

Event Approval

Events require advanced approval by the Office of Student Life when:

- Food is being served.
- Travel off campus is involved.
- The event is expected to draw more than 25 attendees.
- A contract committing the college to payment or additional responsibilities is required.
- There will be an open fire (candles, bon fire, grilling) or the use of a fog or smoke machine.

The request for approval is accomplished by completing the Event Proposal and Funding Request Form.

Event Supervision

Typical meetings of student organizations do not require the attendance of staff or security. However, an officer of the organization must always be present. That officer must review the When to Call Who to Call sheet and take action as indicated in the event there is a situation requiring an immediate response by staff or faculty.

Events will require the supervision of a faculty or staff member when:

- There is travel more than 100 miles from campus.
- The event is overnight (extending between 2am and 7am), either on campus or off campus
- The event is expected to draw more than 25 attendees.
- The event is deemed to be high risk by the Office of Student Life

Events will require the supervision of a faculty or staff member and campus security when:

- The event is expected to draw non-student attendees.
- The event is expected to draw more than 50 attendees.
- The event is deemed to be high risk by the Office of Student Life.

Travel Policies

Approval and Cancellation

Student organizations planning to travel off campus must complete a Travel Approval Addendum, in addition to the Event Proposal and Funding Request Form. All travel must be approved 4 weeks prior to the event and a complete and detailed travel itinerary with a list of all participants must be submitted 3 business days prior to the event. All participants will be required to sign a release of liability form prior to traveling which the organization must provide to the Office of Student Life 2 business days before the trip.

If any or all of the requirements listed for travel are not satisfied Capitol reserves the right to cancel the program. If an organization fails to satisfy the requirements and has previously committed itself to the procurement of items or services, the organization remains liable for all monetary commitments.

Conduct During Trip

Students remain subject to all college policies while traveling with a recognized organization on an approved trip. Violations of college policy are likely to be addressed using the college's judicial process for individuals as well as sanctions to the organization.

Within 50 Miles of Campus Day Trip

Transportation: Student organizations traveling within 50 miles of campus have two options for transportation: the college van with a preapproved driver or personal vehicles driven by preapproved drivers. All travel must be approved in advance. The students may be reimbursed for the purchase of gas for the college van or the college rate for mileage when using their personal vehicle.

College Van: Approval to drive the van is determined by the Director of Human Resources. To be eligible to be an approved van driver you must be 21 years of age, hold a valid Maryland Driver's License and provide a copy of your driving record. You must complete a training program, "Vans, Large Passenger – Avoiding Rollover Accidents" and provide the certificate of completion to the Director of Human Resources. The Director of Human Resources will notify both the driver and the Office of Student Life of the date the drivers are approved to begin driving the van. To complete the approval process, contact the Director of Administration.

Personal Vehicle: Approval to drive a personal vehicle is determined by the Dean of Student Life and Retention or her designee. To be eligible to be an approved driver you must provide proof that you hold a valid driver's license with no restrictions, provide a copy of your driving record, and information regarding the degree of insurance covered. This information must be updated annually to remain an approved driver.

Travel Policies

Trip more than 50 Miles from Campus

All travel and arrangements must be approved 4 weeks prior to the planned departure. Transportation arrangements must be made with a commercial carrier (charter bus, airline, train, or other independent service). The student organization is responsible for securing a full-time faculty or staff member to volunteer as a monitor or chaperone. The faculty or staff member accompanying the group on the trip must meet with the Office of Student Life 2 weeks prior to departure to review emergency protocols and expectations. This faculty or staff member will serve as the On-Site Event

Coordinator. As stated in the previous section contact information must be exchanged, students must receive written information regarding a meeting time and location for each morning and evening and the buddy system must be implemented.

Overnight Trip Within 75 Miles of Campus

All travel and arrangements must be approved 4 weeks prior to the planned departure. Transportation arrangements can be made as indicated in the previous section. The student organization is responsible for securing a full-time faculty or staff member to volunteer as a monitor or chaperone. The faculty or staff member accompanying the group on the trip must meet with the Office of Student Life 2 weeks prior to departure to review emergency protocols and expectations. This faculty or staff member will serve as the On-Site Event Coordinator. As stated in the previous section contact information must be exchanged, students must receive written information regarding a meeting time and location for each morning and evening and the buddy system must be implemented.