

Club and Organization FAQs - Spring 2020



As you know, Peabody has shifted to online instruction and students have left campus. This is undoubtedly a difficult time for you as you navigate these unexpected changes. Student Affairs urges you to stay focused on your health and academics at this time. Additionally, we are confident that you, as student leaders, will continue to lead your organizations and members through the remainder of the Spring 2020 semester.

To help guide you and your organization in the interim, we have prepared a Frequently Asked Questions (FAQ) sheet for student organizations - please see below. Over the next couple of weeks, Student Affairs will be reaching out to you individually to answer questions you may have and keep your organization moving forward.

This message and subsequent document can be found:

<https://peabody.jhu.edu/life-at-peabody/student-life/student-engagement/student-leadership-involvement/activities-programs/student-organization-processes-resources-2/>

Questions?

Contact Chris Ambrose

Assistant Director of Student
Engagement & Involvement

ambrose@jhu.edu



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What should we do about student organization events in this Spring?

All remaining on-campus student organization events and meetings are **cancelled**. *If your organization needs assistance with cancelling an event, please reach out to Chris Ambrose. If your organization is interested in hosting a virtual event, please contact Chris Ambrose.*

What is the updated timeline for PGA elections?

- 3/27/20: Online PGA application available
 - bit.ly/pgaelections
- 4/1/20: Open Q&A Zoom Session with PGA leadership
 - 12:30-1:30pm EST
 - bit.ly/3dIRd0C
- 4/10/20: Open Q&A Zoom Session with PGA leadership
 - 12:30-1:30pm EST
 - bit.ly/3dIRd0C
- 4/12/20: PGA application closes
- 4/15/-4/22/20: PGA elections
 - Link will be sent to your JHU email from Student Affairs to cast your vote.
- 4/23/20: PGA election results posted

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How will my organization elect new officers for the 2020-2021 term?

Hosting elections for 2020-2021 is a great way to maintain connections with your peers. Please refer to your organization's governing documents (constitution and/or bylaws) for officer selection procedures. We have three suggestions for you to consider:

- **Google Form Nominations and Elections:** If your organization typically hosts a nomination process, utilize Google Forms to gather nominations. Adapt the Google Form for your nomination process (e.g. cover letter, Q&A, self-nomination, peer nomination, etc.). Once nominations have been received notify all nominees and confirm their interest/candidacy. Next, create a Google Form with all candidate names. Share the Google Form with all members and have them vote by a specific deadline. Finally, report the outcome to the successful candidates, unsuccessful candidates, and the full membership.
- **Google Hangout or Zoom:** If your organization does group interviews or incorporates speeches as part of your election process, Google Hangouts or Zoom allows for multiple members to be present at one time.
- **Phone interviews:** If your organizational election process typically includes in-person interviews and/or if someone cannot participate in video conferencing, phone interviews are a great option.

If you need assistance with any of these options, contact Student Affairs.

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How does my organization register for the 2020-2021 academic year?

Each year student leaders must re-register their respective club/organization for the following academic year. The Annual Club Registration process entails club leaders updating their organization's guiding documents and providing new officer contact information, amongst other yearly updates needed.

Follow this link to the Re-Registration Form:

bit.ly/peabodyclubregistration

Please make sure to re-register your organization by Friday, May 22, 2020 at 5pm. Your organization will move to an inactive status if the re-registration deadlines and expectations are not followed.

What else can I do this semester to sustain my student organization?

- Register your club/organization for the 2020-2021 academic year.
- Maintain consistent contact with your organizational adviser(s).
- Begin planning Fall 2020 events with your organizational leadership.
- Meet virtually with your executive officers and/or host general meetings.
- Continue communication via email, social media, GroupMe, etc.
- Review and amend (if necessary) your organization's governing documents (constitution and bylaws)

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