

2026-2027

Club Development Board (CDB) Guidelines



ROWAN UNIVERSITY

Student Government
Association

Justus French
Executive Vice President
SGAVP@rowan.edu
856.256.4882

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SECTION I: Beginning a New Club under SGA

Submitting a New Club Request/Registration

Any member of the student body may initiate the proposal of a new club through SGA. This shall be accomplished through the submission of a [New Club Registration form](#) on [ProfLink](#). While submitting the form, students will be asked to report:

- ❖ Number of (undergraduate) members involved
- ❖ A Governing Document ([Template found here](#))
- ❖ The name of the organization
- ❖ A description of the organization
- ❖ A unique URL term (For organization ProfLink Registry)
- ❖ A preliminary roster of membership/leadership
 - Leadership of an organization is later referred to as its “Executive Board” or “E-Board”, consisting of the organization’s President, Vice President, Secretary, Senator, Treasurer, and Advisor.

Upon the successful completion of the [ProfLink form](#), if the organization is considered to be within SGA’s purview*, the EVP will review submissions and invite prospective organizational leaders to a review by the Club Development Board. At the meeting, the club will be asked to present**:

- ❖ The **purpose** and mission of the organization
- ❖ The **composition** of the organization’s **membership** and leadership
- ❖ Plans for the club’s **programming** and events
- ❖ Any existing accomplishments or actions the group has already taken on campus
- ❖ A preliminary estimation of the **funds** they would likely request, and how such money would be utilized to further the organization’s mission.

**The SGA does not oversee organizations that would otherwise be considered FSL or Athletics; proposed organizations belonging to the aforementioned categories would instead be reviewed by their respective area.*

***A more detailed list can be found under “Basic Aspects and Criteria of Review”; above is simply a bare-minimum list.*

New Club Review by CDB

The Process of review will be as follows:

- ❖ EVP Preps CDB members with prospective...
 - Club names
 - How many representatives will be present for the presentation
- ❖ Have 7 minutes to present, with important information like:
 - Vision/Mission,
 - Number of active members (or signatories),

- Name their leadership in SGA-Sanctioned roles (and non-sanctioned if applicable),
- Describe what a general meeting would look like
- Describe one “large event” they might host as a signature event or function
- Identify the number of underclassmen students on their E-Board
 - The CDB may request class affiliation of existing general members if deemed necessary
- Identify any existing organizations that may be a similar organization to (that they are aware of)
- Expected budget needed (Note that this will not be honored immediately)
- ❖ Club exits the room, and CDB enters its first round of discussion period
 - EVP Notes (Maximum) three existing SGA organizations that appear similar to the proposed club
 - Voting members of the CDB will cross-reference these organizations through [ProfLink](#)
 - CDB Members formulate (maximum) five questions to ask the club representatives in a questioning period
- ❖ Club returns to the room for the questioning period
 - Clubs may choose to refuse any question posed to them; however, this will lead to the members of the CDB drawing their own conclusions on the given topic.
 - Questions may **not** be related to the character of the club’s mission, with the exception of
 - inquiries trying to distinguish the mission/purpose from that of another existing organization.
 - Clarification regarding the extent of the mission/purpose
- ❖ After questioning, the Club exits once again for CDB’s final discussion period
 - CDB members voice their final thoughts on the proposed club
- ❖ CDB Voting
 - The CDB may not table a prospective club, as any denial of advancement to Senate can be revisited at a later meeting through re-presenting to the CDB.
 - CDB members cast their vote as Approve, Deny, or Abstain. Any ties will be broken by the EVP, who is otherwise a non-voting member.
- ❖ The club will be brought back into the room and told about the verdict of the CDB. The outcomes may be as follows:
 - **Approved:** Club is given any recommendations that were noted by the Board to amend their constitution or structure before presenting to Senate
 - These should be small adjustments, not large changes.
 - **Denied:** Club is encouraged to present again when they have made select changes to their presentation or structure. It is the responsibility of the CDB Vice Chair of Development and the CDB Secretaries to generate a full

report of notes, hazards, and problems the CDB found when reviewing the club, which may need to be adjusted before re-presenting to the CDB.

Basic Aspects and Criteria of Review

The areas below are the primary domains required for SGA Club Recognition. Failure to comply with one or more of these criteria is grounds for denial from the CDB. The presence of Extra Aspects (next section) may, in some cases, supplement failure to meet all Basic Aspect requirements.

- ❖ Meets minimum member count (15)?
- ❖ Has the minimum club leadership?
 - Faculty/Staff Advisor, President, Vice President, Treasurer, Senator, Secretary
- ❖ Constitution/Governing Documents appear complete?
 - Compliant with SGA Guidelines
 - Uses Club Constitution Template provided by EVP
 - Qualifies what an Active member is
- ❖ Events and functions are open to all Undergraduate Students?
 - Perks and active/voting membership may have some restrictions, ex: honors societies.
- ❖ Club mission, purpose, and function is unique from existing SGA organizations?
 - This section should be the main topic of deliberation of the Board

Extra Aspects of Review

The areas below are the secondary domains of review by the CDB, and are signs of well-structured and active clubs and communities. These are not requirements for basic SGA Club Recognition, but the presence of these qualities may, in some cases, supplement failure to meet all items in the Basic Aspects list.

- ❖ Has a Public Relations Chair and/or Fundraising Chair?
- ❖ Has 30 or more members (or signatories)?
- ❖ Has a Social media and/or established means of communication with members?
- ❖ Has a Club Email?
- ❖ Was previously (or currently) departmentally sponsored?
- ❖ Has held 5 or more events or meetings on campus?
- ❖ Has a high proportion of non-senior membership?
- ❖ Mission and/or function aligns with half or more of the Rowan Thrive domains in unique ways?
 - Physical, Social, Emotional, Community, Purpose, Financial

- ❖ Active Membership & Officer Qualifications are reasonable and accessible to the general student body?
- ❖ Can the organization realistically function in the absence of financial support?
- ❖ Criteria as deemed relevant by the EVP and CDB Vice Chair of Sustainability

Presentations to Senate

When an organization is approved by the Club Development Board, they shall present themselves to the Senate body at the following meeting. This presentation should highlight the following information predominantly:

- ❖ Organization Name, Purpose, & Mission
- ❖ Leadership Positions
- ❖ Total Membership
- ❖ Signature event (idea)
- ❖ Anticipated budget request
 - Again, please note that this will *not* be awarded upon attaining or completing of the Petition Status.

Organizations may include any additional information they see fit, but will have a maximum of 7 minutes for their presentation. After the presentation, voting members of the Senate Body may ask questions regarding the presentation for the club leadership to respond to. Once the questioning has concluded, the club leadership will exit the meeting space while the Senators discuss and vote. The Club will be asked to return to the meeting when the voting (or else tabling) has concluded.

Should an organization be denied by the Senate, the organization may attempt the Club Development Process again, and will be given access to any Senator discussions that may be helpful for improvement.

If an organization passes through the Senate, the EVP will follow up via email to the club's President & Advisor with next steps.

SECTION II: Club Statutes, Maintenance, & Accountability

Access to Resources: Chartered vs Petitioning vs Frozen

Serving as the primary reason for organizations to seek recognition under SGA, the following are capabilities and resources that student organizations gain through recognition of Charter:

- ❖ Opportunity for Budget Allocation (Regular Org Account) - *See SFCB Guidelines for more details*
 - Annual Budget Hearings
 - Club Special Projects
 - Overnight Travel Request
- ❖ Fundraising (Extra Org Account) - *See SFCB Guidelines for more details*
 - An extra account is where any finances not gained from SGA directly is stored. This account does not get cleared each year, and organizations may utilize this account as a supplement to their Regular Account.
- ❖ Voting power in Senate
- ❖ Event Consultation (Events Graduate Coordinator)
- ❖ Room/Space reservation (CourseDog)
- ❖ Travel Consultation
- ❖ [ProfLink](#) Profile
- ❖ Food/Catering processes (Gourmet Dining E-Catering)
- ❖ Leadership Guidance & Training (Workshops, meetings)

While under a Petition period, organizations will have partial access to the resources SGA offers. Petitioning organizations will have access to the following:

- ❖ Fundraising (Extra Account)
 - An extra account is where any finances not gained from SGA directly is stored. This account does not get cleared each year, and organizations may utilize this account as a supplement to their Regular Account.
- ❖ Event Consultation (Events Graduate Coordinator)
- ❖ Room/Space reservation (CourseDog)
- ❖ [ProfLink](#) Profile
- ❖ Food/Catering processes (Gourmet Dining E-Catering)
- ❖ Leadership Guidance & Training (Workshops, meetings)

Lastly, in the event that an organization becomes Frozen under SGA, their access to SGA's resources will similarly become limited. Frozen organizations will have access to:

- ❖ Fundraising (Extra Account)
 - May only add to their account; no spending while Frozen will be permitted
- ❖ Leadership Guidance & Training (Workshops, meetings)
 - Leadership of frozen organizations should arrange to meet with the EVP once per month for the duration of their frozen status, to report on updates and developments within the club.

Petitioning Club Penalties & Loss of Status

While in the Petitioning Period, organizations begin at Zero Accountability Points, and can accumulate points for failing to abide by SGA's guidelines. For every two points accumulated after the initial two points, the anticipated date of charter for the organization will be pushed back. An outline of this is below:

- ❖ Zero - 3 Points: Club will fulfil its petition after 4 Academic months*
- ❖ 4 - 5 Points: Club will fulfil its petition after 6 Academic months*
- ❖ 6 - 7 Points: Club will fulfil its petition after 8 Academic months*

**An Academic month is defined as: September, October, November, December, January, February, March, April, May. Petition shall pause in the Summer months and resume in September.*

If a Petitioning organization reaches 8 or more Accountability Points, their petition is to be automatically revoked through a simple notice to (first) the CDB and (second) the organization's leadership (President & Advisor minimum). The CDB may overrule the revocation through a 2/3 majority vote. If overruled, the Petitioning organization will be placed on a Petition Probation, and their fulfilment of the Petition will be complete after 10 Academic Months. While on Probation, any further accumulation of points will not be tolerated. In the event that the organization accumulates further points, their petition will be revoked with no opportunity to overrule. The organization may seek re-petition after 180 calendar days through the resubmission of any necessary paperwork.

Special Statutes of Chartered Organizations

While chartered, there are four Special Statutes that an organization can have. No organization may have more than one status at a time, but most organizations will not have any status beyond being chartered. These statuses are:

- ❖ Institutional
 - The organizations recognized under this status are noted in By-Law 700-01, which requires a formal letter from the club to the EVP, a 2/3 vote

of approval by the Executive Committee, and a 2/3 vote of approval by Senate

- Institutional organizations do not accumulate Accountability Points under SGA, and by extension, are not required to attend Workshops, Senate, Committee, or submit Service Hours.
- Organizations with this status exist outside of the Tier system, meaning that during Budget Hearings, they can propose any value for an annual budget. That said, the SFCB can similarly award any budget, with no lower or upper limit, with the exception of balancing the overall budget.

❖ Frozen

- A club may enter the Frozen Status through contacting the EVP to request the status change, often for the reason of not having enough individuals in leadership roles (President, VP, Treasurer, Secretary, Senator), and therefore the club is unlikely to be able to abide by SGA's guidelines
 - A Frozen Status can also be placed on an organization for failing to abide by:
 - By-law 200-02 (5.b.), which can be lifted by submitting a corrected SFCB form.
 - By-law 900-01 (§5-7)
- While Frozen, organizations do not accumulate Accountability Points under SGA, meaning they will not be required to attend Senate, Committee, or Workshops while under this status.
 - Frozen organizations may **not** participate in SGA Organization Fairs while under this status.
- The Frozen status can last a maximum of four Academic Months, and organizations will be automatically removed from the Frozen Status once the time limit is met.
 - An organization may arrange to be frozen for a shorter period of time, and/or may unfreeze at any time through an email to SGAVP@rowan.edu
 - The EVP will provide a date of automatic unfreezing once the request for Freezing is approved
 - A club may not request to freeze more than once per Academic Year.

❖ Probation

- Upon review by the Commission of Community Standards due to accumulating 8 or more Accountability Points, the Commission may place the organization into this status (instead of recommending decharterment to Senate)

- While on Probation, organizations must carefully maintain their conduct within SGA's guidelines. **Any** accumulation of Accountability Points while on Probation will result in the organization's loss of charter and recognition under SGA.
- The Chief Commissioner of Community Standards will provide the organization with a date by which the status will be lifted (4 Academic Months)
- The general conduct and capabilities of the organization shall not be altered; however, this status **is** reported to the CFO, and therefore may affect any Club Special Project, Overnight Travel, or Annual Budget requests to the SFCB.
- Upon successful completion of a Probation Period, the EVP will coordinate with club leadership to determine which of the following action is taken in relation to the organization's point standing:
 - The organization will exit Probation and receive Semesterly Forgiveness at the end of the Active Semester as normal, or
 - The organization's Accountability Point total drops to 7 Points (Outside of Commission of Community Standards review range), but will **not** receive semesterly forgiveness at the end of the Active Semester.
 - Club leaders are encouraged to meet with the EVP to determine best course of action.
- ❖ Locked (ProfLink)
 - This status only affects the organization's capability to access and authorize events through [ProfLink](#). An organization may be placed in a locked status due to failing to report having mandatory roles, especially but not limited to an Advisor, on ProfLink.
 - The organization will continue to accumulate Accountability Points while under this status.
 - This status can be lifted by contacting SGAVP@rowan.edu and ProfLink@rowan.edu with corrected information in relation to the inciting incident.

The Institutional Status

Per the Governing Documents of the SGA, the institutional status recognizes an organization as irreducible and critical to the conduct of Campus Life, benefiting the entirety of the campus in its function and services. An organization may petition to become Institutional by writing a letter to the EVP, who will present the letter to the Executive Committee. Upon a $\frac{2}{3}$ majority vote in favor of the organization becoming institutional, the EVP will then present the *same letter* to the Senate Body on behalf of

the organization*. To become Institutional, the Senate must similarly vote in favor by a $\frac{2}{3}$ majority or greater. A successful $\frac{2}{3}$ majority vote will **authorize the Chief Commissioner of Community Standards to update By-Law 700-01 accordingly without the requirement of following the typical By-Law approval process.**

**The organization's Senator will be asked to attend and represent the organization within the Senate meeting, and will be prompted to answer questions within the questioning period of the business item. Any affiliated individuals of the organization will be asked to exit the room during the discussion and voting on the item.*

Club Accountability Policy - Accountability Points & Forgiveness

An organization's Failure to comply with SGA Guidelines shall result in Accountability Points (Unless otherwise noted). The penalties associated with such actions are as follows:

Reason	Clubs Liable	Point Penalty
Failure to attend a Senate meeting	Petitioning, Tier 0, Tier 1-6	Petition: 4 Chartered: 2
Failure to attend a Committee Meeting	Tier 1-6	1
Failure to attend a President's Workshop	Petitioning, Tier 0, Tier 1-6	Petition: 4 Chartered: 2
Failure to attend a Treasurer's Workshop	Petitioning, Tier 0, Tier 1-6	2
Failure to attend a Senator's Workshop	Petitioning, Tier 0, Tier 1-6	Petition: 2 Chartered: 1
Failure to report <u>Service Hours on ProfLink</u> for the Academic Year under the following benchmarks: ❖ 0.1% to 12.5% hours missed ❖ 12.6% to 25% hours missed ❖ 25.1% to 37.5% hours missed ❖ 37.6% to 50% hours missed ❖ 50.1% to 62.5% hours missed ❖ 62.6% to 75% hours missed ❖ 75.1% to 87.5% hours missed ❖ 87.6% to 100% hours missed	Tier 0, Tier 1-6	In correlation with benchmarks: ❖ 1 ❖ 2 ❖ 3 ❖ 4 ❖ 5 ❖ 6 ❖ 7 ❖ 8
Club fails to abide by <u>By-Law</u> 900-01 ❖ For the First time ❖ For the Second time	Petitioning, Tier 0, Tier 1-6	In correlation: ❖ 2 ❖ 3
Failure to re-register for the Academic Year	Petitioning, Tier 0, Tier 1-6	2
Failure to update <u>ProfLink</u>	Petitioning, Tier 0, Tier 1-6	1
Club has a non-Rowan University Undergraduate Student on its E-Board (Graduate student)	Petitioning, Tier 0, Tier 1-6	1
Club loses or destroys its Senate Placard or Folder	Petitioning, Tier 0, Tier 1-6	1
Club breaks SFCB Guidelines	Petitioning, Tier 0, Tier 1-6	1-4 (Determined by CFO)

Records of a club's Accountability Points are tracked by the SGA Recording Secretary and EVP. Tangible repercussions for Accountability Points can be found in the SGA By-Laws; for Chartered organizations, notable benchmarks are:

- ❖ 8 Accountability Points: Club is put under review by the Commission of Community Standards
- ❖ 12 Accountability Points: Club is in jeopardy of automatically losing its charter if no contact with the EVP is made.

To combat the continuous or lasting accumulation of Accountability Points, two forms of Point Forgiveness exist:

- ❖ Semesterly Forgiveness
 - Applied automatically to all club profiles that are not frozen or petitioning.
 - Worth -3 Points
 - Is added to club profiles at the conclusion of each semester as the last instance for that semester.
- ❖ EVP Forgiveness
 - Announced irregularly by the EVP throughout the Academic Year
 - Opportunities will be announced either through ProfLink relay and/or Senate Reports.
 - Value of Forgiveness varies depending on opportunity
 - Clubs must fulfil conditions set by the EVP to be eligible
 - Opportunities are available for all organizations to attempt.
 - Will not ask organizations to break existing guidelines, or else go against any policy or code of conduct of Rowan University's Departments or local government.

Accountability Point records will always be in natural numbers (No partial points, no negatives), including zero. Any forgiveness that would put an organization under zero points will instead be honored as the value that would result in a zero total. Accountability Point Records may be used by the CFO/SFCB while reviewing organizations for budget allocations (Annual or Special Projects). The only bodies with access to Accountability Point records, other than the Executive Board of the related organization, shall be the SGA Executive Board members (particularly monitored by the Recording Secretary & and the EVP), as well as the members of the SFCB and CDB when relevant. At the beginning of an organization's recognition of Charter, its Accountability Point record will begin at zero (regardless of its standing at the conclusion of the Petitioning period). Leadership of a club/organization may request an Accountability Point History from the Recording Secretary at any time, which will include all instances the club has accumulated since the last time the club's total was zero (also called "active" points).

Limitations of Policy

The EVP and Recording Secretary shall have a set ‘statute of limitations’ for administering and reporting out on Accountability Points, set at 1 Academic month after the last date of possible excusal. Any accountability point that an organization failed to get notified of, or was administered outside of this limitation, shall be removed from the club’s record. This statute **shall not be applied in cases where outreach was made to an inaccurate contact due to failure to update leadership contacts or the end of the Academic Year***. Proper contact to Advisors shall similarly be considered notice to club leadership; however, contact with the President of the organization will always be attempted.

* Since many club leadership titleholders are Seniors, notices of Points at the end of an Academic Year (e.g., service hour penalties) may be entered into records, but notice will only be sent out to organizations during the following Academic Year.

Disbanding an Organization

Should an organization decide to end its charter under SGA, or otherwise disband as a club, a listed Executive Board member on [ProfLink](#) will need to contact SGAVP@rowan.edu and ProfLink@rowan.edu. Once confirmed, the EVP shall contact the advisor of the organization for final approval, except in the case that the listed Executive Board member is the advisor. Once approved, the organization’s ProfLink profile will be moved to Inactive, and records of the organization will stop being tracked. To regain charter status, the organization will need to resubmit its paperwork as if it were registering a new organization and go through the petition process.

If an organization inactivates its own ProfLink, it will be considered a coordinated disbandment, and the result will be the same as noted above.

Service Hours

A primary mission of the SGA is to better serve and support the surrounding community, and act as a feature, not a strain, on both the campus and town in which the SGA and its recognized clubs/organizations exist. Therefore, as part of Club Accountability, all SGA organizations chartered through SGA are required to submit [hours of service to ProfLink](#) to a degree of 2 Hours per active member. **For the 2026-27 Academic Year, Service Hours must be submitted to ProfLink and approved by May 7th, 2027.**

What is an Active Member?

Active members are constituted by each club's Governing Documents, usually requiring an individual to attend a certain number of meetings per semester (or year). It is the responsibility of the club leadership to report the total number of Active Members on [ProfLink](#); Club leadership can update reporting of this number by updating the "about" page of a club/organization's profile. The Active Member reporting is utilized for Budget Hearings (CFO), as well as Service Hours (EVP). **The number reported to the CFO for budget hearings will be used for Service Hours, unless the number increases by the end of the year.**

How many Service Hours does my club need?

Chartered Clubs need to report (at least) 2 Hours for every active member on [ProfLink](#). The minimum number of hours is 30, as an SGA club is outlined as having at least 15 members/students affiliated. Clubs will be penalized for lack of Service Hour submissions in accordance with the Club Accountability Policy (up to 8 Points).

What counts as Service Hours?

Item donations to the SHOP, Campus Cleanups, and financial donations to non-profits are primary means of volunteering and accumulating Service Hours for organizations. Other notable events that clubs can take advantage of to fulfil their requirement(s) are Accepted Students Day volunteering, Move-In volunteering, and Back to the Boro. The EVP may keep a [running document of external Service Events](#) that SGA is made aware of, to allow clubs to seek out multiple opportunities for service.

As a general rule, any opportunity that outright monetarily compensates volunteers **will not count** as Service Hours. Similarly, most events like tablings to promote an organization or Club **will not count** as Service Hours. That said, opportunities like volunteering for Event Staffing for a department on campus **may** count for Service Hours. Please always reach out to the EVP (SGAVP@rowan.edu) to have event-opportunities reviewed for eligibility.

Club Governing Documents

As of Spring'26 (Spring Semester of the 2025-26 Academic Year), SGA has publicized a [standard constitution](#) (or otherwise governing document) format. Per the EVP's announcement, all organizations must update their Club Constitution to reflect this format by the Club Re-registration deadline in the 2026-27 Academic Year (Fall,

2026). Clubs may alter the template within the outlined parameters (See template for details), but may not contradict the sanctioned text (Noted in black text). Some additional notes related to club constitutions are as follows:

- Revisions and updates to constitutions must be passed through whatever means of voting that is **already noted in your existing constitution**. Should there be no process in place, SGA's standard voting system for Constitutional revisions is a $\frac{2}{3}$ majority vote by the general active membership.
- Should a club's main advisor be a non-full-time staff or faculty member, but still an employee of the university, SGA requests the submission of a [Volunteer Registration and Liability Waiver](#), as SGA Clubs and Organizations may (and do) operate both during and outside of Academic Semesters.
 - With the submission of the waiver above, any professional employee (non-graduate student) may serve as an advisor to an SGA Club or Organization for the duration of their employment.

ProfLink Profiles

All SGA organizations must have and maintain a ProfLink profile. This profile will be the publishing location of all organization events, as well as general information like Leadership, Constitution, date of Charter (and similar information). All of the aforementioned information must be updated on ProfLink by club leaders in the event any changes occur. Annual Service Hours must also be submitted to ProfLink.

Club leaders (Often Presidents and Advisors) may create and assign roles and titles to members of the ProfLink roster. The standard roles on ProfLink include President, VP, Treasurer, Secretary, Senator, Advisor, and Public Relations. Please utilize these roles when assigning titles to relevant members, as **only the standard roles can be properly contacted via ProfLink relay**. Club leaders should similarly keep track of the number of Active Members associated with their club, per their constitution, and update that total under the "About" section of the ProfLink page.

For any specific questions, especially but not limited to processes regarding Event Reporting and Approvals, please reach out to ProfLink@rowan.edu and/or SGAVP@rowan.edu.

Important Dates

Determined by the EVP each Academic Year, there are many important dates that club leadership (particularly the President and Advisor of clubs) should be aware of to maintain good standing under the SGA. Many of these dates are listed below, but please

be aware that additional dates might be announced by the EVP (or else relevant SGA leadership) through Senate Reports, Workshops, SGA Newsletter, or ProfLink Relay (email).

Senate Dates (AY27)

Senate is a Bi-Weekly assembly of the student body, chaired by the SGA President. **All chartered & petitioning clubs** must send a representative (Senator) to these meetings. Any undergraduate student of Rowan is welcome to attend these meetings, however, will not have voting rights in accordance with By-Law 201-01. Please reach out to SGAVP@rowan.edu or SGASecretary@rowan.edu with any questions.

Fall'26:	Spring'27:
❖ September 14th, 2026	❖ January 25th, 2027
❖ September 28th, 2026	❖ February 8th, 2027
❖ October 19th, 2026	❖ February 22nd, 2027
❖ November 2nd, 2026	❖ March 8th, 2027
❖ November 16th, 2026	❖ March 29th, 2027
❖ November 30th, 2026	❖ April 12th, 2027
	❖ April 26th, 2027

Annual Club Re-Registration & Service Hours

To ensure that ProfLink information is updated at least annually, all SGA organizations must re-register their organization prior to each Academic Year. for the 2026-27 Academic Year, re-registration is due on **August 21st, 2026** at 11:45pm.

To be reviewed by the EVP annually, all SGA Chartered organizations must submit (at least) 2 hours of service to ProfLink by **May 7th, 2027** at 11:45pm (Review Range: 5/6/26 to 5/7/27). Failure to do so will result in Accountability Points as outlined in the Club Accountability Policy and By-Laws.

Club Mail

All packages for SGA clubs and organizations will arrive to, and be picked up from the SGA office (Student Center Expansion, Rm 154/155); however, all letters and small parcels will be placed into the affiliated **Placard Folder** for the Senator to pick up and claim during Senate meetings. Only Placards and Placard Folders should be returned to the SGA after Senate meetings.

SECTION III: Structure & Function of the Club Development Board

Selection of CDB Members

- ❖ Any full-time Undergraduate student enrolled at Rowan University or the Rowan Choice Program will be eligible to serve on the Club Development Board, with the exception of:
 - Student Government Association Executive Board Members
 - Student Financial Control Board Members
 - Internal SGA Senator Members
 - Academic Senators
 - Class Senators
 - Commuter Senators
 - International Senators
 - SACB Senators
 - Transfer Senators
- ❖ Applicants with campus/club involvement, particularly leadership in SGA-recognized organizations, may be favored in the selection process
 - Student leaders holding a Senator Title within a Tier 1-6 organization will need to find an alternate representative to attend their committee assignment, as the CDB does not count as a Senator Committee.
- ❖ Applications will be reviewed by the EVP, and chosen applicants will be presented to the Senate Body for approval at the first meeting of the Academic year.
 - Should any vacancies on the CDB occur, the EVP will review **existing applications** in search for a new member, and present the selected individual(s) to the Senate for approval. Should there be no remaining or eligible existing applicants, the EVP may initiate a supplementary round of applications, which must be made known to (at least) the Senate body either through a Senate Report or ProfLink Relay. Once applications conclude, the EVP will present the selected individual(s) to the Senate for approval.

CDB Composition and Structure

Voting & Non-Voting Members

The CDB will be composed of 11 Voting Members, a Chair who may only vote to break ties, and a non-voting Advisor.

- ❖ The chair of the CDB shall be the Executive Vice President (EVP) of the SGA, who is expected to:
 - Compile and send out meeting Agendas

- Coordinate Prospective Club Presentations
- Remain unbiased and impartial while the CDB reviews New Business
- Ensure that discussions are efficient and on-topic
- Act as an authority regarding member Accountability, supplying an Accountability Policy to Voting Members
- Propose ideas related to Club Development, Sustainability, and Forgiveness in conjunction with the Vice Chairs
- Act as a point of reference for what is viable related to initiatives formed within the Board
- Break ties in votes made by the CDB when applicable.
- ❖ All Voting members of the CDB will be expected to:
 - Attend CDB meetings,
 - Attend the Senate meeting in which their proposal to join the Board is New Business,
 - Vote on matters in accordance with the best interests of the general student body and Club Policy,
 - Members may be asked to articulate their reasoning of a vote for the purpose of advancement and refinement of business items.
 - Maintain Confidentiality in the event that any Club Point Records are shared with the Board,
 - Be aware of the existing Club Accountability Policy, found in the SGA By-Laws & CDB Guidelines,
 - Abstain from voting and remove themselves from discussion during any topics of discussion that they may be personally biased in (i.e., a prospective club that they are connected to, OR a prospective club whose mission they do not personally agree with- be it religious, political, or otherwise),
 - Collaborate with the CDB Secretaries to ensure all ideas and opinions are covered within minutes and follow-ups,
 - Be generally aware of the clubs and organizations actively under SGA, including the organizations' purposes,
 - And, In the event that a CDB member is also a voting member of the Senate Body, members must abstain from voting on any Clubs within New Business of Senate
 - Note that this is only (directly) possible for Tier 0 or Institutional Senators.
 - The terms of the members of the CDB shall end with the Academic Year.

Titles & Roles

Of the 11 Voting Members, three classifications will be selected among the CDB members for specialized and additional tasks. Selection may be through popular vote within the Board or by selection/nomination by the Chair/Advisor. These roles will be:

- ❖ CDB Vice Chair of Development (1)
- ❖ CDB Vice Chair of Sustainability (1)
- ❖ CDB Secretary (3)

Vice Chair of Development

- ❖ The CDB Vice Chair of Development shall maintain their voting power within the Board, but will have the additional responsibility of:
 - Working with the CDB Secretaries and EVP to generate a Review Report upon the denial of any prospective club by the CDB.
 - Maintaining a directed and productive discussion period, in collaboration with the EVP, for any business items.
 - Act as the primary advocate for the necessitation of the Basic Aspects of Club Review
 - Acting as a primary representative to pose questions to Prospective Club Leadership.
 - Working collaboratively with the CDB Vice Chair of Sustainability and the EVP to propose new Leadership materials, informationals, and Forgiveness Opportunities to the remainder of the Board.
 - Acting as a representative of the CDB to provide a report to the Senate in the event that the CDB permits a club that does not meet all basic requirements for SGA Recognition, but is still passed to Senate.
 - The representative shall appear before the Senate Body in the interim of the Questioning and Discussion period of the standard New Business procedure. This shall be considered a Point of Information.
 - The report given shall be made collaboratively between the Vice Chair of Development, Vice Chair of Sustainability, and the two Secretaries
 - There shall be no more than one CDB Vice Chair of Development at a time.

Vice Chair of Sustainability

- ❖ The CDB Vice Chair of Sustainability shall maintain their voting power within the Board, but will have the additional responsibility of:
 - Taking note of any prospective club details that may be an obstacle to the club lasting beyond the active Academic Year.

- Acting as the primary advocate for the necessity of the Extra Aspects of Club Review.
- Posing questions to prospective clubs regarding their ability to abide by long-term guideline requirements (Service Hours, Senate, internal elections).
- Generating strategies and opportunities for clubs to get more exposure to the general student body.
- Generating strategies for clubs to have higher Member Retention Rates.
- Working collaboratively with the CDB Vice Chair of Development and the EVP to propose new Leadership materials, informationals, and Forgiveness Opportunities to the remainder of the Board.
- Acting as a representative of the CDB to provide a report to the Senate in the event that the CDB permits a club that does not meet all basic requirements for SGA Recognition but is still passed to Senate.
 - The representative shall appear before the Senate Body in the interim of the Questioning and Discussion period of the standard New Business procedure. This shall be considered a Point of Information.
 - The report given shall be made collaboratively between the Vice Chair of Development, Vice Chair of Sustainability, and the two Secretaries
- There shall be no more than one CDB Vice Chair of Sustainability at a time.

Secretaries

- ❖ The CDB Secretaries shall maintain their voting power within the Board, but will have the additional responsibility of:
 - Taking note of the main discussion topics and points covered by the Board
 - When one Secretary is discussing a point or topic, another shall make note of any important information.
 - Working with the CDB Vice Chair and EVP to generate a Review Report upon the denial of any prospective club by the CDB.
 - Be aware of the primary means of communication for other Board members, to ensure that any updates, changes, or notices are relayed effectively to all members.
 - Noting any visual or grammatical problems within presented business items, especially ones that may jeopardize the intent of the item or make the item inaccessible to the general student body in the event that the item is presented to Senate or Student Leaders at large.
 - Being ready, if selected, to assist with prepping prospective speakers to the CDB in a secondary location during the time of the CDB's convening

- This may briefly cause compulsory abstention from other business items for the duration of the selection. The Chair shall rotate titleholders selected for this obligation to ensure fair participation.
- There shall be no more than three CDB Secretaries at a time.

Club Accountability Concerns/Appeals

In the event that any student or club leadership believes that the SGA Club Accountability Policy is unjustly harming a specific subset of **organization(s)*** under SGA (By means of administering Accountability Points), they may:

- ❖ File a Concern to the CDB
 - Via Email to the EVP (SGAVP@rowan.edu)
 - This will **not** require a hearing and will be unrelated to any case study of an organization.
 - May be made anonymously
 - Anonymity will result in no follow-up.
 - Filing a concern will not result in any restorative action for an organization.
 - The members of the CDB will identify the area of the Club Accountability Policy that the concern relates to, and determine if the Policy is in need of an update or change.
 - If the CDB decides a revision is needed, they, in collaboration with the EVP, will draft the revision and pass it to the Rules Committee, then Senate for formal voting.
- ❖ File an Appeal to the CDB
 - Note that this is separate from appealing a specific instance of Accountability Point Accumulation, which instead would be made towards the individual(s) who administered the point(s)
 - Via Email to the EVP (SGAVP@rowan.edu)
 - This **will** require a hearing or otherwise follow-up, and should be tied to (at least) one organization under SGA.
 - Filing an appeal can result in two forms of restorative action if the CDB finds it necessary. Each must be approved by 2/3 majority vote by the Board:
 - Arrange a conditional excusal for the organization to the related obligation(s), which must be renewed each semester if granted
 - Determine a degree of forgiveness to administer to the organization; the number of points forgiven must be agreed upon within the 2/3 majority vote, and may be no more than 4 Points for Chartered Clubs or 2 Points for Petitioning Clubs.

- The members of the CDB will identify the area of the Club Accountability Policy that the concern relates to, and determine if the Policy is in need of an update or change.
 - If the CDB decides a revision is needed, they, in collaboration with the EVP, will draft the revision and pass it to the Rules Committee and eventually Senate for formal voting.

*Appeals and concerns are to be related to systemic issues that affect the standing of an organization or club at large and by nature of the club itself. Appeals and concerns related to conditions around an individual are not intended to be entertained through this process (Ex: A Senator being unavailable for Senate due to a class would not be grounds for an appeal, but the entirety of a Major-Specific Honors Society being unable to attend Senate due to classes for that major only being offered during the time of Senate would be.)

Regardless of the verdict of the CDB of a concern or appeal, a detailed report will be generated by the CDB and provided to the initiator.

CDB Accountability and Standards

Member Policy

In the event that any of the 11 voting members of the CDB are found to be non-compliant with expectations set forth by the CDB Guidelines or their Accountability Policy, which shall be written, presented, and enforced by the EVP, they shall receive 1 Strike. Upon the accumulation of 3 Strikes, the member shall be removed from the board, and the Chair shall begin a search for a replacement member.

Quorum

The CDB may not make any formal actions (Votes or Reviews) without at least 6 voting members present (One below minimum total appointed per By-Laws).

Appeal of Votes

Any voting of the CDB is subject to the standard appeal process found in the SGA Constitution. Should an organization denied by the Club Development Board pursue appeal through this process, and the appeal be presented to Senate, the Vice Chair of Development and (at least) one Secretary of the Club Development Board shall present any relevant notes from the CDB's review to the Senate body.

SECTION IV: Additional Notes

Organization Branding under SGA

Logos, Images, and Names

Organizations under SGA may not utilize Rowan's name as part of their title unless they are a chapter of a National Organization at Rowan, with the exception of Institutional or long-standing organizations that have had the title within their name since their inception.

Use of Rowan's branding is subject to the [Division of Marketing & Communication Guidelines](#) and Social Media Policy (See next Section).

Social Media Accounts

All clubs under SGA must adhere to the [Rowan University Social Media Policy](#), an extension of which is the necessity of a Club Email through Rowan University IRT (See "Organization Emails").

Means of communication for club coordination (non-ProfLink relays/postings; non-social media) are considered unofficial for club conduct, and by extension have no approval process. Some common platforms for unofficial communication are GroupMe, Discord, and Telegram.

SCCA Pit Plaques/Insignias

The Student Centers & Campus Activities Department oversees Plaques & Insignias, and SGA is one of two means of recognition that allows clubs to attain a spot on the Pit's borders. A full outline of the procedure can be found within the [SCCA's Policies & Procedures](#). Should any of the following information be different from information provided by the SCCA, organization leadership should abide by the authority of the SCCA first and foremost for this process. Per the SCCA's procedures, clubs would have a plaque put up by:

- ❖ Pre-requisite Information:
 - Being recognized by SGA or FSL for at least 1 Year
 - *SCCA Policy says 1 Year, but their ProfLink Form says 2 Years. Please defer to their authority on this matter.*
 - Have a sketch of the plaque's design, as well as anticipated materials in order.
- ❖ Submit the affiliated ProfLink Form (Sent & Managed by SCCA), which will require:

- Approximate Size of plaque
- Materials of plaque
- Anticipated weight
- Depictions (Design, logo, etc.)
- Can be found by looking up “SCCA” in ProfLink Searchbar, then under “Forms”
- ❖ SCCA Reviews and Approves forms
 - Starts a 30-day timer for the organization to create and submit the plaque to Daniel Hartman in Room 107 for review
- ❖ Plaque/Insignia is created and submitted for review
 - Suggested Vendor: Astro Signs; Address: 230 High St E, Glassboro, NJ 08028

The SCCA reserves the right to amend, update, or contradict the guidance provided with the CDB guidelines, as well as deny any materials presented as drafts for logos/insignias on its grounds

Organization Emails

As of Summer 2025, SGA Chartered organizations were required to have a club email associated with (and linked to) their ProfLink page. SGA does not directly oversee the establishment of @rowan.edu emails, but there is a process available through Rowan Support, which can be found here: [Exchange Shared Mailbox](#).

The estimated turnaround time for the work ticket should be around 1 week, however, it is highly dependent on if Rowan IRT and/or Rowan Support have an ongoing project. Organizations can similarly change the contacts with access to the Shared Inbox through the [Modify a Shared Mailbox](#) ticket. For continuity's sake, please try to have the Organization Advisor handle Modification Tickets, as well as allow the Faculty Advisor to have access to the inbox.

Submitting an Event & Blackout Dates

Beginning in the Fall’26 Semester, Rowan University is moving away from booking rooms & submitting events separately, and instead adopting [CourseDog](#). The linked tutorial is related to Academic Scheduling, but many steps are related to Student Event scheduling. Additional information related to CourseDog can be found [here](#). Please feel free to contact ProfLink@rowan.edu for any questions.

Blackout dates are time periods in which the standard SGA privilege of reserving out spaces is limited university-wide. These days include:

- ❖ Saturday, October 3rd, 2026 (Family Weekend)

- ❖ Saturday, October 24th, 2026 (Homecoming)
- ❖ Saturday & Sunday April 3rd & April 4th, 2027 (Accepted Students Day)
- ❖ Friday, April 23rd, 2026 (Hollybash; ANTICIPATED)
- ❖ Friday, May 7th to May 14th, 2026 (Commencement)

Additionally, some spaces have specific instances where reservations will not be accessible routinely. For academic buildings, rooms will be inaccessible during lecture/course sessions, and the Student Center will be inaccessible during Homecoming Week (week of October 19th, 2026), as well as any Admissions Open House days:

- September 27th, 2026
- October 18th, 2026
- November 15th, 2026
- March 7th, 2027
- April 3rd, 2027
- April 11th, 2027

Event Conduct Guidelines

As a right, capability, and basic function of all SGA organizations, clubs are highly encouraged to hold events for the general student body to attend, interact with, and find community from. Given this, there are additional parameters and steps that club leadership can take to properly get credit for their events and advance the club's status.

- ❖ Attendance Tracking
 - ProfLink is the primary means of tracking attendance for Campus events. Attendance can be tracked in multiple ways, but should always end up being reported on ProfLink. Some examples of ways to track attendance are:
 - Sign-in sheet that requests Student Emails (Emails inputted into ProfLink manually)
 - Check-in app by Campus Labs (Mobile app that uses ProfLink Attendance Tracking Codes to log attendance. Works with student Names, Emails, or Banner IDs).
 - Card Scanners (Available for borrowing in the SGA office during Business Hours. See 'SGA Storage and Rentals' section.)
 - Qr Code (Generated by ProfLink)
 - Failure to properly track attendance will result in penalties, especially during Budget Hearings for the following Academic Year.
- ❖ Locations
 - All spaces on campus have an inherent maximum number of people that can occupy the space, especially if furniture is needed. Reservations should

ideally have a maximum capacity of at least 5 more seats than the estimated number of attendees.

- The SCCA has numerous meeting, conference, and event spaces within its buildings. Most spaces can have custom layouts applied to them, which is managed by the Student Centers Events Team. Upon the reservation of any space within the buildings, an Events Team member will reach out to coordinate any custom layout needed. A lead-up of at least 3 business days is preferred for finalizing layouts
 - *The SCCA reserves the right to change and amend these guidelines at any time. Please defer to their authority on this matter.*
- When using spaces on campus, please make sure to **clean up after your event** and **return any furniture that was moved**. Departments on campus are capable and able to edit the availability of spaces for student organizations to utilize. Please ensure that our campus departments do not have a reason to do so.

❖ Scheduling

- There is a university-sanctioned lead-up time of 7 Days for event submissions for Student Clubs. All needed paperwork and information must be submitted in accordance with this timeline for the event to be approved.
- As a general rule, events can be booked for the following academic year, beginning during and following Spring Break of the Spring Semester prior.
 - Events placed in spaces where classes are held **may be overridden by the college/school that oversees the building**. The appropriate building manager will likely reach out in the event this happens; please make sure to check reservations during Class Registration periods to confirm viability.
- Establishing a consistent schedule for general meetings should improve more reliable attendance by interested members- larger events often see most success when scheduled on a weekday after 6:15pm, as that is when most students get out of their last classes, but not too late for most commuter students!

❖ Promotion

- In accordance with the 7-day lead-up established by the university, flyers or posts regarding events should be posted (at least) 1 weeks in advance of the event.
- Provide clear and direct information about the event, focusing on time, date, location, and concise information regarding what the event is! Think of flyers as an elevator pitch.
 - In post format (like Instagram), the second (or otherwise following) pictures/flyers can include more in-depth information if needed!

- Make sure to include/emphasize any requirements for participation (like ticket sales or “bring your own...” type of events to prevent miscommunication!
- Use your connections! Reach out to other similar (or dissimilar) club leadership to spread the word about events.
- Once the event has passed, **take down any related posted flyers on campus.**
- ❖ Partnerships
 - Effective partnerships with other organizations and/or departments are only possible through clear communication about responsibilities and division of labor/tasks. Set expectations as early as possible to avoid problems down the line.
 - Campus departments all have different requirements for partnerships, make sure to get a clear understanding of any outlying rules and requirements when entering into a partnership (temporary or permanent) with another entity!
 - For example, RAH only allows full co-hosting of an event after the organization has already participated as a Tier1 co-sponsor capacity. Make sure to complete any pre-requisite requirements as needed. See next section for more details.

Rowan After Hours Collaborations (RAH)

SGA Chartered organizations are highly encouraged to Co-Sponsor Events with Rowan After Hours (RAH), under the condition that the pre-requisite details and conditions are met to collaborate. Updates to the website is subject to change, including but not limited to request deadlines and parameters for collaboration. Organizations must complete a Tier 1 Co-Sponsorship before taking on a Tier 2 event/collaboration. Please reach out to oliphantjean@rowan.edu for any questions or inquiries.

Flyers & Approval Contacts

All SGA organizations must abide by each building's/area's posting policy when advertising events, services, or otherwise club functioning. Please refer to this document for general information about building policy & primary contacts- this list is subject to change & update without notice, and may take some time to fully update.

SGA Club flyers are to be taken down within 1 week of the content being outdated, and are not to cover other flyers, posting, signage, or other relevant materials. Organizations are prohibited from utilizing lamp-posts, campus signs, or other outdoor area unless they have gained explicit permission from the associated building manager, Division of Student Life, or other relevant University Representative.

SGA Storage and Rental Services

Storage

Given that not all organizations have physical spaces on campus to store materials, and that no individual student should be tasked with maintaining organizational items, the SGA offers a storage service that clubs can utilize. This system **has an associated fee and is not immediate-access** (Intended for long-term storage). This service has the following rates and parameters:

- ❖ Storage Fee: \$20/instance
 - For any amount of storage, this is a flat rate for each time the storage is interacted with (input **and** output).
 - Via DCA form that must be filled out in the Office
- ❖ Container Fee: \$30 per tote
 - If Clubs provide their own tote, there will be no additional charge applied. Please verify with the Office Administrator to confirm that a personal container is viable.
 - If a club returns the tote procured through SGA, they will be granted a \$30 credit
- ❖ Minimum Notice for Retrieval: 1 Week
 - Notice via: Visit to the SGA office, Club leadership must sign the agreement form.
- ❖ Risk: SGA is not responsible for any damages or loss of items; the storage location is not climate-controlled.

Rentals

SGA offers two main classifications of Rental items/resources: Transportation and Event Support

- ❖ Transportation forms and processes are strictly under the purview of the Finance area of SGA. Associated forms and information can be found on the SGA website.
 - Please contact troutd@rowan.edu, molinam@rowan.edu, or sga@rowan.edu with any questions.
- ❖ Event Support rentals are currently limited to Card Scanners, for the purpose of ProfLink Attendance.
 - There is no fee associated with checking out a Card Scanner, however, scanners should be returned by the following Business day. If an extension is needed, please speak to the SGA Staff member directly.
 - While Checking out a Card Scanner, Club will be prompted to provide:

- SGA-Club Affiliation
 - Only SGA organizations may check out a Card Scanner. This includes: SGA Chartered, SGA Petitioning, SGA Probation, SGA Institutional.
 - ◆ Frozen clubs would, in theory, be permitted to check out scanners, but will have no use for one as their ProfLink page is inaccessible. Therefore, scanners will not be rented to Frozen Organizations so as to keep scanners available for active organizations.
- Club Contact Name
- Club Contact Phone Number

Disclaimers & Parameters

This document shall not be presented without the SGA By-laws and Constitution, as most content within this document is interpretation and extrapolation from the aforementioned articles. Additional supporting documentation includes, but is not limited to, the SCCA Building Guidelines, Division of Marketing & Communication Guidelines, CourseDog assistance sheet, the SFCB Guidelines, and the SGA Office Policies.

Upon any change within the supporting articles, the EVP shall make a formal announcement to the Senate Body at the soonest Senate Meeting, noting the inconsistency. Should the inconsistency be deemed extreme enough by the CDB, they shall formally vote to propose an update to this document by a $\frac{2}{3}$ majority vote, affirmed by the Rules Committee by a simple majority vote, and lastly would be affirmed by the Senate Body with a simple majority vote. The function of non-SGA entities **will not be dictated** by the content of this document, and is subject to change per the individual entities' guidelines. Please defer to the authority of the relevant department in such matters, and inform the EVP of any gaps in processes.

The EVP shall review and update the CDB guidelines annually during the first month of their regular term (June). Revised CDB guidelines will then be published in the second month of the EVP's regular term (July).