Student Organization Handbook

The Student Services Office at the Johns Hopkins Carey Business School is responsible for supporting organizations, honorary societies, and activities by or on behalf of students in the School. Student Services registers student organizations, typically, at the beginning of each academic year, maintains files containing each organization’s constitution and membership information, publicizes organization events, provides financial resource support, and promotes the initiatives outlined by organizations in their annual reports. Student Services also serves in a consulting role between organizations and the school’s administrative and academic leadership.

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Section 1: Maintaining Active Status as a Student Organization

Organizations fulfilling the criteria and requirements outlined below will receive an official chartering letter (or re-authorization letter for pre-existing groups).

Open Membership/Non-Discrimination Policy
Student organizations must not discriminate against prospective and current members or refuse membership to individuals based on gender, race, ethnicity, religion or sexual preference. An exception to this policy may be granted for honorary societies that require enrollment in a particular degree program for participation. Any other group that believes selective membership is warranted must receive in writing an approval from the Director of Student Services. All such groups will be required to demonstrate that their selection process is integral to the success of the organization. This process must also be openly advertised, fair and non-discriminatory.

Non-Duplicative
A proposed student organization may not duplicate the purpose or activities of an existing registered student organization. This provision allows Student Services to control limited resources and encourages student organizations to work cooperatively when their interests and initiatives are similar. To provide more flexibility, we try to divide student organizations into three categories: Academic, Social, and Professional.

Compliance with University and School Policies
Active registered student organizations must comply with all relevant university and school policies, procedures, rules, regulations, and guidelines governing student behavior. Failure to do so will put the organization at risk for losing all institutional support. A current listing of policies is available on the student portal at www.mycarey.edu under Student Services (see Student Handbook and Honor Code). Since their views and activities are not necessarily reflective of the university, student organizations are expected to include the following disclaimer in all print, electronic publication and communications: “The views expressed in this publication do not necessarily reflect those of the administration, the faculty, or student body of the Johns Hopkins University Carey Business School.”

Registration Requirements

Adviser
All student organizations are required to have a faculty or staff adviser. Some groups may require a faculty member as their adviser depending on their mission and purpose.

Annual Reports
Each student organization is required to submit an annual report at the conclusion of the academic year. This report will include number of meetings held, number and types of events held, budget summary, any accomplishments they wish to share, and goals for next year. This will not only benefit the Student Services Office for recordkeeping, but provides data that can be used in proposals for further development of student organizations as a whole.
Constitution
A student organization must develop a constitution and update it every 2 years. In order to receive School support, the constitution must be approved by Student Services and include the following information:

1. Clearly articulated mission and specific objectives.
2. Eligibility requirements for membership.
3. Description of the roles of officers and the election process.
4. Definition of voting membership
5. Procedures to amend the constitution
6. Bylaws that will govern the organization’s activities and functions, including what will happen if the organization becomes inactive.

Elections
Student organizations typically hold annual elections according to what has been outlined in their constitution. See “Surveying Tools” under section 4 on Web resources for voting tools. Student Services is happy to provide assistance or guidance for elections if requested. Student Services must be notified when new officers are elected to maintain open lines of communication, provide any assistance needed with officer training and transition, and update the School’s Web sites and materials with new contact information.

Officers
Officers of student organizations must be current students. Alumni, faculty, and staff may join (at the organization’s discretion) but may not hold officer positions. The leadership structure is typically one of two styles – 1) traditional President, Vice-president, Secretary, and Treasurer roles, or 2) Board-style leadership

Organization Size
An active organization must have a minimum of 10 members (currently enrolled students or alumni) in order to be eligible for School support. Faculty and staff may also be eligible for participation in a student organization.

Registration Form
Each fall, every Student Organization is required to submit the registration form along with their list of members, list of officers, contact information for adviser, as well as primary and secondary contacts for the organization to be reauthorized for the academic year. This form and the previously stated items are also required when applying to charter a new organization.
Section 2: Budget and Finances

Annual Student Services funding (your budget)
All chartered student organizations will receive annual funding. This funding will be available for use after the chartering/re-authorization letter is issued. Each organization is responsible for keeping a monthly record of their finances. Student Services will provide a budget update twice per academic year to ensure continuity of records. The organization’s annual report (see ‘Registration requirements’ under Section 1) submitted at the end of each academic year will include a budget summary.

Any leftover funding from Student Services that is not used by the end of the academic year, as well as any funds raised or collected by the organization will roll over in the University account from year to year as long as the organization maintains active status. Student Services budget money cannot be donated to other clubs directly. If your organization knows they will not use all of their budget, please notify Student Services so that the funds can be returned to the general budget for re-purposing. Student Services funding cannot be donated to outside organizations. Student groups who wish to raise and donate money to outside entities must make arrangements with the organization directly, and should ask for a letter or receipt for their records, as well as noting the donation in their Annual Report.

Purchasing and reimbursements
Most purchases for student organizations are deemed acceptable. If you are unsure about a purchase, feel free to inquire. Alcohol may only be purchased for events that take place on our campus with a licensed bartender, such as a caterer (see “Alcohol policies” under Section 3).

There are two ways to make purchases:
1. Ask the vendor to invoice The Johns Hopkins Carey Business School, attention: Rachel Hall, after notifying Student Services that you will be making a purchase

2. Submit an itemized receipt or credit card statement with proof of purchase for reimbursement along with the Reimbursement Form to Rachel Hall

When making purchases for student organizations, please be advised that we are a tax-free institution and will provide you with our tax-exempt number. When seeking reimbursement, students should scan or provide a legible hard copy receipt along with the name and mailing address of the recipient. On average, reimbursements take 2-4 weeks to arrive in the mail from the central Accounts Payable.

Grants, Sponsorships, and Fundraising
Additional funding requests
Student Organizations who submit formal proposals with line items for special events or initiatives will be considered for additional funding from Student Services.
Alumni Grants
Clubs may complete a grant application for funding from the JHU Alumni Association. Grants are awarded for community service and student service projects and the maximum funding amount is $1500. Grants are awarded once a year in late fall. Grant forms and more information can be found at: http://alumni.jhu.edu/students/index.htm

Fundraising
Student Organizations may conduct fundraising activities at Carey campuses, with the approval of Student Services. Student Services will notify the designated campus of the activity. If you are selling merchandise, please contact Student Services about tax information.

Sponsorships
The School does encourage organizations to seek outside funding for events/conferences, however, this requires coordination between numerous departments at Carey. Organizations interested in seeking corporate sponsorship should contact Jennifer Dotzenrod dotzenrod@jhu.edu.

Section 3: Meeting and Event Planning

Room Reservation
Campus Operations provides assistance in scheduling meetings and events for student organizations. Student Services should be made aware of meetings and events for several reasons:

1. To identify any potential scheduling conflicts with other groups or departmental events (avoid competition for attendees)
2. To recommend any resources of which the group may not have been aware
3. To maintain a coordinated appearance to the School and any outside entities
4. To ensure adherence to School policies (i.e. alcohol, fire codes, etc.)
5. To be available or at least aware in case help is needed

Specific locations and times for meetings and events cannot be guaranteed due to the scheduling of classes and limited classroom space. Meeting and event space is available on a first come, first served basis and space should be scheduled at least 48 hours in advance.

Student Organizations may schedule their own rooms for meetings and events; please be sure to copy rachel.hall@jhu.edu on the email. Keep in mind that most classrooms are occupied on most weekday evenings. Regularly scheduled meetings or special events work out best when scheduled as far in advance as possible. To schedule beyond one month in advance in Harbor East or Washington DC, please contact rachel.hall@jhu.edu.

Email addresses for scheduling are as follows at each campus:

- Harbor East – carey.schedule@jhu.edu
- Columbia – vyocum@jhu.edu or call 410-516-9700
Advertising/publicizing events

Please read all of the resources and deadlines below for promoting your events in addition to using the [www.careystudents.com](http://www.careystudents.com) site:

**Carey Business School Student Newsletter**

The monthly newsletter goes out the first week of each month. If you would like an event listed in the student newsletter, please submit the information by the 15th of the month to Bobbie Tchopev, [bobbie@jhu.edu](mailto:bobbie@jhu.edu). The date of the event should be one that takes place during the last three weeks of the month. If you have an event that takes place the first week of the month, please submit the information for the prior newsletter. For example, if you have an event October 1st, the event should be listed in the September newsletter.

**Distribution of flyers**

The Student Services office can distribute approved flyers to all campuses. **Do not use the Carey logo (example on the top right corner of this handbook’s front page) on any flyers, print, or Web materials.** Please reference the Communication Style Guidelines sheet when drafting your materials. Contact [rachel.hall@jhu.edu](mailto:rachel.hall@jhu.edu) for approval of all flyers and arrangements for distribution.

**Mid-month Email Blast**

If your event did not make it in the Student Newsletter and takes place during the last two weeks of the month, please submit to Bobbie Tchopev by the 10th of the month to be advertised in the mid-month email which goes out to all students. For example, your event takes place on the April 20th but you missed the newsletter deadline, please submit to Bobbie by April 10th. (All events listed in the newsletter will automatically appear on the mid-month email blast as well). Student Services will not send email blasts for individual events unless co-sponsored by the School.

**School Support**

All recognized student organizations and honorary societies in good standing that have registered with Student Services are eligible for School support, which includes but is not limited to the following: funding, marketing, best practices, and scheduling of large-scale events, and meeting/event space at campus centers. When working with any other departments at the School, such as Career Services or Marketing, please notify Student Services by courtesy copy so that the School and the organization are coordinated and well-informed as a whole.

**Today’s Announcements and the Johns Hopkins University Calendar of Events**

Submissions only recommended for interdivisional and large-scale events that can accommodate members from the entire Johns Hopkins community. Complete the online form at the following link: [http://webapps.jhu.edu/eventslist/individualEventSubmission.cfm](http://webapps.jhu.edu/eventslist/individualEventSubmission.cfm)
Selling or Serving Alcoholic Beverages
Student organizations may only sell or serve alcohol at an event if they adhere to the following protocols:

1. Seek timely approval from Student Services and Campus Operations
2. Provide a certified bartender (contact rachel.hall@jhu.edu for more information)
3. Obtain a liquor license (only needed for selling; get official event letter from Student Services, and bring a money order for $25 to the City liquor board)

Soliciting Speakers
Before inviting potential speakers for any event, please contact Student Services to obtain approval. The school may already have a connection that will benefit you, and the School’s leadership should always be made aware before any corporate visitors are invited to any of our campus locations. The School also requests this same courtesy for personal contacts that are invited to any of our campus locations; not so that these resources can be taken from you, but to maintain continuity in appearance to outside entities.

Event Planning Checklist
Please use the Event Planning Checklist to ensure a well-organized, well-publicized, and well-attended event. Contact rachel.hall@jhu.edu when planning events for approval and any assistance needed. Please note that use of the Johns Hopkins Carey Business School logo on any print or Web materials by student organizations when promoting events is strictly forbidden.

Cross-campus Inclusion and Interdivisional Collaboration
Despite the busy and conflicting schedules and varied campuses of the Carey student population, there are many resources available to assist with cross-campus inclusion for student organizations:

- Video Conferencing
- Skype
- Adobe Connect
- Conference Calling

(See Virtual Meetings in Section 4 for more information) Contact rachel.hall@jhu.edu for assistance scheduling the use of any of these resources.

Before collaborating with other divisions of Johns Hopkins, please contact Student Services to discuss options, contacts, and marketing. This helps both your organization and the School maintain a coordinated appearance, and allows additional connections to grow from the collaboration.

Section 4: Web Resources and Contact Lists

Using the www.careystudents.com site
Each Student Organization is entitled to space on this wonderful site which was built and donated by one of our recent Alumni. Each organization gets several pages and a calendar, with the capability of adding as many additional pages as desired. All calendar items feed into a central calendar where all club events and meetings are listed. Please contact Rachel Hall rachel.hall@jhu.edu to have your page built or for any technical issues. Once your site has been
built, you will be given a login and password, and the link to the instructional video for uploading and maintaining your content.

**Email addresses for Student Organizations**
To create a Johns Hopkins email address and listserv for your organization, log onto the My JH Portal [https://portal.johnshopkins.edu](https://portal.johnshopkins.edu) and click on the My JHED tab. In the ‘Service and Access Request’ box, select ‘Request a Group JHEM Account’. Follow the instructions and fill out the online form. If you have any questions/concerns, contact rachel.hall@jhu.edu. Non-JHU email services such as Gmail are also acceptable for Student Organizations.

**Student Organizations listing on www.carey.jhu.edu**
All chartered active Student Organizations are listed on the Carey Web site under the ‘Student Resources’ section with a description and a point of contact. This site is visited frequently by prospective students, students from other JHU schools, and sometimes outside organizations, who may contact your for more information about your organization. Please be sure to let Student Services know if information is missing or needs to be updated.

**Student Organizations Contact List**
The contact list is the email listserv by which you will receive information from Rachel Hall that pertains to all Student Organizations, such as meetings and deadlines, opportunities for collaboration, funding opportunities, etc. The primary and secondary contacts listed on the organization’s ‘Registration Form’ are the individuals who will automatically be placed on the mailing list. This contact list will also be distributed to all organizations so that everyone has access to each other’s contact information.

**Other Web Resources**

*Virtual Meetings*
- **Video Conferencing** – available for up to all four campuses of the Carey Business School by request when scheduling events. Each campus will require that at least 5 attendees RSVP before IT will set up the Video Conference at that campus.
- **Skype** – available at any campus by contacting the IT department at the campus when scheduling.
- **Adobe Connect** – available free to all JHU students, staff, and faculty. Online tutorials and IT support available at [https://connect.johnshopkins.edu](https://connect.johnshopkins.edu)
- **Conference Calling** – contact rachel.hall@jhu.edu

*Shared Document Storage*
- **Google Docs (requires a free Google account)**: Google Docs is a suite of products that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online, and all for free. With an Internet connection, you can access your documents and files from any computer, anywhere in the world. (There's even some work you can do without an Internet connection!) This guide will give you a quick overview of the many things that you can do in Google Docs.
- **www.dropbox.com**: Dropbox is a free service that lets you bring your photos, docs, and videos anywhere and share them easily. Never email yourself a file again!

**Event Planning Resources**
- **www.eventbrite.com**: Eventbrite gives you all the online tools you need to bring people together for an event and sell tickets.

**Surveying Tools (a great way to conduct officer elections)**
- **www.surveymonkey.com** (contact rachel.hall@jhu.edu to use the Student Services account)
- **www.qualtrics.com**