Spelman College Student Related Policies

Sorority Life

Eligibility Criteria for Sorority Life

Students must meet the following eligibility criteria to participate in sorority membership intake processes:

1. Be a full-time enrolled student of sophomore status with 30 or more credit hours
2. Transfer students must complete 12 or more credit hours at Spelman College prior to a membership intake process. Domestic Exchange students must have completed 12 or more credit hours at Spelman College to be eligible
3. Have a minimum 3.0 cumulative grade point average at the time of Greek Forum. This will be verified with the Registrar’s Office the Monday following Greek Forum
4. Be in good judicial standing.
5. Be in good financial standing with Spelman College as determined by the Office of Student Accounts. Students must have a zero balance or be current in either the three- or ten-month semester pay plan. Please refer to the Student Account brochure for the payment dates. Financial clearances will be verified with Student Accounts the Monday following Greek Forum. If a student is in expectation of a scholarship, it must be posted to the student’s account by the Monday following Greek Forum.
6. Record of participation in fall or spring Greek Forum*. Greek Forum must be attended within the academic year that one wishes to go through the membership intake process.
7. Completed Greek Life Interest Release Form which will be given out and signed at both the fall and spring Greek Forum
8. Completed organization and application processes

Spelman students who are currently participating in Study Abroad or Domestic Exchange programs at other institutions must be able to participate in Greek Forum and all intake activities in order to be eligible to engage in sorority membership intake processes.

* Persons who cannot attend due to study abroad or other reasonable excuses have an opportunity to attend the spring Greek Forum session, but must notify the Office of Student Life & Engagement.

Greek Forum

Any student interested in Greek Life at Spelman College is required to attend Greek Forum. Greek Forum is an information session designed to provide students with an overview of each sorority, history and traditions of Black sororities, college policies and procedures, policies pertaining to membership intake policies, and risk management policies. Greek Forum occurs in the Fall and Spring semester. All interested students must attend Greek Forum.

Students who are unable to attend the advertised Greek Forum date must submit an excuse by the eve of Greek Forum during business hours. Spelman-sponsored events, activities, and travel will require a formal documented excuse from the advisor/coach included with the excuse request. It is important to remember that just because an excuse is submitted that does not mean it will be granted. Excuses are not accepted for job conflicts, failure to receive the notice of Greek Forum, or other personal conflicts in schedule.

Students who submit an excuse prior to Greek Forum and are excused will be notified via Spelman email of the date, time and location of the make-up session. If the make-up date conflicts with the students’ schedule, the Director of Student Life and Engagement should be notified within two (2) days of receipt of the email notification so that other arrangements can be made. Students who miss the scheduled make-up session without notifying the Office of Student Life and Engagement will not be excused.

INTAKE PROCESS

Pre-Intake (Rush) Procedures

1. The organization new member intake coordinator and one other member must submit an approved intake package that includes the policies governing the intake process to the director of Student Life & Engagement for fall and spring intake processes. The process must be approved by the regional director.
2. The New Member Intake Package must be accompanied by an intake timeline at the time of submission. The timeline must include the date of Rush, application deadlines, date of new member intake, the date new membership application fees are due, date of the probate, and the date of any other activities associated with New Member Intake processes.
3. The director or her designee will review the new member intake processes and procedures and provide an opportunity for questions.
4. New Member Intake Packages will be processed within five (5) business days.
5. New Member intake, closures, and probates are to occur two (2) weeks prior to the Reading Period to ensure uninterrupted time for academic preparation for final projects, tests and exams.

Post-Intake (Rush) Procedures

1. After applications are received by the organization, the chapter must submit its list of qualified students. Within 72 hours of the Membership Intake (Rush) process, the organization must submit the number of applications received to the Office of Student Life and Engagement. The list submitted must clearly outline legacy and non-legacy applicants.
2. Once the Office of Student Life & Engagement receives the list of potential candidates for membership into the sorority, please be advised that we will not accept any amendments, to include grade changes, judicial modifications, or the like for any reason.
3. The maximum number of students allowed to participate in intake for each sorority during an intake period is 45. Under the following conditions, the maximum allowable number of students allowed to participate in sorority intake processes for each organization may be extended to 50. These conditions are as follows: chapter reinstatement from suspension or probation and/or low sorority membership (less than 10 members).

4. The Office of Student Life & Engagement will submit verifications for Greek Forum, academic, judicial and financial clearance within five (5) business days after the list is submitted. The following must be reflected at the time of application:
   a. **Academic Clearance** – The student must have a cumulative GPA as reflected in the Office of the Registrar.
   b. **Financial Clearance** – The student must be current with all financial obligations to the College. This means the student must have a zero balance or be current with the payment plan as outlined by the Office of Student Accounts.
   c. **Judicial Clearance** – The student must have no record of judicial action in the last academic year (Spring of the preceding academic year to present).
   d. **Greek Forum Clearance** – The student must have record of attendance at Greek Forum during the fall OR spring semester of the same academic year the student wishes to go through the Membership Intake Process.

   In the event of an error, the Office of Student Life & Engagement will contact the Graduate Advisor and notify the student in writing.

5. The Chapter must notify all students in writing of their application status per Spelman requirement within five (5) business days after verification.

6. Spelman related Appeals may be submitted in electronic form to the director of Student Life & Engagement within five (5) business days. The Office of Student Life & Engagement will work with the graduate advisor to investigate and respond to all appeals. Students should be advised that the outcome of the investigation may not have any impact on the determination of the candidate’s status.

7. Presentation of new members must be organized with the approval of the Office of Student Life & Engagement, Public Safety and the collaborative Greek council advisor. The presentations must take place within seven (7) calendar days after the intake of new members. The presentations must occur two (2) weeks prior to the Reading Day period to allow appropriate time for academic preparation for projects, tests, quizzes, and final exams.

**Legacy Status**

A candidate who is the daughter, granddaughter, adopted daughter, stepdaughter or legal ward* of an active or deceased member of a sorority is considered a legacy candidate. Most sororities require that the living family member must have been active for at least two (2) years immediately preceding the membership application for the undergraduate legacy candidate. Legacy status does not guarantee invitation to join any sorority chapter. Any undergraduate who applies for membership under the legacy provision must meet all of the requirements for undergraduate membership of the sorority. Spelman College requires that sororities be inclusive and representative of our college student population. Therefore, non-legacy students must represent 50% of all intake processes.

**Mutual Choice**

Sorority membership is a social experience arrived at by mutual choice and selection. Sorority membership is by invitation only. Members of the Spelman College administration, faculty, and staff have no influence and/or role in the sorority membership intake process. All decisions regarding membership intake selection are made by financial (membership dues paid) voting members of the chapter. The decisions of the individual chapters are final.

**New Member Education, Inappropriate Behaviors & Hazing**

1. No chapter, colony, student, or alumna shall conduct or condone hazing activities.
2. Spelman College defines hazing as "an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts: they are violations of this rule.
3. Chapters should actively educate and inform the chapter, including new members, about hazing. During each semester in which a chapter brings in new members, the chapter must sign and return the Anti-Hazing Contract.

**Sexual Abuse & Harassment**

1. No chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities or events, demeaning to another human being, including, but not limited, to verbal harassment and sexual assault by individuals or members acting together whether on College premises or an off-site location. Members will abide by all local, state and federal laws, in addition to all rules and regulations of the College, as it pertains to sex discrimination, including sexual harassment and violence.

**Policy Enforcement**

1. This policy is considered an official College policy. Therefore, a violation of this policy is also a violation of Community Standards and Code of Conduct. As a result, any incidents constituting potential violations of this policy will be documented, referred to, and resolved jointly by the Office of the Dean of Students with the support and cooperation of the Office of Student Life & Engagement.
2. Student conduct procedures are outlined and can be viewed in Community Standards and Code of Conduct.
3. Communication regarding any alleged policy violation will be with the sorority chapter president and/or advisor.
4. Chapters found responsible for violating this policy may be sanctioned to meet with the dean of students or Community Standards Review Board. This Board is charged with determining appropriate outcomes, interventions, and educational initiatives designed specifically to address problematic behavior or harm caused by an individual or organization.

5. Wherever possible, the Office of Student Life & Engagement will work to notify and communicate with graduate and alumnae advisors in addition to staff and representatives from national or international organizations regarding an alleged violation, student conduct proceedings, and outcomes.

6. Each chapter shall implement internal conduct processes to hold members accountable for all applicable College policies. Any sorority process(es) do not supersede any official college action, but are in addition to any action that Spelman College chooses to implement.

Hazing Policy
All acts of hazing, as defined by this policy, by any individual student or sanctioned or promoted by any College registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the College community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. Any student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

Any individual member or members of the organization participating in hazing activities will forfeit the organization’s campus privileges, including its right to exist as an organization. Failure to report hazing is in effect giving tacit approval of it. Hazing activities may include one or more of the following but are not limited to:

1. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
2. Consumption of any food, drink, drug, or other substance;
3. Participation in physical activities, such as calisthenics, exercises, or so-called games;
4. Exposure to weather;
5. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises;
6. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
7. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding;
8. Kidnapping, transportation or stranding of individuals (Road Trips);
9. Verbal abuse, including "Line-ups" and berating of individuals;
10. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc., and the performance of public stunts and activities;
11. Tasks of servitude, including errands and clean-up activities for active members, alumnae, or any other Spelman student;
12. Denial of sufficient time to study;
13. Nudity or lewd behavior;
14. Late or early activities which interfere with academic activities or requirements;
15. Any activity not consistent with the policies and mission of the College.

Human Dignity Policy
Spelman College requires that the members of our campus community must respect all persons regardless of race, color, creed, gender, gender identity, religion, national origin, age, or disability. While we realize that acts of intolerance may be the result of ignorance and that a significant part of our mission is to confront ignorance with education, we cannot allow these acts to harm another person. We are committed to the continual task of combating both subtle and obvious intolerance.

Spelman College regards as unacceptable conduct on the part of its students any words or actions that are intended to be, or that are reasonably foreseeable to be, threatening, intimidating, or harassing to any member of the College community. This includes behavior or actions taken against students, faculty, staff, guests, and contracted service employees on the basis of age, race, ethnic origin, gender, sexual orientation, religion, physical or mental condition, marital status, protected veterans status, genetic tests, genetic information, or any other legally protected status.

Music in Community Spaces & Public Venues Policy
Spelman College is representative of a very rich diversity of students, faculty and staff. In keeping with the mission and goals of the College we have an expectation for expanded learning inside and outside the classroom. Music is considered to be part of the educational fabric of the community. Thus, all music played at co-curricular programs, activities and events must be respectful of African-American women. Racially derogatory music and music that uses or promotes any form of derogatory words and actions represent an injustice against African-American women. We will not tolerate or permit in public venues and/or official college programs. This policy includes all faculty, staff, and student organization events and activities.
Peaceful Assembly Policy

One of the primary functions of Spelman College is to discover and disseminate knowledge by means of research, teaching, and civic engagement. To fulfill this function, an open interchange of ideas is necessary not only within the College, and also in the larger society. As such, Spelman College believes peaceful assembly is an acceptable means of expression within our community.

Freedom of speech is also an idea encouraged and supported at Spelman. Implicit in this freedom is the right to dissent. We seek to provide the right to engage in peaceful assemblies for all faculty, staff, and students in our academic community. In providing individuals the right to peaceful assembly, there must also be room for others in the community to access academic and educational processes, to reside in residential spaces, and to take advantage of normal business operations.

By law, only peaceful assemblies are protected. Participation in a peaceful assembly must be voluntary, and must support the basic exchange of ideas with persons who may be opposed to the ideas or claims that a particular assembly is promoting. To engage in obstruction is a form of censorship, no matter who initiates it or for what reasons.

Actions such as the following are unacceptable: blocking, obstructing, or impeding passage of a person or vehicle, committing bodily harm, and/or erecting or placing of obstructions that result in depriving others of their rights. In all cases, students, faculty, and staff must be afforded an opportunity to decline to participate in the assembly and to exit and enter freely.

Forms of Peaceful Assembly

Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, picket lines, and similar meetings or gatherings. The following are examples of forms of peaceful assembly. The information below is not intended to be an exhaustive list.

**Demonstration**
A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.

**March**
A walk by a group of people to a place in order express an objection with any event, situation, or policy

**Picket Line**
A line or group of people who are refusing to go to work until their employer agrees to certain demands

**Protest**
A protest is a way to express an objection with any event, situation, or policy. These objections can be manifested either by actions or by words.

**Sit-In**
Any organized protest in which a group of people peacefully occupy and refuse to leave college premises

**Vigil**
An observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Guidelines for Planning a Peaceful Assembly

Persons planning or initiating such assemblies to be conducted on the College campus are requested to identify the group’s event to the Office of Student Affairs. The Office of Student Affairs will provide general assistance with planning and support of peaceful assembly events and activities.

In some cases, areas may be reserved, if available, for the accommodation of such assemblies. Arrangements must be made for any assembly which involves the use of College buildings, grounds, and facilities not available for general use. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the College’s policies and student freedom of expression.

Public Safety may be required to ensure that the rights of all concerned are protected. The notification is necessary so that College personnel are aware of this type of activity and are able to insure the safety of all participants and members of our community. You may contact the Office of the Dean of Students at (404) 270-5133 for further assistance.

**Counter-Protest**
A peaceful assembly on campus may invite another form of demonstration and/or protest. When these occasions arise, the freedom of expression of all parties is important. Please note that a separate protest area may be designated for those persons with views that differ from the views held by the event organizers. Public Safety may be required in order to ensure the safety of all participants.

**Class Attendance**
Students are expected to attend all their classes as scheduled. Specific class attendance policies are the prerogative of the individual faculty member. Students will be held responsible for any missed coursework. Any arrangements for missed coursework will be at the discretion of the faculty. In some cases, missed coursework may result in a reduction in grade or no grade at all for unauthorized absences.

**Photography**
Spelman College and its representatives on occasion take photographs for the College’s use in print and electronic publications. This serves as public notice of the College’s intent to do so and as a release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filling out a form in the Office of the Dean of Students.
Sponsoring Visiting Speakers
Political activity by student organizations is considered an educational activity and is permissible by the Internal Revenue Service. Thus, the following guidelines are required for coordination of political activity on the Spelman College campus:
1. The request must be made by a recognized student organization at least 14 days in advance of the stated activity.
2. The event must be approved by the Office of Student Life & Engagement, Office of the Dean of Students and the Office of the Vice-President for College Relations.
3. All advertisement must include the following disclaimer:
   "This event is sponsored by __________. The use of Spelman College facilities for this event does not constitute an endorsement by Spelman College. Spelman College does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
4. The beginning of the event must include the following disclaimer:
   "This event is sponsored by __________. The use of Spelman College facilities for this event does not constitute an endorsement by Spelman College. The views of those invited to speak on campus are the views of the speaker and not of Spelman College. Spelman College does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
5. No fundraising activities will be permitted to occur before, during or after the event.
6. All organizations must clearly state that Spelman College provides equal access for all political parties, candidates, and political views.

The Office of Student Life & Engagement will review requests for potential sponsorship of events on a case-by-case basis in consultation with other College officials. It is expected that events will be registered and approved using the regular timeline and event registration process in place for all registered student organization events. A request for exceptions with less than two weeks notice will not be approved.

Spelman College is considered a 501(c) (3) exempt organization. In 1954, Congress imposed a requirement on all 501(c)(3) exempt organizations that they not engage in partisan political activity, including interviewing, directly or indirectly engaging in any political campaign on behalf of or in opposition to any candidate for public office at any level, whether federal, state or local. Violations of this policy can lead to excise taxes and may jeopardize the Spelman College tax-exempt status.

For questions about these guidelines, please contact the Director of Student Life & Engagement in Manley College Center, Room 201

Consensual Relationship Policy
Spelman College encourages the development of collegial and professional relationships among all members of the College community and is committed to a learning and work environment of civility and mutual respect. Romantic and/or sexual attention, interaction, or relationships between certain categories of individuals undermine the fundamental educational purpose of the College and disrupt the workplace and academic environment.

The faculty-student relationship is one of trust in the College and the faculty member has the professional responsibility for being a mentor, educator, and evaluator. Faculty-student and staff-student romantic and/or sexual attention, interaction, or relationships, even consensual ones interfere with a student’s pursuit of learning and the integrity of the College environment.

Applicability
This policy applies to all administrators, faculty, and staff of Spelman College. Nothing in this policy replaces the policies on prohibited discrimination, unlawful harassment, and retaliation, or other policies that may be triggered by conduct or relationships covered by this policy.

Definitions
Consensual Relationship – interaction with students for a romantic and/or sexual relationship, including but not limited to, dating, pursuing dates, and relationships of a sexual nature in which both parties have given their consent.

Employee – as used in this policy, the term employee includes all who are employed by the College, including but not limited to, all categories of administrators, faculty, and staff. This policy also covers individuals who are under contract such as independent contractors, consultants, or temporaries with the College.

Student – refers to anyone currently registered for courses at the College (including those students who are cross-registered from other institutions), or completing a special project, lab(s) or senior project(s).

Policy Among Employees and Students
Consensual relationships between employees and students are inconsistent with the mission of the College. This type of behavior risks damaging the student’s educational experience, gives the appearance of favoritism and impropriety, harms morale, and risks the reputation of the College. Employees are strongly advised to exercise their best professional judgment concerning students. The College thus prohibits consensual relationships between employees and students.

If a teaching, mentoring, or supervisory relationship exists between individuals with a current or prior consensual relationship, the relationship must be disclosed to the provost/vice president for academic affairs or the vice president for student affairs, and alternative teaching arrangements will be implemented.
Other Campus Policies

Business & Entrepreneurial Activities
A “business activity” is any activity carried on by a student that is intended to generate or that generates revenue or trade, whether or not for profit. The College recognizes that students may be engaged in business and entrepreneurial activities, the co-sponsorship of business and entrepreneurial activities, and/or the production and sale of a product or business service. Spelman College does not permit business and entrepreneurial activities on campus. As such, the use of Spelman meeting and residential buildings, rooms, spaces, and grounds will not be approved for personal business and entrepreneurial activities.

Competition with Existing College Contracts
All business auxiliaries operated on a campus shall be under the direct management, control, and supervision of the vice-president of business & finance. The sale and distribution of products and services includes any method of marketing by way of direct selling or in direct selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy. Items sold or to be offered for sale may be in violation of existing College contracts, i.e. Dining Services, Campus Bookstore, etc. Please contact Administrative Support Services at (404) 270-5112, Office of Student Life and Engagement at (404) 270-5136, Dining Services at (404) 270-5150 and/or Campus Bookstore at (404)-523-6520 for more information. Students may be required to move business activities off-campus should they disrupt residential life, compromise the educational environment, or jeopardize the nonprofit status of the College or any exemption of its income or property.

Fundraising Policy

Administrators of Policy
The Office of Student Life & Engagement provides oversight of student fundraising. All fundraising events must be registered. A master fundraising calendar will be maintained by the Office of Student Life & Engagement. The College will facilitate student groups in determining the most appropriate time for fundraising based on the type of fundraiser, events, etc.

Fundraising Guidelines
The fundraising activity is required to offer a benefit to the College community that is consistent with the College’s educational mission and comply with all local, state, and federal laws and ordinances.

- Fundraising events may not disrupt or impair the normal operation of the College.
- Fundraising events may not interfere with existing College-operated services or contracts.
- Fundraising organizers may not use overbearing or coercive acts that might intimidate those persons from whom support is sought.
- All fundraising contracts must meet the guidelines in this policy and must be reviewed and signed by the Office of Business & Financial Affairs as this is the only office authorized to sign a contract on behalf of Spelman College.
- A student, on behalf of their group, may be permitted to ask members of the Spelman community to attend an event planned by the group as part of a fundraiser. In some instances, a portion or all of the proceeds may offset the costs a student incurs for trips, study abroad, etc.
- A student may not directly ask members of the Spelman community for a cash donation to support her participation in a Spelman College or a non-Spelman-affiliated event. This includes direct solicitation, office solicitation, e-mail or personal letter.

Types of Fundraisers
There are four different types of fundraising activities: (1) internal fundraisers, (2) external fundraisers, (3) sales, and (4) solicitations/donations/in-kind contributions.

Internal Fundraisers
Events sponsored to raise money for internal organizational use (e.g. operating expenses, organizational activities, etc.). The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s).

External Fundraisers
Events sponsored to raise money for charitable, tax-exempt organizations external to the College. The proposed recipient must be an IRS-recognized 501 (c)(3) organization. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipient. For the donor to realize the tax benefit, contributions to external fundraisers must be made payable directly to the external charitable organization.

Sales
Students often engage in the sale of an item as a fundraiser. A sale constitutes any activity exchanging a product or service for money, goods, or other services. Sales can be used for internal or external fundraisers. Sales are permitted only from behind table in approved locations reserved through Facilities Reservations and coordinated by sponsoring office. Door-to-door sales are expressly prohibited in offices, classrooms and residence halls. A member of the sponsoring organization or College department must be present at the sale at all times. **Student fundraisers that promote the use or sale of alcohol, raffles, lotteries and sweepstakes will not be supported and/or approved.** Students should work with Aramark Dining Services and/or the Office of Student Life & Engagement to explore other options for fundraisers in consultation with the organization advisor.

The use of the Spelman logo or other indicia on the items for sale may not be used without prior approval of the Communications & Public Relations Office. See the Use of the Spelman College Name and Logo Policy.
Solicitations/Donations/In-Kind Contributions
Concern for the privacy of students, general building security and the protection of property has led to more stringent regulations about selling and soliciting on college campuses. Solicitation is defined as asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser. Individuals may not sell or solicit among the general College population. Contacting alumnae, individuals, foundations, or corporations must have the prior approval of Institutional Advancement. Since Spelman College is an active fundraising organization, it takes great strides to be sure that outside organizations and persons do not receive multiple requests from Spelman College.

A student may not directly ask members of the Spelman Community for a financial donation to support her participation in a Spelman or a non-Spelman affiliated event. This includes crowd sourcing, direct solicitation, office solicitation, e-mail or personal letter. The Institutional Advancement Office must be notified when cash and checks are received in the name of Spelman College. Checks written to Spelman College for tax benefits must be handled by the Institutional Advancement Office.

Assistance with Fundraising
To request assistance with fundraising projects, please contact Shana Chance in Institutional Advancement at (404) 270-6427, or e-mail at schance@spelman.edu.

Campus Facilities Use
Registered student organizations have use of campus facilities and services as available. AUC student organizations must work with a Spelman College registered student organization to sponsor programs and use College facilities. AUC sorority and/or fraternity programs must be co-sponsored by a registered Spelman College sorority. All organizations are required to comply with the Office of Student Life and Engagement and general College policies and procedures.

Posters, Signs, & Exhibits Policy
Student organizations wishing to display flyers and posters in the Manley College Center must receive approval by the Office of Student Life and Engagement. Organizations and vendors requesting to display posters and flyers on Spelman College property must be approved by the Office of Student Life and Engagement or the department responsible for the bulletin board(s) in a particular building. Posters, flyers, pictures, and lettering of any kind may be displayed on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster or flyer. Posters advertising alcohol and drugs, obscene and lewd advertisements, as well as advertisements for functions, events, and displays that are not consistent with the mission of the College will not be approved to be displayed on Spelman College property.

Registered student organizations are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. The Office of Student Life and Engagement reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy will be given one courtesy warning via e-mail, after which the organization will be fined $50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

Vendor Policies
The Student Government Association sponsors a weekly Market Friday program. Market Friday is an exciting shopping, music, and entertainment experience for Spelman and other Atlanta University Center (AUC) students, faculty and staff. Participants have an opportunity to enjoy food, a live disc jockey (DJ), step/stroll shows, live entertainment, and a variety of vendors to meet their personal shopping interests and other needs. The DJs represent currently enrolled students from the AUC who are provided opportunities to demonstrate their talents and skills.

Vending Fees
- Normal Vending Table: $40.00
- Registered Student Organizations: $10.00
- Special Event Market Fridays: $50.00 (Homecoming and Founders Day)
- Additional Vending Tables: $15.00 each

Prohibited Vendor Services
Vendors who perform skin care services or those services performed by licensed stylists and estheticians will not be eligible to participate in Market Friday. This includes vendors who provide the following services:
- Razor/Waxing eyebrows and/or removing other facial hair
- Facials or other chemical products being applied to the skin
- Hair relaxing or other processes involving chemicals

For additional questions regarding Market Friday, please contact the Office of Student Life and Engagement at 404-270-5136.

Vendor Profile
Every vendor, guest speaker or lecturer must complete our standard Vendor Profile and/or Independent Contractors Agreement. In addition, all vendors must acquire and maintain a Certificate of Insurance for general liability and statutory workman’s comp if they have employees. All food service vendors must comply. The office of Administrative Services will maintain and assure that the certificate is current. If vendors do not carry an updated certificate of insurance, they will not be allowed to deliver goods and/or services to or at the College until their certificate is current in the Office of Administrative Services.

Travel Policy
All travel by a Registered Student Organization must be approved by the director of student life and engagement. Individual students or groups traveling off-campus, out of state and abroad are required to obtain, complete and submit the Travel Packet to the Office of the Dean of Students.
All student travelers must provide the appropriate contact information to the Office of the Dean of Students at least 30 days prior to the travel date to assist the College with managing student travel, potential emergency and other situations.

**Window Painting**
The painting of windows in the Manley College Center is permitted for special events as reviewed and approved by the Office of Student Life & Engagement. Student Organizations should use non-toxic, washable paint only for window painting. Failure to remove the paint immediately following the event conclusion will result in a $50 per window removal which will be directly billed to the student organization. Windows must be cleaned with materials provided by the Office of Student Life & Engagement, as other materials may cause damage to campus facilities, which may result in the organization being billed window replacement fees. To reserve the window for your event, please complete the window registration form in the Office of Student Life and Engagement.

**Chalking Policy**
Chalking for the purpose of advertising is allowed on the Spelman College campus for all registered student organizations and College departments. The following are the guidelines for chalking on the Spelman College campus.

1. Chalking may only be done outside on sidewalks and like spaces. Chalking is excluded from the following spaces:
   a. Outside the Spelman College Gates
   b. In, around, or on the steps of Reynolds Cottage
   c. In, around, or on the steps of Rockefeller Hall
   d. In, around, or on the steps of Sisters Chapel
   e. In, around, or on the steps of Packard Hall
2. Chalking on vertical surfaces is prohibited (i.e. walls, sides of steps, doors, trash receptacles).
3. Chalking on horizontal surfaces is allowed, provided:
   a. It is not under an overhang
   b. Rain or snow will be able to directly wash the chalking away
4. Acceptable chalking materials include only washable, powder-based sidewalk chalk.
5. All chalking must abide by college policies as set forth in the Community Standards and Code of Conduct.
6. Authorized chalking may not be tampered with or written over in attempt to deface chalking messages and purposes.
7. Every Spelman College student organization has the right to chalk on Spelman grounds but is obligated to follow chalking guidelines. No student organization may prevent or inhibit another organization from chalking unless approved by the dean of students.
8. No authorized chalking may violate any campus chalking policies as set forth in this handbook.

Violations of the above policy may result in disciplinary action by the dean of students. Questions may be directed to the Office of the Dean of Students in Manley College Center, Room 210 or via phone at (404) 270-5133.

**Sexual Misconduct Policy**
Spelman College prohibits all forms of discriminatory sexual misconduct, including but not limited to acts of sexual violence, stalking, dating or domestic violence, and sexual harassment. All members of the campus community guests and visitors have the right to be free from all forms of sexual misconduct and are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College has zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including appropriate sanctions when a responding party is found to have violated the College policy on Sexual Misconduct. Spelman College is committed to fostering an environment in which all members of our campus community thrive in a safe and secure environment free from sexual misconduct of any form. Each individual is responsible for carrying out all interpersonal interactions in a context of mutual respect and open communication and, in the case of intimate relationships, with clear ongoing consent.

Please read the [Policy on Sexual Misconduct](#)