Club Manual

Office of Student Activities, Greek Life, and Commuter Services

Virginia Wesleyan College

Jane P. Batten Student Center 019
Non-Discrimination Statement

Virginia Wesleyan College does not discriminate against students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veterans status, handicap, sexual orientation, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administered programs and facilities.

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SECTION I. Introduction

Office of Student Activities

The Office of Student Activities complements the academic program of study and enhances the student experience by providing programs that increase involvement, strengthen campus connections, broaden culture awareness, engage students of diverse backgrounds, develop leadership skills, and offer opportunities for experiential learning.

Through involvement in Student Activities, students will:

- Identify strengths and hone leadership skills
- Improve interpersonal skills
- Create a meaningful, lasting connection to campus
- Help shape the culture and traditions of the campus community
- Have opportunities to apply their coursework
- Gain practical experiences that are applicable to life after college
- Enhance friendships

Students have the right to organize into special interest, study, social, or service groups at the College, provided these groups do not violate the College’s non-discrimination policies. These may take the form of student organizations or clubs (hereafter referred to as ‘clubs’ for simplicity’s sake).

The Director of Student Activities, Greek Life, and Commuter Services advises campus clubs, assists them with events, promotes and facilitates leadership development of leadership skills, generates and supports campus programming, responds to the diverse needs of students, and helps them benefit from the institution’s total education process.

A. Kate Griffin, Director of Student Activities, Greek Life, and Commuter Services
Batten 019
Phone: (757)233 - 8785
E-Mail: agriffin@vwc.edu

Other Programming Offices

Office of International and Intercultural Programs (OIP): The Office of International and Intercultural Programs (OIP) serves as an international and intercultural resource center. OIP seeks to foster the international vision of the College as well as support and administer a wide range of international opportunities for students.

RecX: Aquatics, Fitness, Rec Sports and Outdoor activities: The Batten Center has roughly 65-85 student workers who help with Aquatics, Fitness, Rec Sports and Outdoor Activities. RecX also facilitates outdoor trips and activities for fall break, winter session, and spring break. Faculty and Staff are welcome to coordinate with the directors to plan trips for their classes or join with trips that are already a part of the RecX schedule.
SECTION II. Registered Clubs

Purpose of the Club Manual

The Club Manual summarizes matters of interest to VWC clubs. With changes in membership from year to year, the Club Manual is a valuable resource for transition and sustainability. It contains important campus policies, resource materials, and links to forms.

Privileges of Recognized Student Clubs

Virginia Wesleyan College provides certain privileges to recognized clubs in good standing. Those privileges include:

- Ability to reserve campus facilities at no cost or for a minimum cost
- Ability to request campus services (dining services with additional cost) and equipment
- Ability to post approved materials in the Batten Center and residence halls (in approved locations)
- Ability to host approved events and fundraisers on campus
- Ability to use advertising resources in the Office of Student Activities
- Ability to request a table at the fall and spring club fairs
- Ability to request supplemental funding for events
- Ability to receive mail in the Office of Student Activities

A club can be considered in ‘good standing’ if it registers each semester and its members follow the Student Code of Conduct and the Wesleyan Creed during club functions.

Types of Clubs

- Academic / Professional: Organizations related to a particular area of academic study
- Athletics / Fitness: Non-competitive groups dedicated to fitness or physical activity
- Intramurals: Competitive groups dedicated to a particular sport
- Community Service: Groups associated with volunteerism
- Greek Life: National Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC), and National Panhellenic Conference (NPC) organizations
- Honors: Groups associated with a particular academic field; require members to have a minimum GPA (often connected to a national organization)
- Leadership Organizations: Groups of students that focus on student leadership, governance, and programming
- Spiritual Life: Organizations associated with faith based traditions and programming, including Marlin Ministries
- Cultural / Diversity: Organizations educating about or celebrating aspects of a particular culture
- Special Interest: Organizations that do not fit into the previous categories.

Registering a Club

Before beginning the process of creating a new student organization, please consider the following:

- Is there a current club that shares a similar mission or goal? Can your group work together with the existing club?
• Are there adequate college resources (space, funding, potential participants, etc.) to support the club’s activities?
• Are there significant safety risks associated with activities your club will sponsor?
• Will VWC benefit from the existence of your club?
• Is your club sustainable? Will it exist after you graduate?
• Do you have five potential new members?

**Fall and Spring Registration of Clubs**

Once per semester, we require each club to register online with our office. This ensures that your club receives the privileges previously listed. It lets us share accurate information with prospective and new students.

When you register, you must have:

• Faculty/Staff Advisor to guide and support the organization
• President to form the start of an Executive board
• Minimum of five active members who are currently enrolled at the College
• Meeting time and place
• Brief description of the club (can be a mission statement)

When you register, we *strongly recommend* that you have:

• A club constitution, drafted and voted upon by your founding members
• A calendar-year term of service for club officers (January – December)
• An established procedure for how officer transitions will occur (including an opportunity for new officers to shadow old officers, and the passing of resource materials)

When you’re ready to proceed, please:

• Require your members to sign the Anti-Hazing Agreement: [http://tinyurl.com/VWCantihazing](http://tinyurl.com/VWCantihazing)

**Inactive Status**

Clubs that fail to register in fall and spring are considered ‘inactive’ and no longer receive the privileges previously stated. They will be removed from current directories. Inactive clubs must re-register to regain active status.

**Responsibilities of the Club President**

The President is responsible for:

• Timely club registration
• Ensuring that members sign the Anti-Hazing Commitment Form
• Maintaining communication with:
  - Office of Student Activities
  - Faculty/Staff Advisor of the club
Club membership, including any executive board established

- Sending club representatives to:
  - Student Organization Training
  - Leadership development and skill-building opportunities hosted by the Office of Student Activities

If there is ever a concern regarding a President or club, it should be brought to the Director of Student Activities so that a resolution can be found. *Most conflicts within clubs can be appropriately prevented and/or addressed with a strong constitution in place!*

**Role of the Faculty/Staff Advisor**

Faculty/Staff Advisors act as a liaison between the club and the College. Advisors serve as guides to policies, procedures, and campus culture so that the club can run smoothly. Here is a summary of suggested roles; *please communicate your expectations for involvement with your Faculty/Staff Advisor each year*:

- Attend general or executive board meetings
- Offer knowledge of College policy while asking/expecting the club to follow policy properly
- Partake in discussion, when relevant
- Assist in club sustainability and officer transitions
- Maintain resources materials, records, and official files
- Guide decisions so that the club is best served
- Be active in the process of goal-making
- Become part of the group, with exception of voting and holding a position
- Attend group bonding activities, events, etc. where appropriate
- Work with treasurer to ensure finances are up-to-date and in good standing; review budget regularly
- Review executive board correspondence before it is sent to the group
- Keep group abreast of any infractions of their constitution, bylaws, national policies and/or College policy
- Mediate conflicts that may arise; encourage and model professional conduct during conflicts
- Represent the club during conflicts between it and the College
- Be familiar with College processes, especially regarding hosting events
- Approve candidates for positions with regard to good academic standing
- Be available for advice
- Meet with officers on a regular basis and build a rapport so that the club can thrive
- Reserve equipment (such as the computer cart) through MARSIS

Every organization is required to have a Faculty/Staff Advisor who is professionally employed at VWC. It is understood that some organizations have an additional advisor appointed by national, regional or local headquarters.

**Tips for Building a Strong Relationship with your Advisor**

Clubs are responsible for maintaining a close relationship with the Advisor. In order to meet that goal, clubs are encouraged to:

- Provide orientation to a new advisor, including information about club activities and an opportunity to meet members
- Invite advisors to meetings and special events
• Confer regularly with their Advisor on events, finances, goals, issues, and concerns
• Maintain records, including meeting minutes and member rosters, and provide them to the advisor
• Be considerate of the Advisors’ busy schedule and schedule meetings in advance
SECTION III. Event Planning

The Jane P. Batten Student Center is the heart of campus life. It is designed for the students to be primary users, especially for leisure, student activities, and athletic competition. Other constituent groups and programs may be hosted as long as the philosophy and purpose of the Batten Student Center is not violated at any time.

Additional spaces may be reserved in residence hall areas, outdoor spaces, and academic buildings.

When I want to host an event, where do I begin?

- Events: Submit the Event Registration Form at http://tinyurl.com/VWEventreg. Complete this at least two weeks prior to your event (one month prior for a major campus-wide event). You’ll receive an email from the Office of Student Activities to approve your event or suggest time or date changes. Please do not advertise your event until it has been approved.
- Fundraisers: Submit the Fundraising Registration Form at http://tinyurl.com/VWFundreg. Complete this at least two weeks prior to your event (one month prior for a major campus-wide event). You’ll receive an email from the Office of Student Activities to approve your event or suggest time or date changes. Please do not advertise your event until it has been approved.

How do I reserve a space?

- Space reservations (rooms, tables, etc.) are made through Ginny Videll, Assistant Director of the Physical Plant for Conferences and Special Events, at 757-455-3274 or vvidell@vwc.edu. You can view the current room schedule for Batten Center and Blocker Hall at http://www.vwc.edu/news-a-events/campus-events-form.php (look in left-hand menu).

How do I get food for my event?

- Sodexo has ‘first right of refusal’ on campus. That means that you must give Sodexo the opportunity to cater your event before seeking an off-campus vendor. Contact Stacy Fanelli, Director of Catering Services, at 757-455-3281 or sfanelli@vwc.edu to discuss your menu. Special rates are available for clubs through the ‘shoestring menu’. You can plan your menu by visiting Cater Trax at https://vwccatering.catertrax.com/index.asp.

What if I need to make changes to the event plan?

- If the time, location or any details related to your event have changed, please remember to notify Student Activities (work-study student or Kate Griffin at agriffin@vwc.edu), Ginny Videll, Stacey Fanelli, and/or Janice Marshall Pittman so that we can make changes on our calendars.

How do I advertise my event?

- Student Activities Google Calendar (we will automatically add your event once you complete the event registration form... see the calendar at http://tinyurl.com/whatsupvwc)
- Weekly email to campus (we will automatically include your event once you complete the event registration form)
- Posting flyers or posters in Batten Center (please bring your flyers to RecX or Student Activities to be stamped)
  - Flyers and posters should contain a date, location, time of the event, and host contact information;
Flyers and posters should not contain explicit or inflammatory content.
Flyers and posters may be posted on glass surfaces, at the hub desk, on the railings around the Town Center staircase, and in restrooms. *Exceptions: Do not post flyers or posters on the aquarium, on glass doors, or on the windows of the Fishbowl, CMAC, or Dance Studio.*
Posting flyers or posters in residence halls (please bring your flyers to Residence Life to be approved)

- Sidewalk chalking (chalk is available in Student Activities)
- Flat screen TVs in Batten (submit your PowerPoint slide in horizontal format to Student Activities)
- Social media
- For major events that are open to the public:
  - You must notify Campus Security well in advance so the gate is prepared (455-3289; security@vwc.edu)
  - VWC special events calendar (submit your events online: [http://www.vwc.edu/news-a-events/campus-events-form.php](http://www.vwc.edu/news-a-events/campus-events-form.php))
  - VWC electronic sign on Wesleyan Drive (contact jmarshallpittman@vwc.edu; photos must be in 72 DPI jpeg format)
- **Please note:** Your club is responsible for removing advertisements within 24 hours of the event’s conclusion!

**How do I make flyers or posters?**

- The craft supplies in the Office of Student Activities are purchased from our club budget. Your club may use the poster-making supplies to advertise your club’s events (not for personal or academic use).
- When making flyers, you may use personal prints in the computer lab or you may request copies from the Mail Room / Copy Center (there is a charge for this option).

**How do I fund my club’s event?**

- Clubs are eligible to receive $50 in seed money from Student Activities each year. This is not distributed as cash; you must submit a reimbursement request with an original receipt to the Director of Student Activities. The form can be printed from this website: [http://www.vwc.edu/administration/human-resources/pdfs/2014/PaymentRequisition.pdf](http://www.vwc.edu/administration/human-resources/pdfs/2014/PaymentRequisition.pdf)
- If a club wishes to host an event that costs more than $50, they can submit a request for additional funding support to Student Activities: [http://tinyurl.com/VWCclubfundrequest](http://tinyurl.com/VWCclubfundrequest). Requests are granted at the discretion of the Director of Student Activities based on the rationale of the request and the availability of funds. Events that will benefit the general student population are more likely to receive funding.

**What about parties or socials in Batten?**

- Clubs interested in hosting parties or socials in Batten must meet first with Jason Seward, Director of the Batten Center, to plan the event and review procedures and special considerations, including:
  - Size of events and appropriate spaces
  - Crowd control, including security gate notification
  - Additional staffing needs (security, bag and ID checks, extended operating hours)
  - Alcohol
  - Logistics
  - Clean-up and trash removal
  - Damages

**Use of VWC Name and Logo in Advertisements**
No club may use VWC’s name without permission except to identify institutional affiliation. College approval or disapproval of any political or social issue may not be stated or implied by any club. When using the VWC logo, student organizations must follow brand and logo guidelines set by College Communications. A guide is available at: http://www.vwc.edu/administration/office-of-college-communications/.
SECTION IV. Risk Management

Social Events and Functions (where Alcohol is permitted)

A registered social is defined as any social gathering of students (other than the residents of the suite/hall) where alcoholic beverages are being consumed. The general purpose of any social event should be the event itself and not the consumption of alcohol. Those students who wish to host a registered social at which alcoholic beverages will be present and consumed may do so as long as the following conditions and criteria are met:

- The social must be approved by the Vice President for Student Affairs and Dean of Enrollment Services or designated proxy
- The social contract must be completed and any advertisements must be approved before they are displayed
- The Residence Life Staff in the area where the proposed social will take place must agree to the contract
- Contracts must be submitted by 4:00 p.m. the Friday prior to the weekend the social will take place
- Contracts will not be accepted more than two weeks prior to the date on which the social will take place, and contracts are on a first come first serve basis
- At least two individuals who signed the contract must schedule to meet with the Dean of Students as criteria for approval and to discuss proper behavior, emergency protocol, and clean up procedures
- Registered Socials may not occur at the same time as other campus events
- Registered Socials may only last a total of four hours and must end by 2:00 a.m.
- Food and alternative non-alcoholic beverages (other than water) must be provided and available in sufficient quantities throughout the event
- The social must stay in the assigned area
- The host(s) of a social shall be responsible for compliance with all College policies as well as local, state, and federal laws. Further, the host(s) shall be responsible for the conduct of their guest(s), the care and clean-up of the site and other affected facilities, and shall assume the financial liability for any and all damages to College and private property resulting from their own or their guest’s behavior
- There may not be any distilled spirits present or consumed at the socials
- Registered socials which are not conducted within the guidelines of the alcohol policy or otherwise become a question of student welfare may be terminated at the discretion of the Residence Life Office

Campus Fire Pits

There are several fire pits at the College, which should be used with the following safety precautions:

- Camp fires (fires that are not contained and are directly on the ground) are not permitted on College property
- Campus Security MUST be notified if a fire pit is to be used
- Students should be prepared with a bucket of water to put out the fire
- Students should dispose of smoldering material properly, in the designated container
- Students should never leave the lit fire pit unattended
- If a student sees the fire pit lit or smoldering and unattended, that student should notify Campus Security

Hazing
Hazing is criminal offense in the Commonwealth of Virginia. Hazing is a violation of VWC’s policy and is prohibited in all forms. This policy is based upon the ideology that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations, clubs, and individuals. Concurrently, the NCAA, North American Interfraternity Conference, the National Panhellenic Conference and the National Pan-Hellenic Council state unequivocally that hazing has no place in the collegiate experience. If there is any question about whether an action is hazing, do not take the risk. Some people and organizations throughout history have been proponents of Hazing, claiming that it instills discipline and camaraderie; however, there are more effective means to develop discipline and build friendships. Hazing should have no part in the collegiate experience, because it serves no other purpose than to degrade other human beings.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or Collegiate policy, the willingness of an individual to participate in such activity notwithstanding. Examples include, but are not limited to, test of endurance, any brutality of a physical nature, such as whipping, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, alcohol, drugs, or other substances, exposure of members or prospective members to potentially dangerous or hazardous circumstances, activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme embarrassment, panic, degradation, or any other forced or encouraged activity which could adversely affect the mental health or dignity of any person.

Organizational leaders (presidents/chairmen) of each organization are responsible for informing members and prospective members of this hazing policy each semester.

Students should report suspected hazing activities to any of the following:

- The ‘Report Tips’ function of the LiveSafe campus security Smart Phone app
- Dr. Keith Moore, Dean of Students
- Mr. David Buckingham, Vice President for Student Affairs and Dean of Enrollment Services
- Kate Griffin, Director of Student Activities, Greek Life, and Commuter Services
- Faculty or Student Advocate

**Virginia Hazing Law**

§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of **hazing** or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.
SECTION V. Club Resources

Building Strong Student Leadership

A leader is first and foremost a servant of the organization. The worst thing that a new leader can do is to charge into a new position and take control of everything. When taking on a new position, come prepared. Listen with an open mind to the advice of your peers and those who have come before you. Arrive with questions on how things were done in the past and how can things be made better. Never make disparaging comments about those who have been in leadership before you.

As an officer, you’re responsibility for setting goals, keeping track of tasks that will lead to the completion of those goals, and carrying out actions as directed by the general membership. A good rule of thumb is to share the credit for successes with the full organization; however, be prepared to inherit the negative feedback if an event goes poorly. Strong leaders accept responsibility for the actions of an organization’s membership.

Understanding campus policies and procedures is a major responsibility of an organization’s leaders. So, too, is understanding the history of your group and how it best functions within its constitution and by-laws.

Delegation and Accountability

Delegation and accountability are key components in an organization’s success. In any group, there will be members who are heavily invested and may over-extend themselves, those who fall somewhere in the middle and are happy to carry out instructions, and those who will only satisfy minimum requirements no matter what you do. As a leader, you should expend your energy on the middle pack... those who are present, ready to learn, and willing to be groomed into leadership positions. Don’t over-task those members who volunteer for everything and don’t take on everything yourself. Spread tasks amongst your membership and remember that people are more likely to take accountability for events when they feel they have a substantive role to play. After delegating tasks, follow up and offer assistance to keep your members on track.

SMART Goals and Strategic Planning

All successful, sustainable organizations have goals, both yearly and long-term. A helpful tool for setting these goals is the SMART goal acronym. Your goal is more likely to be achieved if you satisfy the following requirements.

Specific- Goals need to be specific in order to set the direct of an organization in a common direction. This also aids in evaluating goals. (ex. Raise $200 for the cancer society)

Measureable- Not every goal will involve numbers, but having measureable benchmarks allows you to gauge the level of success that your organization reaches. (ex. Recruit 5 new organization members each semester.)

Attainable- Do you have the resources to achieve this goal? How can you gain those resources, if not?

Realistic- If your goals are not realistic, you’re setting your organization up for failure. Be realistic and optimistic at the same time. (ex. Host no more than 1 large event per month.)

Time-Bound- Having a time limit keeps you on track toward completion. It also helps to break larger tasks into smaller steps.
Online Resources

Our website contains a growing list of resources, including the following:

- A folder of resources in Google Drive, which all VWC students can access online: [http://tinyurl.com/vwcclubresourcefolder](http://tinyurl.com/vwcclubresourcefolder)

Campus Contacts

Virginia Wesleyan College is booming with an abundance of support for your organization. Here is a list of everyone you need to know, so that your organization can achieve its goals.

**Academic Affairs**
Dr. Timothy O'Rourke
Academic Dean of the College
Ext. 3202
torourke@vwc.edu

**Admissions Office**
Mr. Nelson Davis
Dean of Admissions
Ext. 3201
ndavis@vwc.edu

**Advancement Office**
Ms. Mita Vail
Vice President for College Advancement
Ext. 3205
mvail@vwc.edu

**Alumni Relations**
Ms. Lina Green
Director of Alumni Relations
Ext. 2115
lina@vwc.edu

**Batten Student Center**
Mr. Jason Seward
Director of the Batten Student Center & Rec-X
Ext. 2124
jseward@vwc.edu

Mr. Willie Harrell
Director of Aquatics and Fitness
Ext. 3105
wharrell@vwc.edu

**Chaplain**
Rev. Greg West
College Chaplain
Ext. 3400
gwest@vwc.edu

**College Communications**
Ms. Leona Baker
Director of Communications
Ext. 3366
lbaker1@vwc.edu

**College Archives**
Dr. Stephen Mansfield
College Archivist
Ext. 8776
smansfield@vwc.edu

**Community Service**
Ms. Diane Hotaling
Director of Community Service
Ext. 3216
dhotaling@vwc.edu

**Counseling Services**
Mr. Bill Brown
Director of Counseling Services
Ext. 5730
bbrown@vwc.edu

Ms. Marea Hymen
Ext. 3131
mhymen@vwc.edu
Dean of Students
Dr. Keith Moore
Dean of Students
Ext. 3354
kmoore@vwc.edu

Dining Services
Mr. Tim Lockett
Director of Dining Services
Ext. 2120
tlockett@vwc.edu

Ms. Stacy Fanelli (catering)
Ext. 3281
sfanelli@vwc.edu

Health Services
Ms. Valerie Convington
Director of Health Services
Ext. 3108
vcovington@vwc.edu

Office of International & Intercultural Programs
Ms. Lena Johnson
Director, Office of International & Intercultural Programs
Ext. 3116
ljohnson@vwc.edu

Mail and Copy Center
Tia Caffee
Ext. 3319
tcaffee@vwc.edu

Physical Plant
Ms. Ginny Videll
Ext. 3274
vvidell@vwc.edu

Residence Life
Ms. McCarren Caputa
Director of Residence Life
Ext. 8709
mcaputa@vwc.edu

Security
Office: Ext. 3349
Gate: Ext. 3289

Mr. Jerry Mance
Director of Security
Ext. 3351
jmance@vwc.edu

Student Affairs
Mr. Buckingham
Vice President of Student Affairs and Enrollment Services
Ext. 3212
debuckingham@vwc.edu

Student Activities
Kate Griffin
Director of Student Activities, Greek Life, and Commuter Services
Ext. 8785
agriffin@vwc.edu