

# QUEENS UNIVERSITY

of

## CHARLOTTE

Clubs & Organizations  
*Inter-Club Council Handbook*

Updated: August 2019



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## Introduction

Dear Student Club/Organization,

Congratulations on becoming a Registered Student Organization (RSO) at Queens University of Charlotte! Whether you are an experienced RSO or a new club or organization, you are about to face a rewarding and exciting year, and the Student Engagement staff is looking forward to assisting you throughout the process! Co-curricular programming plays an integral role in higher education. Students who are more involved and engaged on campus are shown to be more successful, and matriculate to graduation, at a higher percentage than those students not involved in co-curricular clubs and organizations. Through membership in a campus organization, students learn leadership, organization, time management, social and personal skills, and so much more!

To the students within your RSO - you have taken the first step in providing yourself with an amazing opportunity to become involved in the university experience. This is your chance to explore your interests, use what you have learned within the classroom, and expand your opportunities to become more prepared for life after college. Either you joined a club or organization because you were passionate about a philanthropic area, wanted co-curricular opportunities to balance your academic involvement, or just wanted to have some fun on campus, you have decided to engage yourself in the Queens community, and we welcome you with open arms! You are in control of your experience while at Queens, and we encourage you to make the most of it!

The services we provide are continually changing and improving. If you have any questions, comments, or concerns regarding any information found within the handbook or online, please do not hesitate to let us know!

We hope you have an amazing year within Clubs and Organizations, and we are always here to help you in whatever way that we can! Welcome to ICC!



Joshua M. Cauble

Assistant Director of Student Engagement  
Department of Student Engagement



Eddie Harris

Graduate Program Coordinator  
Department of Student Engagement

## Eligibility, Privileges, Responsibilities, and Disciplinary Procedures

### Registered Student Organization (RSO) Identities:

- **Clubs:** Clubs are groups of individuals that are based on common interest and open for any eligible (enrolled and in good academic standing) student to join.
- **Organizations:** Organizations are identified as groups that require a selection process to join (either by election, selection, or qualifications). Organizations may be identified as:
  - Greek-Lettered Academic Honor Society
  - Social Fraternity/Sorority
  - Academic Funded Organization

As organizations require a selection process and are not accessible to all students on campus, organizations are exempt from certain responsibilities and requirements that are compulsory of clubs. Organizations are also understood to be financially independent, collecting their funding from membership dues or academic departments. If an organization would like to request funding from SGA for a campus-wide program/event, the organization may collaborate with a registered club on campus to use SGA funding or follow the request guidelines found on page 6.

\*Eligibility Requirements omitted: 1

\*Privileges Extended omitted: 7

\*Responsibility Requirements omitted: 1, 2, 3, and 5

### To be eligible to be considered a Registered Student Organization (RSO) at Queens University of Charlotte, you must:

1. Be composed of undergraduate students. A minimum of ten (10) Queens University of Charlotte students (enrolled for at least one (1) credit hour) is required to be a registered organization on campus.\*
2. Be organized, controlled, and directed by students.
3. Abide by all state and federal laws.
4. Abide by the rules, regulations, and policies of Queens University of Charlotte, in addition to information found within the Student Handbook.
5. Membership and all privileges must be extended to all students without regard to gender, age, ethnic group, nationality, disability, race, religion, sexual orientation, or veteran status.
6. Be advised by a full time faculty or staff member at Queens University of Charlotte. If at any time your club or organization no longer meets eligibility, you will no longer be entitled to the privileges granted to RSO's at Queens University of Charlotte.

### Privileges extended to Registered Student Organizations include:

1. Use of the University's name in association with the name of the club or organization.
2. Use of University facilities in accordance with established policies.
3. Solicitation of membership on campus under the club or organization's name in accordance with established policies.
4. Solicitation of funds on campus under the club or organization's name, subject to the approval of the organization's advisor and the Department of Student Engagement.
5. Listing of the organization in official publications.
6. Use of University bulletin boards.
7. Ability to petition the Student Government Association for an allocation of funds to be used for programs, events, and activities.\*
8. The right to promote goals, purposes, identity, programs, and events of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbol, or logo of the club or organization, distribution of written publicity, or display of signs advertising the club, organization, or program/event).

### Responsibilities of Registered Student Organizations include:

1. Attend at least 75% (4 out of 6) Inter-Club Council (ICC) Meetings per academic year.\*
2. Host one (1) or more campus events per semester.\*
3. Host one (1) or more service or philanthropy events per academic year.\*
4. Hold regular meetings.
5. RSO's must have a minimum of 20% of RSO membership attend the annual Leadership Summit Conference, held on campus each Spring Semester. The date for 2020 is April 4<sup>th</sup>.\*
6. The President and Treasurer must attend a RSO Training session at the beginning of each academic year.
7. Register your club or organization through Formstack annually with the Department of Student Engagement and provide immediate notification to the Department of any changes in officers within two weeks of the change.
8. Abstain from any discriminatory practices in membership selection and organizational programming.
9. Adherence to the procedures and regulations affecting student clubs or organizations specified within this handbook.
10. Registration with the Department of Student Engagement of all events held on or off campus.
11. Education of all members of the organization of the individual responsibility to represent the club, organization, and University through appropriate activities and behaviors.
12. Take organizational action against an individual member when that individual fails to adhere to the standards of the club or organization or University. The club or organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the club or organization's life and draw attention negatively to the club or organization.
13. Promotion of the mission, goals, and vision of Queens University of Charlotte.

## Disciplinary Procedure

If a student club or organization does not comply with the eligibility or responsibilities of a RSO, as described above, disciplinary procedures will be enforced. These procedures are listed as follows:

- **Probation:** A status indicating that the organization's relationship with Queens University of Charlotte is tenuous. Registered Student Organizations put on probation will have thirty (30) business days to correct the issue within their organization. If unable to fix the issues causing the organization to be placed on probation, the RSO will face the probability of more severe disciplinary sanctions, such as organization suspension.
- **Suspension:** Revocation of a student organization's status as an officially recognized and registered organization for fifteen (15) weeks. Any organization that is placed on suspension will be on a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group, including meetings, whether formal or informal, must be approved by Student Engagement in advance. Generally speaking, only supervised meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.
- **Deactivation:** Formal revocation of a student organization's status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

# Student Government Association Funding Policies

Below are some of the most common areas in which questions arise regarding the use of Student Government Association (SGA) funds. Throughout the document, we ask that you remember that none of us own these funds – they are funds of the student body that SGA has agreed to appropriately distribute on their behalf. If you have any concerns with SGA policies or procedures, please raise them at any time. SGA exist to serve a student body and these funds are distributed to student clubs and organizations to enhance your university experience.

## I. SGA Budget Request

SGA funds are most often used to plan, implement, and promote programs, events, and activities on campus that enhance the experience of the entire student body. In preparing your budget, you should always consider how funds used for a club or organization activity will further the goal of creating a great campus environment for all students. If you struggle to make this connection you may want to reconsider the program, event, or activity as it is probably not eligible for SGA funding.

Budgets are requested by using a link found on [www.queens.edu/student-orgs](http://www.queens.edu/student-orgs) that leads to an online form. Budget request can be given to SGA at any time of the year, although late spring semester is when most request are made and when most funding has already been allocated. Please request your semester budget at the beginning of the year so that you are prepared and fully funded for your programs or events throughout the semester. You may not hold a program or event that uses SGA funds without prior approval from SGA.

After a budget is reviewed, usually within one (1) week of submission by the RSO Treasurer, a denial or approval letter will be sent to the email account of the Treasurer of the club or organization requesting funding. If you do not receive a response within two (2) weeks of submission, you should contact the SGA Treasurer and/or President.

Appeals to the budgetary decisions of the SGA Executive Branch may be made directly to the full body of the SGA Senate. Please contact the SGA President to be placed on the agenda.

## II. Organization Budget Request Policy

Academic Honor Societies, social fraternities/sororities, and any organization that restricts its membership must go through a separate process to request SGA funding for a campus-wide event or program. Organizations must wait until the end of the SGA allocation process for RSOs each semester before they may request remaining funds.

- Any request for funding by an organization must provide a presentation by the members of the organization to the SGA Senate on the benefit of using SGA funds.
- A maximum of \$1,000 may be requested per organization per year.
- All approved SGA funding must be used in accordance with funding policies outlined in this handbook.

## III. Food Policy

Food may be purchased for student clubs or organizations meetings *once per semester*. There must be prior approval via the budget request process. The purpose of food at the meetings is to celebrate or reward student members, not to gain membership in the organization. Exceptions to this policy may be made by the SGA Treasurer so long as the amount does not exceed \$250. If the request is above \$250 it must be approved by the full body of the SGA Senate.

#### IV. Off Campus Trips and Conferences

The full body of the SGA Senate is the only body permitted to approve SGA funds to be used for conferences, retreats, mission trips, or any other type of off campus activity in which the members of the student club or organization will receive training and/or information regarding their club or organization. Budgets allocated to off-campus trips and conferences may not exceed 60% of the total cost. As a general rule, SGA funds are not to be used for off campus conferences, however, SGA will occasionally consider request for attendance at conferences so long as they meet the following criteria:

- The conference is specifically related to your student club or organization and there exist little doubt the conference will ultimately benefit the student body primarily and the individual students and/or club or organization members a distant second.
- The conference is not an academic conference related to your major, minor, or field of study. Students are encouraged to seek funds for this purpose through their academic departments or through Academic Affairs.
- The conference is not being used for the primary purpose of professional networking in your chosen professional field.
- If approved, students will be required to return to SGA Senate to offer evidence as to the benefits the student body will derive from the participation at the conference.

#### V. Credit Card Policy

The SGA credit card was created to expedite the process of accessing your approved funds. It is the responsibility of the Department of Student Engagement, Division of Student Life, and SGA to assure funds are used appropriately and the card is accounted for at all times.

The SGA credit card is a group account card, meaning any losses suffered from lost or stolen cards are the responsibility of the group, as opposed to protections you have as an individual card holder. SGA is responsible for paying any and all expenses on the card, regardless of the circumstances. For these reasons, we are very protective of the SGA credit card. Remember, using the SGA credit card is a privilege, not a right. To request the use of the SGA credit card, your funding must have been previously approved by SGA, you must have been trained to request and use the SGA credit card, and you must contact the Administrative Assistant of the Division of Student Life to set-up a time to pick-up and drop off the card.

#### VI. Check Request and Reimbursements

Check Request Forms are available on [www.queens.edu/student-orgs](http://www.queens.edu/student-orgs). Check request are usually used by students for reimbursements or to pay for an invoice by check. Check request must be made at least two (2) weeks prior to the program, event, or activity. Receipts must be attached to the check request for reimbursements. Check Request or Reimbursements must be signed by the person completing the form as well as the **Assistant Dean of Student Engagement**, who will sign as the Budget Manager.

All checks are delivered to the address listed on the form unless otherwise noted to be picked-up in the Controller's Office on the second (2<sup>nd</sup>) floor of Burwell. Checks are cut on Thursday's only, so please plan accordingly.

**Important Note:** Please do not enter into contract or agree to pay for the services of a vendor without the explicit approval of both SGA and a professional staff member within the Department of Student Engagement. You are not authorized to act as an agent of the University, meaning you are not allowed to sign any contracts. All contracts, no matter how small, must be signed by the Provost.

## Campus-Wide Posting Policy

Queens University of Charlotte's affiliated groups (Registered Student Organizations (RSOs), Fraternity and Sorority Life organizations, Offices, Departments, individual faculty/staff and individual students) have the privilege to attach and display signs/posters in public areas including Residence Halls, Trexler Food Court, and academic buildings ONLY on designated boards where signs should be displayed. All others will be removed immediately.

The following guidelines must be followed, unless otherwise approved by the Department of Student Engagement:

1. Include name of the individual/organization/department sponsoring the event.
2. Post only on surfaces that are designed for such purposes: bulletin boards, walls, and display panels.
3. Posting on glass doors or windows is prohibited in all buildings on campus. Display of any posters or other materials on the exterior of any building, light poles, windows, doors, landscape features, including trees or other surfaces not specifically designated as a poster display area is prohibited unless approved by the Department of Student Engagement.
4. The Diana Fountain can be used for posting on a *first come, first serve* basis and all materials on the fountain must be in good taste and consistent with university policies. Writing on Diana Fountain is prohibited. All programming/event marketing materials used on Diana Fountain may be placed on the fountain 48 hours in advance of a program/event and must be removed within 24 hours of the end of the program/event. All materials used may not be removed by another organization until after the event has been held.
5. Use only mounting materials that allow removal without surface defacement. *Duct tape, double-sided tape and staples on bulletin boards are prohibited.* Stickers are not to be affixed with their adhesive backing. Painters' tape is the only tape that may be used on surfaces to reduce the risk of paint peeling.
6. Chalking on campus is allowed on white walkways and pavement. No chalking is allowed on brick (building sides and walkways) or columns. A cleaning fee will be applied for individuals/organizations/departments when chalk must be removed by Campus Services.
7. Fraternity & Sorority organizations are required to maintain their respective boards and the surrounding area in the lower level of the Trexler Center. Postings adhering to policy requirements are permitted on the wall directly around their respective boards.
8. Posters/Flyers may be posted in the posting board, provided by SGA, outside the Coffee House. To have your flyers posted on this board, you must submit them to the Department of Student Engagement for approval and posting. Flyers will be posted each Monday, so please ensure your flyers are submitted by the Friday before. To submit your flyers, visit Morrison 208. There, you will find a box for you to drop off your flyer. If you have any questions please do not hesitate to ask any of the staff within the office.
9. ANY damage caused to campus facilities by violations of the posting policy will be charged to the individual, organization, or department responsible. SGA funds CANNOT be used to cover the cost of these damages.
10. Students are allowed and encouraged to utilize the Free Expression Wall, located between Byrum and North Parking Decks. Students may not post or paint on any surface other than the outlined space provided.

## Step 1 – Request Budget

- Budget Request forms are available on [www.queens.edu/student-orgs](http://www.queens.edu/student-orgs).
  - Simple request up to \$500 will be approved within one week.
  - Request of \$500-\$5000 will be approved within two weeks.
  - Requests for over \$5,000, for Trips/Conferences and/or for t-shirts must be submitted to the full Senate and will require a longer period for approval. Please allow up to one month for approval

## Step 2 – Complete the Space Request and Logistics Form

- This form must be completed for ALL student events.
- Visit [astra.queens.edu](http://astra.queens.edu). The calendar and form are available at this link.
- Review the Astra Calendar to determine the space you want and if it is available.
- Remember to select that you are a Student Organization in the drop down menu.
- Request Campus Services for items like chairs, tables, trash cans, firewood, etc.
- Request Media Services for items like a sound system, iPod dock, or Media Services.
  - For Media Services, you must provide a 2 week notice for requests.
- Remember to request extra time for set up and cleanup of your event.
- Upon submitting your request, you will receive an email indicating it was received.
- To reserve Burwell Parlors – there is an additional form required.

## Step 3 – Confirm Space Request & Event Logistics

- Your event is not confirmed until you receive the confirmation email indicating it is approved. You should receive this email within 2 business days.
- For any changes in your order, reply to your confirmation email.

## Step 4 – Order Food

- Must provide at least 3 days' notice or you will incur an additional late booking fee.
- Utilize the “In Your Space” menu to find preset packages.
- Copy the Assistant Dean of Student Engagement on all catering orders.

## Step 5 – Special Event Prep

- Bonfire requests forms are still a paper form that must be signed by the Dean of Students and turned into Campus Police.
- Alcohol Events require at least a 3 week notice and forms must be completed and turned in within 2 weeks of the event. The Alcohol Event Request Form is available online.

## Step 6 – Transportation

- To request transportation, RSO Advisors must email [shuttlereservations@queens.edu](mailto:shuttlereservations@queens.edu).

## Step 7 – Decorations & Supplies

- Check online for links to companies that can provide bulk supplies.

## Step 8 – Contracting Outside Vendors/Performers

- All contracts organized for or by students must be signed by the Vice President of Student Affairs.
- Allow one week to have contracts signed and returned to you.

## Step 9 – Payment for Supplies/Services/Vendors

- Funding for clubs and organizations must be pre-approved by SGA. See step 1.
- To make purchases under \$500 you may use the SGA credit cards.
  - Make sure to reserve the card in advance with the Division of Student Life Administrative Assistant.
  - Return all credit cards and receipts with accurate Project Codes with 24 hours.
- Forms to Complete
  - W9 Form must be completed for all new vendors.
  - Purchase Order (PO) Form must be completed for all orders over \$1,000.
  - Check Request Forms must be completed & signed by the club treasurer and Assistant Dean of Student Engagement.
  - Additional paperwork and approval may be required for some events.
- University checks are cut on Thursdays and must be completed within 2 weeks of the date needed.

## Step 10 – Advertising

- QNews goes out Monday and Thursday at 1:00pm. All articles must be submitted 48 hours in advance.
  - Note: An article must be submitted twice if trying to reach faculty/staff and students.
  - Students can visit [qnews.queens.edu](http://qnews.queens.edu) at any time to see the most current postings.
- Make sure you flyers all have name of group, date, time, and location of the event.
  - Adhere to the campus posting policy or your advertisement can be thrown away.
- Social media is great, but word of mouth is the best way to advertise. TELL YOUR FRIENDS!
- Student Life Calendar is a great resource of what is happening on campus and in Charlotte.

## University Contact Information

### Campus Police

Administrative Assistant for Campus Police..... Pam Peterson (petersonp@queens.edu)

### Catering Services

Director of Catering..... Jessica Reyman (reymanj@queens.edu)

Assistant Director of Catering..... Jarrard Slater (slaterj@queens.edu)

### Conference and Event Services

Director of Conference and Events Services .....Carrie Wunner (wunnerc@queens.edu)

Conference and Events Services Coordinator ..... Kat McCraw (mccrawk@queens.edu)

### Department of Diversity, Inclusion, and Community Engagement

Assistant Dean of DICE ..... Darry White, Sr. (whited4@queens.edu)

Assistant Director for Community Engagement ..... Crystal Dunham (dunhamc@queens.edu)

DICE Assistant & L.E.A.D. Peer Mentoring Coordinator.....Erica Marshall (marshalle@queens.edu)

### Department of Student Engagement

Assistant Dean of Student Engagement ..... Monica Gillette (gillettem@queens.edu)

Assistant Director for Leadership Programming.....Joshua Cauble (caublej@queens.edu)

Assistant Director for Campus Traditions.....Leigh Davis (davisl@queens.edu)

Assistant Director for Campus Recreation ..... Chrys Baker (bakerc@queens.edu)

Director for Fraternity and Sorority Life ..... Amber Jolly (jollya@queens.edu)

Graduate Program Coordinator for Clubs & Organizations..... Eddie Harris (harrise@queens.edu)

Graduate Program Coordinator for Levine Center Front Desk ..... Gaylin Bennett (bennettg@queens.edu)

### Division of Student Life

Administrative Assistant for the Division of Student Life.....Michele Johnson (johnsonm3@queens.edu)

Vice President of Student Engagement and Dean of Students ..... María del Carmen Flores-Mills (floresm2@queens.edu)

### Information Technology

Technology Services Help Desk.....(helpdesk@queens.edu)

### Student Government Association

SGA President ..... Taylor Robinson (robinsont@queens.edu)

SGA Treasurer..... Jenna Lloyd (lloydj@queens.edu)