

# **2024-2025**

# **CLUBS & ORGANIZATIONS GUIDE**

**Everything you need to know about running a club at**



**CAPITOL**  
Technology University



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## Introduction

### Who Should Know this Guide?

All members of student clubs & organizations are responsible for understanding and familiarizing themselves with the contents in this guide.

### Application of Guide

This guide's provisions are applicable to all student clubs and organizations at Capitol Technology University, with the exemption of the Student Leadership Advisory Board (S-LAB). S-LAB is the governing board that oversees all clubs and organizations and related campus activities. Therefore, they are considered a separate entity and have their own bylaws, policies, and procedures by which they operate.

### Overview of Student Clubs & Organizations at CapTechU

Student Clubs & Organizations at CapTechU are groups whose membership is comprised of current students that offer educational, service, recreational, social, or co-curricular opportunities to their members. Alumni, faculty, administration, and staff along community members may engage and participate with student clubs and organization during events through acknowledgment from the Office of Student Life. All may participate in activities and perform responsibilities for the betterment and brand of the organization and university. However, in order to hold any officer role within a student club and organization one must be a current matriculating student and in good standing with the university.

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 club or organization allows you to experience CapTechU in another light besides the classroom. **First**, student clubs & 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, accountability, responsibility, and teamwork. Statistics have shown that students who are involved in student clubs & organizations maintain a higher GPA and are self-aware with being active on campus.

Consider the clubs & organizations that are already offered, and if you have an idea for an organization, within this guide you will learn the process on how to start a club or organization. No club or organization is considered officially recognized until it has completed the registration process outlined in this guide. Failure to complete the recognition process may result in loss of funds and/or recognition.



## Introduction

### Benefits of Becoming a Recognized Student Clubs or 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.
- 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 Clubs & Organizations Recognition Process:

#### Phase I

**Step 1:** Present your idea to other students on campus to get their feedback on an idea for a club or organization.

**Step 2:** Establish that you and other want to establish a club or organization.

**Step 3:** Advisors must be a faculty or staff who will mentor, guide, and oversee your club or organization.

**Step 4:** Meet with the Office of Student Life & SLAB president to pitch your club and/or organization

**Step 5:** Email SLAB at [slab@captechu.edu](mailto:slab@captechu.edu) requesting (petition of recognition, notification of leadership, proposal template, & constitution template).

**Step 6:** Complete all necessary documents with all proper signatures

**Step 7:** Submit via email all official documentation to [slab@captechu.edu](mailto:slab@captechu.edu) within 5 days after receiving your package.

#### Phase II

Once all perspective clubs & organization materials have been submitted to SLAB, it then is presented to the Dean of Students and or a designee for reviewed approval and acknowledgement.

## **Membership Requirements**

- The members of student clubs & organizations must be current undergraduate students enrolled (part-time & full-time).
  - At least three (3) members of the club or organization must hold an officer position including but not limited to president, vice president, secretary-treasurer.
  - An officer cannot be President and/or Vice-President of more than one(1) club or organization but can hold other leadership positions such as (secretary, treasurer), and media relations in up to 2 club/orgs and can be a member of multiple.
  - Officers of a student clubs or 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.
  - All clubs & organizations have the right to raise or require a higher GPA for officers if necessary.
  - All current members of any club & organization should be in good standing academically
  - All clubs & organizations have the right to require a specific GPA for membership.

### **Required Number of Members:**

- All registered student clubs & organizations must maintain a minimum of three (3) members.
- A university department supporting an approved student club or organization may propose an exception rule to this requirement for a decrease or increase of membership requirement.
- To promote inclusivity amongst our student body, membership in student clubs & organizations 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.
  - For other clubs or organizations that believe selective membership is warranted, the perspective club or organization must receive approval from the Director of Student Life and Residential Services. Clubs & organizations will be required to demonstrate that their selection process is essential to the success of the club organization, and is openly advertised, fair and 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 ensure that academic classes are the first priority before organizing events or meetings. Student Clubs & Organizations must make every effort to create a schedule that fits the members' academic schedules for mandatory events. If for any reason this is not possible, the organization should schedule make-up time for that member(s).

## 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 club or organization must appoint a representative and report changes to S-LAB.
2. To remain active a student club or organization must have at least three (3) meetings of the membership for both Fall and Spring semester (1 meeting per month).
3. To remain active a student club or organization must submit an activity report including funds spent and active members roster once a month (Fall & Spring) to the Director of Student Life & Residential Services and the Student Leadership Advisory Board (S-LAB)
4. To remain active a student club or organization must provide the Director of Student Life & Residential Services and Student Leadership Advisory Board) S-LAB) with Notification of Leadership of the organization by the fourth (4<sup>th</sup>) week of school.
5. To remain active a student club or organization must provide the Director of Student Life or the coordinator of student activities with a set of current by-laws by the fourth (4<sup>th</sup>) week into the semester.
6. To remain active a student club and organization **must** attend all scheduled student clubs & organization meetings with the Director of Student Life & Residential Services and or S-LAB. At least one or two members must attend those mandatory meetings to acknowledge clubs' attendance.

### Mediation and Reporting of Concerning Behavior Among Clubs & Organization

As a resource to student clubs & organizations, Student Life will provide staff for the mediation of intra/inter-organizational conflict. The goal of any meeting will be to find an alternative solution to identify the problem(s). The mediation will be considered confidential unless information provided violates university policy. If for any reason the information does violate the university's policy the Director of Student Life & Residential Services, the Dean of Students and/or designee will be notified for involvement.

It is the duty of each officer and their advisor(s) within their perspective club and organization to report any concerning activity or incident to the university by ways of Student Life.

To request mediation on any problem(s) within your perspective club or organization please contact the S-LAB president at [slab@captechu.edu](mailto:slab@captechu.edu) to discuss the problem(s). If S-LAB decides that administration will need to be involved the president will provide an email requesting a meeting with Student Life for further mediation.



## **Expectations**

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

### **Student Clubs and Organizations will Abide to the Following:**

- Complete the annual registration process with the Office Student Life by submitting all required documentation to the Office of Student Life, participating in the Student Clubs and Organizations workshops, and making timely updates to organization's information (officers, constitution, etc.) as changes occur.
- All student clubs & organizations are expected to host an interest meeting twice a year (each semester) after the Clubs & Organization fair.
- 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 Clubs & Organizations Guide**).
- Must remain in good standing with all Capitol Technology University campus departments and conduct themselves in a manner that correlates with the brand and 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 Office Student Life for help with event policies and contract management.
- Attend training during the officer transition process.
- Must establish consistent communication with your club and organization's advisor and SLAB monthly. It is important to keep your advisor informed of **ALL** activities within your perspective club and organization.
- Ensure that proper use of all campus resources such as: **meeting spaces** (classrooms, auditorium, labs, office spaces, lounges), and other campus areas granted to the usages to the clubs & organizations are handled with care respect of the university. **As well as Supplies and materials, and other benefits granted to the organization.**

## Expectations

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- Unauthorized or malicious damage to the property of the university, other person(s), or entities resulting from organizational activities is prohibited and the student club and organization shall be held accountable 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.
- Who can serve as an advisor: Any full-time Capitol Technology University faculty, staff, or administrator. If at any time an advisor resigns, the student club and organization have one month to find a new advisor while on provisional status. If the club and organization cannot find an advisor, they may be placed on the inactive list until an advisor is identified.
- If an event is hosted at an off-campus facility, SLAB will need to be notified at least one (1) month in advance with the completed paperwork and advisement of the steps for off campus traveling. This time frame will allow SLAB and Student Life to plan accordingly.

## Funding

### Starting Budget

Each student club or organization must have an active treasurer to manage their funds. Each registered student club or organization is encouraged to keep track of their own funds being used. On the last day of each month SLAB will provide a financial report to each club or organization regarding their spending. Student Activity Fees (SAF) will be allotted based on membership within the club and organization. (approximately \$250/semester, \$500/yearly)

**New Clubs & Organizations do not receive any funding for their first year in operation, however if needed the club or organization may request funds from S-LAB.**

- Each student clubs and organizations are eligible to apply for extra allocations from the SAF through Student Leadership Advisory Board (S-LAB)
- All student clubs and organizations receiving funds from the SAF must maintain these funds in a university account, which can only be accessed by advisors and the Director.
- A club & organization may **not** deposit other (non-SAF) funds in a university account.
- Before using any personal money, please consult with the S-LAB president and treasurer first before making any purchases. Any personal money used for your club and organization may be refunded once S-LAB and the Office of Student Life review and sign the necessary document.

### Fundraising

All recognized student clubs and organizations may participate in on-campus fundraising activities with the approval of administration: Director of Student Life, Dean of Students and S-LAB. All fundraisers are required to be submitted for approval at least 4 weeks (1month) prior to the event/fundraiser.

### Disbursements

Student clubs & organizations may request funds for their event through SLAB and the Office of Student Life. If a member of their perspective student club & organization purchase items related to their event they are entitled for reimbursement. All receipts will need to be submitted along with the proper paperwork. Student clubs & organization also have the option to request the items need and the Office of Student Life and/or S-LAB will purchase them.



## Events

### Reservations and Use of Space

#### **All events must be approved prior to the reservation of space.**

- All reservations should be sent to [registrar@captechu.edu](mailto:registrar@captechu.edu)
- The Student Center can be reserved by emailing [studentlife@captechu.edu](mailto:studentlife@captechu.edu)
- The library can be reserved by emailing [ahexner@captechu.edu](mailto:ahexner@captechu.edu)
- If you wish to hold your event outside, please contact [studentlife@captechu.edu](mailto:studentlife@captechu.edu) so they can confirm the space is available.
- Any requests for tables and chairs must be sent to [fhelp@captechu.edu](mailto:fhelp@captechu.edu) at least two (2) week in advance.
- If you wish to change the way the Student Center is arranged, please contact [studentlife@captechu.edu](mailto:studentlife@captechu.edu) to set up a meeting.

### Event Hosting

Any student club or organization planning to host an event, which meets any and all of the following guidelines, must submit a completed Event Planning and Proposal form at least ten (10) business days prior to the event. Events cannot be advertised until the Office of Student Life has received all documentation and met with the members of the club or organization. Once all the necessary steps have been completed, the Office of Student Life and SLAB will issue either an approval or denial of your event.

- **Approval**- advertising will be allowed
- **Denial**- cease and desist all advertising

For coordination of activities and management of space is essential with the end goal being that we strive to maintain not only safety but a successful event as well. This form ensures everyone who needs to be informed of the event receives the proper information. For this reason it is required that you have a staff supervisor if any of the following will take place:

- o More than the usual club members will be in attendance.
- o The event is open to and purposefully marketed to the general public (more than three of the following items are used: Discord, Facebook, poster, text message, website, formal invitation, organizational calendar, and information table)
- o These events should be discussed with Student Life at least two months prior to the proposed date.
- o The event requires the student club or organization to contract with another entity.
- o The event is outdoors and on-campus.

#### Amplified sound/noise policy

- o Student clubs & organizations seeking events that involve amplified sound must indicate this when completing the Event Proposal 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.**

## Events

### 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](mailto:studentlife@captechu.edu)
- MyCapitol Postings.

Students or student clubs & 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 discarded.
- 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 provide food.
  - You must contact [studentlife@captechu.edu](mailto:studentlife@captechu.edu) for information regarding the request process.
  - If food cannot be provided by Megabyte, the club or organization must meet with SLAB and Student Life to discuss food options
- Food for the event cannot be cooked by someone who is a student, staff, faculty or administrator at Capitol Technology University.
- If getting food delivered, the University only allows tips of up to 15%.

## Events

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### 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 clubs & organizations do not require the attendance of university administrator, staff or security.

- However, an officer of the club & organization must be present at all times. That officer must review the document: **When to Call and Who to Call** sheet to guide with assistance when needed requiring an immediate response by administration, staff, faculty, and security.

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

- There is travel more than **100 miles** away 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
- The event is expected to draw non-student attendees.
- There will be an open fire (candles, bon fire, grilling) or the use of a fog or smoke machine.



## Travel Policies

### Approval and Cancellation

Student clubs & 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/travel 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 club or 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 club & organization.

### Within 50 Miles of Campus Day Trip

**Transportation:** Student clubs & organizations traveling within **50 miles** of campus have two options for transportation: College van with a pre-approved driver or personal vehicles driven by pre-approved 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.

1. **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 Driver's License. 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 Human Resources.
2. **Personal Vehicle:** Approval to drive a personal vehicle is determined by the Dean of Students 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 information regarding the degree of insurance covered. This information must be updated annually to remain an authorized 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 administrators, faculty or staff members 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. The administrator, faculty or staff 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 clubs & organizations are responsible for securing a full-time faculty or staff member to volunteer as a monitor or chaperone.

The administrator, 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 administrator, 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.

# Liability Information

It is understood that Capitol Technology University holds each organization responsible for the actions of its members and their guests at all times. Furthermore, it is understood that all student organizations will abide by the Capitol Technology University Student Code of Conduct. It should also be noted that if disciplinary actions are taken against a student organization, the disciplinary process outlined in the Student Handbook would be followed.

Although the University cannot provide constant, on-site supervision of all activities, it does reserve the right to attend organization functions as well as enter any premises under the control of an organization when it deems necessary. Capitol Technology University also reserves the right to discipline organizations and individual students when there is evidence of misconduct or the alleged violation University rules, regulations, or outside laws are brought to the attention of the University. Your organization can be held accountable for upholding the Capitol Technology University student code of conduct even if the event is held off-campus.



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