



OFFICE OF STUDENT ENGAGEMENT

Student Organization Handbook

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Section 1: Student Engagement Overview

A: Welcome

The Office of Student Engagement is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Georgia College & State University community by providing leadership development, spirit, activism, community service, and social and cultural interaction. As a student at Georgia College, you have the unique opportunity to participate in a wide variety of activities. Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus, such as:

- It eases your transition from one school to another or from high school to college. It provides networking opportunities for making friends with those with similar interests.
- Involved students are more likely to graduate.
- Involved students are more connected to the University, the campus, the people, and are more familiar with the resources the University provides.
- Involved students are more satisfied with their college experience.
- Your personal development is enhanced with participation in intellectual, cultural, spiritual and social activities.
- You will gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will be more aware of happenings on campus.
- You can list your involvement on your resume for potential employers!

Student organizations exist to provide students with valuable educational experiences. Every student is invited to participate in activities and find a place to belong. Students believe involvement outside of the classroom is an important aspect of your education at Georgia College. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at Georgia College with outstanding leadership ability or emerging potential.

Georgia College expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing Georgia College. Please review the guidelines and policies in this handbook. Feel free to consult campus life for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our department. Come visit us in the student center!

B: Membership

We encourage every student organization to make a conscious effort to undertake recruitment efforts to ensure diversity within the group's membership and to take steps to reach populations currently underrepresented. Recruitment materials and activities should be designed to promote and embrace diversity.

C: Membership Development

Joining a student organization should be a positive experience; therefore, membership development should focus upon the positive aspects of both the organization and the individual. Groups should carefully examine their screening criteria to ensure that it is inclusive of all students on campus. Abusive behavior toward, or hazing of, a member of the campus community is forbidden. Please see the sections on "non-hazing" and "disciplinary procedures" for additional details

Section 2: Student Organization Recognition Process

NOTE: The university strongly discourages student participation in student organizations which have been unrecognized and/or not recognized by the university, including fraternity or sorority chapters. The university does not provide any form of support, oversight and/or organizational advisement for these unrecognized groups or their members. Students who choose to associate with these unrecognized organizations will not be able to obtain any and/or all of the benefits available to those who join a recognized organization including, but not limited to, access to student meeting space, participation in university events as a group, member recruitment programs, athletic competitions, fundraising and so on. Also, since these groups often lack national affiliation, they may not have liability insurance, or oversight policies for risk management, hazing and/or sexual harassment. If one of these chapters would experience a civil lawsuit, each member of that group, singly or together, might be held directly liable by a complainant, exposing himself/herself and their family members to unneeded risk. Any individual or group of individuals choosing to operate and/or recruit under the name or derivation of the name of any unrecognized group may be subject to disciplinary action under the student code of conduct.

A: Classification of Student Organizations

- Recognized Student Organizations (RSO) on the campus of GC are classified in the following four categories: Institutional organizations, Fraternal organizations, and Traditional organizations. All groups are required to register annually with the Office of Student Engagement.
- Institutional Organizations are student organizations that serve a primary function and help to support the mission and goals of the University. These groups, by nature of their design, are essential to the fundamental purpose of student learning. The SGA President and the Office of Student Engagement must approve any student group wanting to classify itself as an Institutional group. Appeals can be made to the Vice President of Student Life and Dean of Students. The following groups will be classified as such: WGUR, Colonnade, Pep Bands, Student Ambassadors, Peacock's Feet, Campus Activities Board, SGA and the University Cheerleaders.
- Fraternal Organizations are traditional fraternities and sororities whose primary focus is social in nature. These groups are governed by the Office of Fraternity and Sorority Life and restrict their membership based on gender. An organization in this classification must be a member of the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, or United Greek Council.

- Traditional Student Organizations are student groups with at least seven currently enrolled students joined together for a common cause. These members are interested in the goals of the organization, and are actively willing to work toward those goals. Any group of students who meets the minimum requirement and receives approval from the Office of Student Engagement and the Student Government Association can form these groups.

B: Criteria for Registration of Student Organizations

Registration will be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the university. Registration shall be denied if the evidence shows that the proposed organization will conflict with the educational process of the university or any of the following:

- The regular and orderly operation of the university.
- The requirements of appropriate conduct within the university community.
- The academic pursuits of teaching, learning and other campus activities.
- The statutes and regulations of the university and the policies of the Board of Regents.

Note: Recognition of any organization is not to be interpreted as an endorsement by the university of the purpose, activities, partisan political position, or point of view of the organization.

C: Process for Obtaining Official Recognition

NEW STUDENT ORGANIZATIONS - The following are procedural steps which must be followed in order to achieve student organization registration:

1. Notify the Office of Student Engagement that you are interested in starting a new recognized student organization.
2. Before you move forward with any additional steps, you need to obtain names and email addresses of at least seven (7) members who are interested in joining the organization --- you may hold informal meetings to discover potential members and to discuss the purpose of the organization. Student Engagement will allow two different recruitment events to discover potential.
3. Create a constitution (see sample [Guide for Writing a Constitution](#)) that pertains to the intended organization. Once you have completed the constitution, please email it to the SGA President Pro-Tempore at sga.ppt@gcsu.edu. The Senate Rules & Oversight committee will review the constitution for the necessary items.
4. AFTER you received the signed and approved constitution back, you will complete the Registration form on GC Connect.
5. Obtain an on-campus advisor and have them complete the advisor agreement form found [here](#).
6. At least one officer of the organization must attend the required RSO Leader training offered once a year.

Once all of these steps are completed, the organization will be approved and become an official RSO. Each organization is required to complete a renewal every year.

RENEWAL OF CONTINUING STUDENT ORGANIZATIONS - Recognized Student Organizations on the campus of GC will be required to register annually with the Office of Student Engagement. This registration will take place during the Spring semester each year.

Renewal is an online process that the returning RSOs complete for continuance. Notification of registration will be sent to continuing organizations via the student organization management system (GC Connect) and other viable means of communication. Please watch for advertisements on campus indicating the RSO Renewal Meeting dates and times.

In order to renew, you will need to complete the renewal on GC Connect, obtain a signed advisor agreement form and have at least one officer attend a training session offered by Student Activities.

D: Changes or Updates to Your Student Organization

Any changes to organizations' profile information (including constitution or local charter) may be updated by completing the student organization re-registration process within two weeks of the changes.

E: Withholding/Withdrawing of Official Recognition

Official recognition of any fraternity, sorority, living group, honor society, religious, political, professional/academic related, or other student organizations that discriminates on the basis of sex, religion, national origin, ethnicity, color, age, gender, gender identity or expression, marital status, citizenship, sexual orientation, or disability shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups. All new and continuing student organizations must include this non-discrimination provision in their bylaws. SABC funds may be revoked if there is any violation of university, local, state, or federal laws. Furthermore, official recognition of a student organization may be withdrawn for hazing as defined in the hazing section (see Code of Conduct for Student Organizations).

F: Responsibilities of Recognized Student Organizations

Recognized student organizations and their officers should be aware of the following responsibilities:

- To inform members of the organizations that they will be responsible for conforming to all university, local, state or federal laws and regulations.
- Officers may be responsible for the actions of the members of the organization.
- To ensure that any Student Fee funds allocated to the organization are spent appropriately. Funds may be revoked if there is a violation of university, local, state or federal laws or regulations
- To ensure payment is made for any university bill incurred by the organization to be held individually responsible for making payment.
- All organizations affiliated with national, state, and/or local groups must provide an electronic copy of their constitution and bylaws by way of the student organization management system (GC Connect).

- To inform the Office of Student Engagement of any changes in an organization's officers, advisor(s), and contact information, in addition to changes in an organization's constitution and bylaws. These changes are also to be made to the roster in GC Connect.

G: Organizational Rights and Responsibilities

All organizations may apply for official recognition at any time. If your organization submits an application at the end of a semester, your application may not be reviewed until the next semester. Recognition is good till the annual renewal period in the spring semester.

Please review the complete list of existing organizations in order to avoid duplicate organizations and to strengthen existing ones.

All organizations affiliated with national, state, and/or local groups must keep on file with Student Engagement, the constitution or other governing document(s) of its affiliate group.

Each organization will report all changes to its constitution, bylaws, or officers to Student Involvement within two weeks after the change(s) are adopted. Every organization must keep a current copy of its constitution and/or bylaws on file within the student organization management system (GC Connect).

Each organization will operate in accordance with federal and state laws, local ordinances, university and University System of Georgia regulations, policies of Student Government, and the constitution and/or bylaws of the organization itself, including those of any national affiliate.

- Membership Lists - Membership lists are used only for verification of requirements and reporting of statistical information. They will be kept electronically on each organization's GC Connect portal under the Roster.
- Presiding Officers - Officers are expected to act on behalf of the organization. Officers are the only people allowed to make room reservations and alter information about the organization. All officers of officially recognized organizations must be regularly-enrolled students of the University. Undergraduate students must earn 6 units per semester while holding office unless graduating the following semester. The president and the treasurer must maintain cumulative and total grade point averages of at least 2.0
- The chief executive officer/president/coordinator/chairperson and the treasurer must be in good standing and must not be on probation of any kind, including academic or disciplinary probation. If the chief executive officer/president/coordinator/chairperson or the treasurer is placed on probation, they cannot continue to be an officer of the officially recognized student organization.
- At least one (1) officer of each organization is required to attend a yearly orientation/training session conducted by Student Activities, which provides an overview of current policies, procedures, organizations, resources, and programs.

H: Benefits of Official Recognition

The official registration of a recognized student organization authorizes it to:

- Use "at Georgia College & State University" in promotion of activities and events.

- Use university facilities and equipment, subject to approval of the facilities manager, and equipment allocating authority.
- Solicit membership on campus.
- Participate in homecoming, rallies, organization fairs, and other university activities as an organization.
- Participate in fund-raising, social and service activities on university property.
- Petition the Student Government Association for funding consideration.
- Apply for yearly funding through the Student Activities Budget Committee.
- Be listed online as a recognized student organization.
- Gain access to room reservations, copy services and sign-posting.

Section 3: Advisors

A: Benefits of Advising

There are many benefits associated with becoming an advisor to a student organization. Here are some:

- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a student group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests
- Sharing one's knowledge with others

B: Advisors Role

Each advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles. They attend meetings, work with student officers, and assist in program planning and development. Others maintain a more distant relationship to the organization. However, each Advisor needs to maintain some regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary to some degree between groups. The purpose of this section is to outline basic roles of an Advisor. As groups vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The

Advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the Advisor.

Following are some of the roles you may assume as an advisor:

MENTOR

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

TEAM BUILDER

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

CONFLICT MEDIATOR

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

REFLECTIVE AGENT

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

EDUCATOR

As an advisor, your role as an educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

MOTIVATOR

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

POLICY INTERPRETER

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

**Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University*

C: Advisor Agreement

The Office of Student Engagement appreciates your commitment to serve as an advisor to a recognized student organization at Georgia College. The advisor can play an integral role in helping student leaders create an environment within their organization that is productive, safe, enjoyable, and educational. We believe it is important to provide clear guidance and support regarding the expected role you will play as you interface with the organization.

ADVISOR EXPECTATIONS

As an advisor, you should be aware of the Georgia College Student Handbook, the Student Organizations Handbook, the Georgia College Alcohol Policy, the Georgia College Student Code of Conduct and other institutional guidelines that establish expectations for student behavior and activities. You should ensure that the group and its officers know what resources are available to assist them in making good decisions. As an employee of Georgia College, you are expected to report all rule violations or potential violations to the appropriate university official. You should be familiar with the organization's constitution and all other governing documents, so that you may advise effectively. The Office of Student Engagement will conduct trainings and offer resources to assist you in this role.

You should be aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.

You should meet with the officers of the organization you advise to discuss expectations for roles and responsibilities. In order to stay connected with the organization, you should regularly attend executive as well as general meetings and be available outside of those meetings for advice and consultation related to the operations of the organization. That does not necessarily mean you have to be at all meetings. Additionally, you should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and leadership development of the students involved.

It is up to the advisor to make sure that his/her supervisor and department support his/her serving as an advisor to a student organization. As outlined in both the Employee Handbook and Faculty Handbook, advisement of a student organization is within the scope of employment of an employee of the University. Supervisors are encouraged, where reasonably possible, to accommodate such activities on the part of employees whom they supervise.

Advisors are not required or expected to participate directly in student organization activities that may involve significant risk of injury to persons or property, and do so at their own risk. They are not required to provide transportation in private vehicles, and do so at their own risk and based on their own insurance coverage. They may assist and advise organizations concerning requirements and procedures for arranging transportation for university-owned vehicles and rented vehicles. Advisors may advise organizations concerning management of their financial resources, but should not personally handle organization funds, or assume signature authority over organization off-campus bank accounts.

STUDENT ORGANIZATION AND ADVISOR RELATIONSHIP

The organization-advisor relationship is not a one-way street, in that the student organization and its leaders also have responsibilities. These responsibilities include appropriate level of communication, providing opportunities for advisor interaction and a commitment to the success of the organization as a whole.

You are not alone in this responsibility. The Student Engagement staff will continue to be a resource for you as an advisor in a variety of capacities. Along with the resources we provide your student leaders, we will provide advisors with web-based resources, Officer/Advisor training sessions, and one-on-one consultation. As a team we can assist our student leaders in their leadership and personal development and ensure the sustainability of their activities and initiatives.

As an advisor to a student organization you advance the qualities of mind and character beyond the classroom. These include an inquisitive, analytical mind; respect for human diversity and individuality; a sense of civic and global responsibility; sound ethical principles; effective writing, speaking, and quantitative skills; and a healthy lifestyle.

LIABILITY COVERAGE

All University employees are covered under a self-insured Liability Program that is managed by the Georgia Department of Administrative Services. This plan covers most liabilities against an employee that result from the employee's acts or omissions while in the performance of official duties for the University.

Activities/Incidents that may be excluded from coverage under the policy are:

- Activities that do not arise out of or in the course of employment
- Incidents involving private motor vehicles
- Incidents involving the transportation of mobile equipment
- War
- Statutory coverages, such as workers' compensation
- Nuclear incidents related to a nuclear facility
- Injury or damage arising out of malfeasance in office or willful neglect or refusal of duty
- Injury or damage which is intended or reasonably expected by the insured
- Damage to University vehicles caused by other University vehicles
- Property damage that is below the policy deductible.

The policy covers the individual liability of University employees and does not imply coverage of liability on behalf of the University.

Advisor Agreement Form

In signing the advisor agreement form, you affirm that you have read and understand the expectations outlined in the Advisor Agreement and are willing to serve as an advisor to the student organization named on the form. You also affirm that you meet the required qualifications of being a full-time faculty/staff member of Georgia College. A space has also been provided for the signature of the student organization president and your supervisor, to indicate that a discussion regarding these expectations has taken place between the student organization, your supervisor and yourself. If you have any questions regarding the information presented in this document, please contact the Associate Dean of

Students for Student Engagement at (478) 445-7867. This document can be found here [RSO Advisor Agreement form](#).

Clery Crime CSA Requirement

According to federal law, specifically the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Georgia College is required to report “statistics concerning the occurrence of certain criminal offenses reported to the local police agency” or any official of the institution who has “significant responsibility for student and campus activities” outside of the classroom. Please visit <https://www.gcsu.edu/clery> for the policy on the form to report a clery crime.

D: Responsibilities of Student Organization

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss organization matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization chose to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.

E: Questions to Ask Student Organization

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?

6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
7. What are some of the ways the Advisor can be more helpful to the group?
8. Will the Advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the Advisor expected to give feedback? How? When?
- 11 Are there areas of the organization that are "hands off" to the advisor?

F: Liability and Risk Assumption

As an advisor of a student organization, you are the university's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

It is important to remember that, in general, while we need to be concerned about liability, we can seriously damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact someone from the university staff who is knowledgeable about liability and risk management.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization can do to identify and reduce risk:

1. Meet with the organization leadership BEFORE they begin plans on an event to discuss the needs and expectations of participants.
2. Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
3. Identify options for reducing risks by including, but not limited to:
 - Hiring a third party vendor or contractor
 - Purchasing additional liability insurance
 - Preparing liability waivers, if necessary.
 - Providing advanced training

- Assuming a worst-case scenario' and preparing for it in order to reduce likelihood of it occurring
 - Utilizing waivers that outline the specific nature and risk associated with the event.
 - Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
4. Assess the capability of the group to manage risk.
 5. Identify the challenges in managing risk, as well as resources to assist in your planning.
 6. Develop a plan of action in reducing risk.
 7. Communicate with everyone involved (officers, members, advisors, participants, facilities staff, etc.

G: Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As for the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the quarter.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

THE TEAM EFFORT

The team effort involves the outgoing-officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on past records/notebooks for their office and updating those together.

Discussion topics should include:

- Completed projects for the past year
- Upcoming/incomplete projects
- Challenges and setbacks
- Anything the new officers need to know to do their job effectively

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.

- "Fill in the blanks."

If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have.

The structure of a team effort retreat can take many forms. The advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

Section 4: Planning Meetings, Events and Activities

A. Event Planning Process

Many resources are available to help faculty, staff, students, and the public plan events on the GC campus. The Department of Facilities Reservations assists by reserving space for meetings, receptions, rehearsals, noncredit courses, and other nonacademic programs. The department also supervises a number of high-demand campus facilities including the Centennial Center Complex, Russell Auditorium, Magnolia Ballroom, The Depot, and classrooms across campus. One of the privileges associated with being officially recognized as a student organization is the ability to utilize these on and off-campus facilities for organizational events. It is the intent of Georgia College to promote a wide variety of activities and to ensure successful events by assisting student organizations when possible.

STUDENT ORGANIZATIONS ACTIVITIES & EVENTS

In order to sponsor any activity on campus, an organization must be approved by the Student Government Association and the Office of Student Engagement. Thereafter, organizations must register annually with the Student Engagement to sponsor events, activities or to reserve space on-campus. There may be many steps and approval processes involved in the successful execution of your event. The event approval process is in place to ensure that all of those steps are being followed correctly by each student organization.

1. Ongoing Organization Meetings

All student organizations' general membership meetings held on campus must be open to the public unless it is exempted by the organization's state or national policies or charters. This must be stated in your organization's constitution.

Space for regular business meetings are scheduled through the Facility Reservation System 25Live. All meetings must be registered through GC Connect prior to making the space request in 25Live. If the request is approved in Connect, the RSO will receive an approval email. Then, a request for space may be made through 25Live, while attaching the GC Connect approval.

2. Events requiring approval

All student organization events held on-campus or funded by the university require registration with Facilities Reservations via the Facility Reservation System (25Live) and approval by the Office of Student Engagement

before the event may occur. Some of the parameters, which mark an event for further reviews to be included in the approval process, are:

- Events open to the public (campus or community)
- Fundraising (charge or donation)
- Controversial speakers or performers
- Outdoor amplified sound
- Large outdoor displays
- Dispensing of any food or beverage
- Dispensing of alcoholic beverages
- Sales of any type
- Ticketed or admission-based events
- Commercial representation
- Use of copyrighted materials for public distribution or use
- Recruitment efforts by off-campus organizations
- Transportation
- Physical activity
- Organizational fairs
- Events involving themes, costuming or activities that might portray inappropriate stereotypes of racial, cultural, religious, gender, disability, sexual orientation, or other protected classes.

Reviewers may involve the event sponsor and a Student Engagement representative to examine event logistics including staging and properties, food handling, safety, parking, and activities that might be perceived as demeaning or degrading. The Office of Student Engagement may invite representatives from the campus community to advise in on the above areas. During such types of events, a representative from Student Engagement and the student organization's on-campus faculty/staff advisor may be required to facilitate and monitor the activities.

3: Appearances, Appeals, and Waivers

Representatives from a student organization may be requested to appear before Student Engagement or called upon to provide clarification about event approval requests. Failure to appear or to respond may result in the event request not being approved. Requests for waivers of university policies may be made in person and/or in writing to the Associate Dean of Students for Student Engagement. Appeals of decisions made should be directed to the Dean of Students.

4: Facility Use and Reservations

A wide variety of campus buildings and other facilities are available for recreational and non-instructional use by students, faculty, staff, and campus guests, provided this use does not interfere with the educational mission of the university. GC reserves the right to establish standards of time, place, and manner of all campus activities and events occurring on campus property or in the name of the university regardless of location, and to set further requirements on the activity itself, including but not limited to size and duration, sound level, concessions, security, ticketing, Environmental Health and Occupational Safety (EHOS) standards, publicity, insurance, facility rental requirements, and damage repair.

5: Reserving Georgia College Facilities

Please refer [here](#)

6. The Georgia College policy of Freedom of Expression

Please refer to the policy by clicking [here](#)

B. Event Policies and Procedures

Security, Special Events, and Public Safety Staffing

Department of Public Safety staffing may be necessary for the safe execution of your event at the discretion of each facility and reviewed by Student Engagement, Auxiliary Services, and Facility Reservations. All related fees for required Public Safety officers are the responsibility of the event organizer. Events that may require staffing at cost to the organization include, but are not limited to:

- Admission-based events
- Publicly advertised events
- Events where the capacity of the facility may be reached
- Events where alcohol is being served
- Dances
- Concerts
- Events with controversial or popular speakers, performers, or topics
- Events or organizations with a history of police or incident reports, violence, or other policy violations.

Outdoor Amplified Sound

The use of outdoor amplified sound on the campus of Georgia College is restricted according to the following guidelines:

Purpose: It is the intent of the Office of Student Engagement to affirm that while outdoor music, speakers, fairs, festivals, celebrations and other activities serve to reinforce the quality of campus life, the use of outdoor amplified sound must minimize any disruption of the central academic mission of the university.

Amplified sound is intended to be heard in the immediate area only. Decibel levels for all outdoor amplified events are subject to monitoring and regulation by the campus department of Emergency Preparedness and Occupational Safety and may not, at any time, exceed reasonable levels: 65 decibels for 60 seconds when measured at 50 feet from the source utilizing an "A" scale. Campus officials reserve the right to enforce reasonable outdoor sound amplification levels as described herein, including, but not limited to, immediate revocation of the outdoor amplified sound permit, if necessary.

Only one (1) event with amplified sound will be allowed at any one time (e.g. No outdoor amplified sound events are permitted during the final examination period).

Additional Event Planning Items

Organizations are responsible for being familiar with the policies and procedures of the Student Organization Handbook. Failure to "be aware of the policy" shall not be sufficient grounds for granting waivers to the policies and procedures.

As all requests for events are tentative until approved by Student Engagement and Facility Reservations, organizations must not enter into contracts or publicize events prior to the event being approved.

In case of conflicts on campus space requested for the same date, priority will be given to the organization filling the request at the earliest date.

All organizations are responsible for all voluntarily incurred debts related to their events.

Students are not permitted to sign or agree to contracts on behalf of Georgia College. The university will not be liable for any contract signed by the officers of student organizations or any other student or group of students.

Student organizations that enter into written or verbal contracts fraudulently or otherwise misrepresent their organization (for example, providing a false organization identity when making a reservation at an off-campus facility) will be subject to disciplinary action.

Each organization will operate itself and conduct all events in accordance with federal and state laws, local ordinances, official University System of Georgia and university policies, policies of Student Activities, and the constitution and/or bylaws of the organization itself.

Publicity/Contracts/Purchases

Publicity, contractual agreements with performers or service providers, and purchases are not to be entered into or finalized until the event has been reviewed by Student Engagement. Rules, regulations, and policies must be followed with regard to publicity, contracts, and the use of university and SABC funds. All plans for publicity and contracts must be disclosed and copies of supporting documents may be required by Student Engagement. Students may not sign contracts or service agreements on behalf of their RSO or GCSU.

All promotions must be handled by, paid for by, and specify the sponsoring organization. Promotions must not specify or imply sponsorship by organizations contrary to those indicated on the reservation form. Organizations violating this policy may be subject to applicable charges and/or suspension of facility reservation privileges. Off-campus promoters may not be used to promote events for other organizations.

Organization members must be present at the event to assist in event management and coordination. Advertising on Milledgeville commercial radio stations is considered off-campus promotion.

Copyrighted Materials for Public Performance

Copyrighted materials including, but not limited to, films, videos, and music are subject by law to restrictions on Public Performance. It is the ultimate responsibility of the event sponsor to adhere to copyright law and secure Public Performance licenses for the use of copyrighted materials. It is unlawful for student organizations to show films to its members. ***Student organizations must obtain a public performance license if showing a film to individuals outside of their RSO roster.*** It is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie will be shown, how large the audience will be, etc. While fees vary, they are generally inexpensive for smaller performances. The main vendor that Georgia College uses to handle these licenses is Swank Motion Pictures, Inc. 1-800-876-5577; www.swank.com. If you need further assistance in obtaining copyrights to a film or program, you may contact the Student Activities office at 478-445-7867.

A student organization officer must show a public performance license or proof or permission from the copyright owner to show the work publicly on-campus. Ownership, rental or borrowing a film/video from a library does not constitute public performance rights. The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses or the studios directly.

Per the United States Copyright Revision Act of 1976, the following guidelines apply:

- All non-private exhibitors or registered copyrighted videos or DVD's must obtain a Public Performance license.
- The copyright laws apply whether or not an admission is charged.
- Local video stores are in the business of renting video-cassettes and DVDs for home use only and they cannot provide legal protection or advice.
- Personal ownership of the videotape or DVD and the right to show it publicly are two separate issues.
- The copyright holder retains exclusive public performance rights to that program.
- The purchase of a videocassette or DVD from any source such as a local video store or retail outlet does not convey or carry with it the right to exhibit that cassette or DVD in public or semi-public locations.

"Willful" infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

Contact the Office of Student Engagement at (478) 445-4027 for additional information regarding the public performance of copyrighted materials.

ALCOHOLIC BEVERAGES

1. Types of Beverages

Beer and/or wine may not be served at events open to the public. Attendance at events with alcohol must be limited to the organization's members and their invited guests. Events at which alcohol will be served must have a preponderance of individuals over 21 years of age in attendance.

2. Limitations on Events with Alcohol

Because alcohol impairs judgement and suppresses immune response, it presents additional safety risks beyond those associated with food and beverage sharing. The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event. Student organizations are limited to hosting and/or participating in no more than one event per week where alcohol is present. Each event (on-campus and off-campus) must be submitted into GC Connect at least 14 days prior to the event.

Student organizations cannot host events with alcohol during Week of Welcome or after the last day of class each semester*

3. Policy for On-Campus Events with Alcoholic Beverages

Subject to this policy, consumption and possession of alcoholic beverages is limited to beer, seltzer and/or wine. Distilled liquor is not permitted at any time. In sponsoring a function with beer and/or wine is served, the organization and its officers accept the following responsibilities and conditions:

- To observe all applicable state laws and university policies.
- To pay for any/all damages incurred during the activity.
- To clean and restore the facility to its original condition.
- To maintain decorum appropriate to the university setting.
- To limit participation in an authorized event to members of the sponsoring organization and its invited guests.
- Serving beer or wine must be clearly incidental and supplementary to the main purpose of the event.
- To refrain from advertising to the public the availability of alcoholic beverages or otherwise using alcoholic beverages as an event inducement. Events promoted to the public may not have alcohol served.
- To only finance beer or wine from a club treasury, excluding use of SABC funds. Unless a sponsor is licensed, beer and wine may NOT be sold at student-sponsored events nor may a specified amount or donation be collected.
- To also provide non-alcoholic beverages, to be served in the same manner as alcoholic beverages.
- To assure that no minor or intoxicated person is served alcoholic beverages. It is the responsibility of the organization to ensure that only those of legal drinking age consume alcoholic beverages.

- Public Safety must be present to verify the proof of age of those being served. Self-service is prohibited.
- A server must be at least 21 years old.
- Food must be served at all events at which alcohol is available.
- Alcoholic beverages may not be removed from the room within which the serving of alcoholic beverages has been approved. The organization must provide one or more individuals to be positioned by the exits for enforcement of this condition.
- Alcoholic beverages may be served only in areas where food is normally served.
- The amount of alcoholic beverages present must be appropriate for the nature of the event, the estimated attendance, and the amount of food and non-alcoholic beverages present.
- For events on-campus, any alcohol must be handled through Sodexo Dining Services. Self-service is not permitted. Alcohol may not be sold for fundraising or offered as a prize in a "free drawing." To obtain a "first right of refusal" from Sodexo to have another licensed vendor serve alcohol, please reach out to Student Engagement or Fraternity & Sorority Life BEFORE any services are secured.

4. Alcoholic Beverages at Events Off-Campus

The following policies apply to all off-campus events sponsored, organized, planned, coordinated, financed, or promoted by the organization, any activity held at an organization-related facility, or any activity that an observer would reasonably associate with the organization. For example, a social event where most of those invited members of the same organization would normally be considered to be an organization-related event.

- A. Organizations are expected to be familiar with and comply with State of Georgia laws regulating the sale and consumption of alcoholic beverages.
- B. Unless held at a licensed establishment with professional bartenders, hard liquor (alcoholic beverages other than beer or wine) shall not be consumed at organization events.
- C. Open parties, meaning those with unrestricted access by non-members without specific invitation, where alcoholic beverages are present are forbidden. For events (except events for alumni and family members) where the number of guests is anticipated to exceed the number of members, a guest list must be submitted to Student Engagement in advance of the event, along with the name of the member who invited each guest. Members are responsible for the behavior (including underage drinking) of guests they invite.
- D. In promoting events, alcoholic beverages may not be referred to in publicity, including signs, fliers, mailings, email lists, Web sites, and media (i.e., no pictures of kegs, cocktail glasses, beer mugs, etc.).
- E. At all events where alcoholic beverages are consumed, except those held at licensed establishments where beverages are sold, provisions shall be provided for the free and conspicuous distribution of non-alcoholic beverages and food in adequate supply. An "adequate supply" of beverages is a quantity sufficient to provide at least one beverage serving per hour for all members and guests who are under the age of 21. An "adequate supply" of food is a minimum of one serving for all members and guests in attendance (for example, one large pizza for ten guests).

- F. No organization shall permit any person who is under the age of 21 or who is obviously intoxicated to consume alcoholic beverages at organization functions. Use of wristbands and/or Public Safety hired to check age identification may be required. At joint functions, each organization is responsible for keeping those under the age of 21 from consuming alcoholic beverages.
- G. An organization sponsoring an event has an obligation to provide for the safety of any members or guests who exhibit intoxication. This might require taking the person home or allowing the person to spend the night and ensuring that someone is present to monitor their condition until they are sober. If the person is unconscious, is breathing irregularly, has a weak pulse, or has discolored skin, immediate medical attention must be sought.
- H. Unless the event is held within a half-mile of the campus, whenever alcohol is being consumed at an event and busses or public transportation are not being provided, the organization shall provide designated sober drivers to transport all members and guests. The designated sober drivers shall not consume any alcohol whatsoever at the event or within six hours prior to driving. If busses are provided, no intoxicated person shall be permitted to board the bus nor may alcohol be consumed or brought on the bus.
- I. No organization shall at any time compel individuals to consume alcoholic beverages.
- J. No money whatsoever, including "donations," entertainment fees, admission charges, etc., may be collected at any function where alcoholic beverages are provided, unless held at an establishment with a Georgia Liquor License.
- K. Organized competitions involving the consumption of alcoholic beverages are prohibited at all organization functions.
- L. An organization may not purchase or reimburse a person for the purchase of alcoholic beverages through the use of organization funds or credits nor may the purchase of the same be undertaken or coordinated by any member on behalf of the organization. No organization members may provide alcoholic beverages directly or indirectly to members or guests by selling tickets or cups, by collecting admission fees or donations, by special assessments (e.g., a formal dance assessment that includes drink tickets), by taking a collection ("passing the hat"), by dues rebates, by maintaining a "social fund" or account, or by using any means of collecting monies from persons attending organization functions. All alcoholic beverages consumed at organization functions held off-campus must be brought by the individual members and guests attending the function for their own personal consumption or through a cash bar operated by a licensed establishment where the function is held. Drink tickets, regardless of how they are financed, cannot be given away at chapter events held at hotels, etc. – even if the tickets can be redeemed for either alcoholic or non-alcoholic beverages. Members must purchase their own drinks or drink tickets directly from the licensed establishment.
- M. The purchase and/or use of any bulk quantity of alcoholic beverages or providing a common source of alcohol (e.g., kegs, miniature kegs, alcoholic punch, coolers filled with canned beer, open bars, etc.) is expressly prohibited. (A keg shell present on organization premises shall be considered evidence of a violation of this policy.)
- N. At "BYOB" functions, individuals 21 years of age or older may bring not more than a six-pack of 12-ounce beers or 12-ounce seltzers or not more than 4 mini bottles of wine.
- O. No alcoholic beverages shall be present at any organization recruitment function, regardless of location. A recruitment function is defined as any activity where the primary purpose is membership recruitment.
- P. No alcoholic beverages shall be present at any pledge/associate/new member program or activity of social fraternities and sororities, including, but not limited to, initiation or pre-initiation activities,

pledge or associate member retreats, pledge/new member exchanges, new member interviews, and big brother/sister revealing. This includes bringing alcoholic beverages as gifts.

- Q. The possession, sale and/or use of any illegal drug or controlled substance at an organization-related event or at an organization-related facility is prohibited. If organization officers become aware of such activity, it is their responsibility to immediately terminate the activity and initiate disciplinary action against the responsible members. If the organization officers fail to take such action, the organization assumes responsibility for the activity.
- R. Whenever a social event is taking place at organization-related facilities (such as fraternity and sorority chapter houses), all alcohol consumption is prohibited in bedrooms and apartments. No hard alcohol may be consumed during an event held at organization-related facilities. During times when a social event is not in progress, only active members and alumni over the age of 21 (i.e., minors or guests) shall be allowed to consume hard alcohol in the common areas of organization-related facilities.

Section 5: Publicity

A. Publicity Opportunities

TABLING

Student organizations may conduct information tabling for publicizing their group and its activities in approved locations on campus. The purpose of tabling is to provide GC student organizations with an outlet to disseminate information, to promote awareness, to recruit for involvement, and to raise funds. Tabling is permitted by the Office of Student Engagement. All university policies for publicity, food sales and service, commercial representation and sales, and other applicable regulations must be followed and the purpose of tabling approvals must be obtained before requests for tabling will be approved. Tabling is permitted in specified tabling locations (e.g., Front Campus, Arts & Science Fountain, etc.) during academic semesters only, Monday-Friday, 10am-3pm. Tabling is not permitted during Finals Weeks or break periods. Organizations must pick up their table from the Office of Student Engagement beginning at 9:30am and it must be returned by 3:30pm. Organizations are responsible for their own table set-up.

Brightsign TVs

The system is available to student groups, campus departments, and any other university affiliated entities. Brightsign is a student-fee supported program, as such, student events/announcements will be of a higher priority than posting requests from departments, auxiliary service groups, or any other university affiliated organizations.

Brightsign TVs are located in the Den and the Wellness & Recreation Center. The events/announcements that are posted to the tvs should be applicable to a large number of students within the university. Moreover, the events should be open to the whole student body and should show diversity across majors, classifications, social status, etc. Further, Student Engagement will maintain the ability to post or remove a requested posting at any time pending the department's decision regarding the pertinence of a post as it relates to a significant portion of the student body.

Requests to have a posting on the Brightsign TVs should be sent to studentengagement@gcsu.edu with the dimensions of 1920 x 1080 px.

Flyers

Flyers may be distributed in person in open areas of the campus provided that pedestrian and vehicular traffic and building access are not obstructed. Flyers may not be distributed within any campus building, directly in front of the Campus Bookstore entrance, in residence halls and on their adjacent grounds, on parked vehicles, and in parking lots or access points. Flyers must clearly indicate the sponsoring organization. Flyers may be hung in buildings on designated bulletin boards based on policies of that building.

RESIDENCE HALLS

The posting of flyers in the campus residence halls is subject to special regulations. Inquire at the Department of University Housing for specific details and approval. No materials may be placed under student room doors. Door-to-door solicitation is prohibited.

STAKES SIGNS

Staked signs (i.e., signs attached to stakes or poles or yard signs) are permitted on campus.

CHALKING

Chalking can be done on flat concrete surfaces, thereby prohibiting chalking on steps, brick surfaces, benches, fountains, private property, trash cans, the Bobcat Head and any other object or area that is not a flat sidewalk, concrete surface. Liquid chalk shall not be used. The following forms of speech are strictly prohibited without exception:

- Chalking that makes references to the use, sales, consumption, or distribution of alcohol or illegal drugs.
- Hate speech-herein defined as speech attacking or disparaging an individual or group based on sex, race, religion, national origin, ability, gender identity, or sexual orientation
- Sexually explicit or obscene materials
- Chalking that deals with the sale and solicitation of goods and services.

B. Inappropriate Publicity

Painting, chalking, tacking, taping, gluing, or stapling messages on walks, footbridges, benches, trash cans, trees, The Colonnade stands, windows, walls, columns, buildings, fences, or other permanent structures (except where noted above) are not permitted. Messages may not be written or posted on classroom chalkboards or whiteboards, or instructor and departmental bulletin boards without permission from the instructor or department. No leafleting is permitted within any building, directly in front of the GC Bookstore entrance, in residence halls and on their adjacent grounds, and in parking lots and related structures and their pedestrian and vehicular access points.

C. Removal of Publicity of Other Organizations

Student organizations shall not remove flyers, signs, or banners of other organizations, unless all of the events advertised thereon have been concluded. Violation of this policy will result in suspension of posting

privileges and/or referral to the Office of Student Conduct. Violations of the above policies and regulations on publicity will result in the immediate removal of the material and may further result in the discontinuance of the publicity, event cancellation, charges for clean-up and, building repair, disciplinary sanctions against individuals or officers of recognized student organizations, and possible suspension of campus recognition.

Section 6: Financial Management

There are many contributing factors to running a successful student organization. Strong financial management is one that can go a long way toward sustaining your organization. As a first step, we address ways in which your student organization may request funding.

A. Funding Sources

STUDENT ACTIVITY BUDGET COMMITTEE

The Student Activity Budget Committee (SABC) acts on all requests for student activity funding. Members of the committee are appointed by the President of the Student Government Association.

SABC directly allocates money for student organizations based on annual funding requests and specific requests brought before the student senate.

For information on specific funds requests, please contact a Student Government Senator.

CAMPUS ACTIVITIES BOARD

One co-sponsorship opportunity is with the Campus Activities Board (CAB). CAB is an institutional organization charged with handling the entire event programming budget, which includes money to co-sponsor student events such as speakers, movies, and other programming for a general audience. These events must be open to the entire Georgia College community. To request co-sponsorship, simply complete the required paperwork and present your request to the CAB Executive Board during one of their meetings.

B. Financial Procedures and Guidelines

The Office of Student Engagement recommends the adoption of the following measures to ensure that standards of good financial management and practice are achieved. These guidelines are presented as suggestions toward assuring the financial integrity of each organization. We also wish to expose you to procedures and guidelines that will prevent you from violating university, local, State and Federal policies and/or laws.

1. Tax Reporting Regulations

Student organizations are not Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure, which then commits the organization to the rigorous annual reporting requirements required by the IRS (Internal Revenue Service). Due to annual reporting requirements and

the frequent turnover of student leadership, we do not recommend student organizations file for this status.

2. Obtaining a Tax ID Number (EIN)

A Tax ID Number or EIN (Employer Identification Number), is like a social security number for your organization. Student organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account). No student organization is permitted to use the tax identification number of the University or any auxiliary. Its purpose is so the IRS will not make you personally responsible for taxes on revenue that you have earned.

How do you get a Tax ID Number? You may contact the IRS and request a Form SS-4 (Application for Employer Identification Number) or visit their website in order to request an EIN online. This form can be accessed at the following location: <https://www.irs.gov/forms-pubs/about-form-ss-4-application-for-employer-identification-number-ein>. Plan ahead because processing can take 2-4 weeks.

4. Donations and Scholarships

All gifts to Georgia College are accepted and administered by the GC Foundation, an official 501(c)(3) auxiliary organization of Georgia College. For further information, contact the Department of University Advancement at (478) 445-5400.

5. Officers' Responsibilities: Checks and Balances

Your organization is responsible for its own finances and financial records. The University will provide guidance, if needed, but the responsibility rests with the leadership of the student organization. In order to maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions. The philosophy of checks and balances is an important one to maintain because Georgia College holds all officers responsible for any debts incurred on behalf of the organization, if the organization does not have sufficient funds to pay for an expense.

6. Bank Accounts

Student Organizations may choose to do their banking with any financial institution. These financial institutions will require the RSO to have an EIN number, as well as a letter from Student Engagement, verifying your status as a RSO. It is recommended that the RSO receives electronic bank statements only.

7. Financial Training Seminars

Throughout the academic year student organization Presidents and Treasurers can attend various workshops offered by the Student Engagement. These workshops cover general accounting concepts, important information about keeping records, and other critical business information regarding insurance, contracts, annual filing requirements, etc. The Office of Student Engagement will send out information regarding these seminars to all student organization Presidents and Treasurers early in the fall semester.

8. Planning the Fiscal Year

The officers of each student organization must determine for themselves an optimal time at which the finances for the organization should be wrapped up for the year. The decision may be based on any number of factors such as the primary activity of the organization, the end of the academic year, or prior to or after the election period for new officers. Georgia College's fiscal year runs July 1- June 30.

10. Budgeting

At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year. Be certain to document the key assumptions you have made in creating your budget. This document should include:

- Last year's actual expenses and income
- The present year's budget (projected expenses and expected income)
- The present year's actual year-to-date-total expenses and income
- The variances between budgeted and actual expenses and income.

11. Collecting Income

Cash receipts include all revenue collected by your organization as cash or checks. Whenever possible, it is important that actual cash not be used by your organization -- using cash for transactions prevents accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a check or cashier's check, made payable to the organization. All revenue must be deposited in the organization's bank account and recorded in the organization's Cash Receipts Log Sheet immediately upon receipt. Checks should be deposited frequently (at least weekly).

12. Paying Bills

Cash disbursement (or "accounts payable") is the process of paying the expenses of your organization and entering those payments in your financial record. Organizations must submit purchase requests through the financial module on GC Connect to simplify record keeping and reconciliation. Payments or reimbursements should only be used for expenses that are for the purpose of the organization, as the organization has defined its mission in its constitution. In other words, student organizations are not permitted to use the organization's bank account for individuals' expenses.

PROCEDURES

All payment requests must be submitted through GC Connect. This includes invoices that need to be paid, orders that need to be placed and reimbursements for club travel.

Invoices: To pay an invoice (bill) directly to a vendor, please make a purchase request through GC Connect. The form must be submitted with the original invoice, which clearly documents the nature of the expense, and packing slip (if applicable). Once the request is submitted, Student Engagement will submit

through the university payment system. GCSU prefers to pay invoices via check or ACH, but can pay via purchasing card if that is the only method the vendor will accept.

Orders: If you have an order that needs to be placed (Amazon, or other online vendors), you must make a purchase request through GC Connect. You must upload a link to the order or a quote or other documentation to that request.

PERSONAL REIMBURSEMENT

To reimburse a member of your organization for travel, please submit a purchase request through GC Connect. You will need to upload the itemized receipt from the purchase that was made to that request with the reason for the purchase. **Personal reimbursement for supplies purchased are not permitted.** Please follow the procedures on making purchasing requests through GC Connect. The only allowable reimbursements are student organization travel expenses (food, gas, hotel).

Section 7: Fundraising and Sponsorship

A: Fundraising

Fundraising, as it pertains to student organizations, is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.

Activities involving student organization fundraising or other projects covered by these guidelines are subject to the following:

- Door-to-door residence hall contact is prohibited.
- Use of the campus mail service is prohibited.
- Fundraising is not permitted in buildings and other closed areas. Fundraising may be conducted only in such open areas as approved by the Department of Student Engagement.
- An organization may not use coercive acts that might intimidate those persons from whom support is sought.
- All advertising must comply with the posting policy.

B. Sponsorship, Donations, and Affiliated Advertisement

PURPOSE

This policy outlines sponsorships, donations, both financial and non-financial, and advertising for outside individual companies, institutions, or organizations by specific Georgia College & State University (hereafter referred to as Georgia College) divisions, departments, units, and/or recognized student organizations. The policy is applicable for solicitations of less than \$1,000.

1. Additional Governing Policy

All sponsorships and donations in the amount of \$1,000 or more must adhere to the guidelines of the Georgia College Office of University Advancement.

2. Exemptions

The Department of Athletics, The Colonnade, and WGUR Radio Station are exempt from this policy.

3. Definitions

Sponsor and sponsorship are individuals, companies, institutions, or organizations that provide monetary and/or non-monetary support for all or part of an event or organization that is organized by or associated with a Georgia College division, department, unit, or recognized student organization (RSO) in exchange for limited advertising rights. For purposes of this policy, sponsorship and fundraiser are synonymous.

Donor and donations are individual, companies, institutions, or organizations that provide monetary and/or non-monetary support for all or part of an event or organization that is organized by or associated with a Georgia College division, department, unit, or RSOs for which the donor is not entitled advertising rights by Georgia College.

Advertising rights are marketing communication (i.e., advertising, personal selling, sales promotions, public relations, direct mailing, exhibitions, or any other communications intended to endorse an organization or promote its offerings) entitlements granted to an individuals, companies, institutions, or RSOs that permits advertisements as explained in this policy details. These include the use of logos, taglines, and other specifically unique characteristics associated with a vendor. It does not preclude the naming of a vendor or donor in a single line generic text as a means of "Thank you" within a program or other publication.

Contract organizations are individuals, companies, institutions, or organizations that have a contractual agreement or informal agreement with Georgia College. Typically, a contract organization provides goods and/or services to Georgia College or is a financial supporter of Georgia College. Notwithstanding the nature of the relationship, Georgia College has sole discretion in determining contractual organizations for purposes of this policy. A list of contract organizations can be requested through Auxiliary Services.

POLICY DETAILS

- Solicitation or acceptance of sponsorships from merchants or vendors in direct competition with a Georgia College contract organization is prohibited. Refer to the Auxiliary Services website for a current listing of Georgia College contract organizations.
- A Georgia College division, department, unit and/or RSO may apply to the Office of University Advancement to add an organization to the contract organizations list. Prior approval of such is required before solicitation or acceptance of donations from non-contract merchants and/or vendors may be accepted in exchange for advertising rights.

- Any Georgia College division, department, unit, or RSO may not seek donations or solicit sponsorships from organizations whose main focus (core product offering) is the manufacturing, distribution, or selling of alcoholic beverages (i.e., beers, wines or spirits).
- Preference should be given to Georgia College contract organizations when soliciting sponsorship and/or donation opportunities.
- A list of Georgia College contract organizations shall be available through and maintained by Auxiliary Services and available on its website. Available [here](#).
- Refusal of a sponsorship and/or donation by a Georgia College contact organization does not permit the soliciting division, department, unit, or RSO to seek or accept sponsorship and/or donations from a non-contract organization. The soliciting division, department, unit, or RSO may seek to have the non-contract organization added to the Georgia College contact organization list by petitioning the Office of University Advancement.
- Georgia College divisions, departments, units, and RSOs are not permitted to use an event for the sole purpose of advertising sponsor(s) and/or donor(s).
- Georgia College divisions, departments, units, or RSOs and their representatives are prohibited from accepting solicitations and/or signing contracts with organizations, both contract organizations and non-contract organizations, to collect information that may be used for later solicitation by the organization.

Please refer to the Soliciting Policy for more information.

VIOLATION OF POLICY: If a Georgia College division, department, unit, or RSO deviates from this policy, disciplinary action will be taken in accordance with the respective division.

Section 8: Code of Conduct

A. Student Group Rules

Student Groups at Georgia College are subject to all rules found in The Code and all national, state, local laws and University policies, including the Student Group Rules. The University may hold a Student Group responsible for the actions of its members when the behavior or activity is related to the group. Misconduct need not be officially approved by the Student Group's membership to be grounds for violations of The Code. In addition, the individual members of student groups will be held accountable for violations of the Student Code of Conduct.

Behavior by a student group that is not consistent with The Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are student group accountability factors and violations of the Student Group Rules:

Please refer to The Code for the official Code of Conduct

B. Organizational Discipline

Student organizations are responsible for the acceptance and adherence of policies and procedures outlined in the Student Organization Handbook, the university's Code of Conduct, the Honor Code, and in Section 1902 of the Board of Regents of the University System of Georgia. Furthermore, a student organization and its officers may be held accountable collectively or individually for violations of these policies and procedures, resulting in disciplinary action and/or sanctions delegated by the Division of Student Life.

Disciplinary action or sanctions shall mean any action affecting the status of an individual as a student or a student organization which is taken by Georgia College & State University in response to student misconduct or violation of the policies and procedures contained in the Student Organization Handbook, the university's Code of Conduct, and in Section 1902 of the Board of Regents of the University System of Georgia. The term shall include reprimands, personal probation, revocation and/or limitation of privileges, restitution, probation, suspension or dissolution, denial of particular University privileges, and other less severe actions. The sanctions of this policy may or may not jeopardize the student's progress in his course of study or the organization's ability to function operationally.

Accusations or reports of suspected violations by a student organization are transmitted to the Office of Student Engagement whereupon the Director will evaluate the report to indicate whether an offense has occurred. If there is evidence to suggest that a violation has occurred, then the Director, in conjunction with the Dean of Students office, will be responsible for facilitating an investigative hearing. A student organization in violation may be subject to disciplinary action if one or more of the following is true:

- An offense is alleged to have been committed by one or more members of an organization and is sanctioned by or participated in by an officer of the organization.
- An offense is alleged to have been committed by one or more members of an organization and organizational funds are used to finance the venture.
- An offense is alleged to have been committed by one or more members of an organization and is related to an organizational process or function. These include but are not limited to, recruitment, initiation, and new member programs.
- An offense is alleged to have occurred as a result of a function sponsored by a student organization.
- An offense is alleged to have been committed by one or more members of an organization and is supported by a substantial number of the organization's membership.

The investigation will be discretionary and dependent upon the severity of the offense brought forth by the accuser. An investigative hearing will be followed, where the Director will meet with the student organization advisor or another officer of the organization, to which may accompany the organization's president or chair to the meeting. At the discretion of the Director, other persons having information pertaining to the alleged offense may also be invited to participate in the hearing. If the situation involves two or more parties, representatives from each party will be permitted to attend and attempt to resolve the conflict. The purpose of the investigative hearing is to gather information and facts, inform the organization of current policies and procedures, explore the possibility of immediate solutions, and discuss potential sanctions in the case that the validity of the claim is proven true.

If the student organization does not accept the terms of the sanctions delegated by the Director, then a formal appeal can be submitted to the Dean of Students with the final appeal being reviewed by the Vice President of Student Life, who will have the final decision.

C. Accountability of Organization Officers

An organization's members are all responsible for their own actions and behaviors, however, a specific organization officer may be held personally accountable for the misconduct of organization members during an organized event carried out by the organization. Circumstances which might necessitate an officer's personal accountability include but are not limited to:

- Inappropriate and/or unacceptable activities which are sanctioned by the organization by means of discussion and/or planning at an organization meeting, officers' meeting, or committee meeting
- An officer's personal participation in such an activity.
- An officer's failure to act appropriately upon witnessing such an activity.
- An officer's failure to act appropriately in preventing such an activity when he/she had prior knowledge.
- An officer's failure to act appropriately in taking corrective action after learning of such an activity.
- An officer's negligence in his/her responsibility to educate the group of established laws, regulations, policies, directives, and procedures.
- An officer's failure to cooperate fully with law enforcement personnel or university officials, including failure to identify organization members known by the officer to be involved in the accident.

D. Individual Discipline

An organization's members individually can be held accountable for actions deemed inappropriate and/or dangerous. Among the prohibited actions include the following:

- Misrepresentation of oneself or of an organization to be an agent of the university or one of its auxiliaries.
- Falsifying information to a university official or any attempt to deceive or misrepresent the truth in any matter involving university business. University business includes but is not limited to, financial aid information, excuses for absences, statements to professors in order to reschedule tests or assignments, and responses to the queries of Public Safety officers.
- Unauthorized entry into, presence in, or misuse of university property.

- Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
- Conduct that obstructs, seriously impairs, attempts to obstruct or seriously impair university-run or university-authorized activities on any university property, indoors or out.
- Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.
- Conduct that constitutes a danger to the personal safety of other members of the university community. This may include assault, attempted assault, or the threat of assault.
- Intentional harassment of another person. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, communicating electronically, following or persistently bothering or annoying. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, handicap or sexual orientation.
- Hazing, or conspiracy to haze ([for more information](#)).
- Theft of property or services from the university community, or misappropriation of university resources.
- Unauthorized or intentional, malicious damage to university property or property belonging to others.
- Acts which violate university provisions concerning parking, traffic, ID cards, university keys, smoking in unauthorized places, carrying firearms, unauthorized peddling, unauthorized use of sound amplifying equipment, and other acts which violate local, state or federal laws, or which violate appropriate conduct.
- Violation of any published university policy, rule, regulation or presidential order.
- Failure to comply with directions of, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
- Interference with the student or student organization disciplinary process, including:
- Falsification, distortion, or misrepresentation of information related to a student or student organization discipline matter
- Disruption or interference with the orderly process of a discipline proceeding
- Attempting to discourage another from cooperating with an investigation
- Attempting to influence the impartiality of any participant in a discipline matter
- Verbal or physical harassment or intimidation of any participant in a student discipline matter
- Failing to abide by disciplinary sanctions imposed by a GC judicial body.
- Conduct that violates local, state, or Federal laws or GC regulations regarding alcohol and other drugs.

E. Board of Regents Policy 406.01: Withdrawal of Recognition of Student Organizations

The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student Organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student Organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student Organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student Organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such Organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student Organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student Organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter. (BR Minutes, 1989-90, p. 384)

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990 (Ga. Laws, 1990, p. 2033).

Students who are alleged to have violated these policies are referred to the university's judicial officer in the Office of Student Life.