



DEPARTMENT OF STUDENT ACTIVITIES & ORGANIZATIONS

Student Organization Handbook

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Think Independently. Lead Creatively.

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Section 1: Student Activities Overview

A: Welcome

The Department of Student Activities & Organizations is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Georgia College 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: Diversity Statement

Georgia College & State University comprises a diverse community. Campus life and daily interactions are enriched by our acceptance of the diversity within the university community. Underlying GC's educational goals are basic values that include intellectual honesty; mutual respect; freedom from discrimination; and the abhorrence of intimidation, harassment, disruption or violence aimed at limiting these freedoms or interfering with a student, faculty, or staff member's performance.

Student Activities & Organizations affirms their positive commitment toward diversity and for inspiring a student-centered multicultural community with many opportunities to learn from our likenesses and differences.

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

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.

D: 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, Activity Clubs, and Traditional organizations. All groups are required to register annually with the Department of Student Activities & Organizations.
- 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 Department of Student Activities & Organizations 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, Concert & Jazz 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. The following groups will be classified as such: Alpha Delta Pi, Alpha Gamma Delta, Alpha Kappa Alpha, Alpha Phi Alpha, Alpha Omicron Pi, Alpha Tau Omega, Delta Gamma, Delta Sigma Phi, Delta Sigma Theta, Delta Zeta, Gamma Sigma Sigma,

Kappa Alpha Order, Kappa Alpha Psi, Kappa Delta, Kappa Sigma, Lambda sigma upsilon, Mu Sigma Upsilon, Omega Psi Phi, Phi Beta Sigma, Phi Mu, Pi Kappa Phi, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Alpha Omega, Sigma Gamma Rho, Theta Chi, Zeta Phi Beta, and Zeta Tau Alpha.

- 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 Department of Student Activities & Organizations and the Student Government Association can form these groups.
- Activity Clubs are traditional student organizations who have chosen to classify themselves as such. This classification was developed for those groups who only meet once or twice a semester and rarely request funding from the Student Government Association. Groups such as departmental honor societies and professional fraternities would be good candidates for this group.

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 Department of Student Activities & Organizations 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 Activities & Organizations 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.

The process for beginning a social fraternity or sorority requires different procedures. Please refer to Chapter 10:

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

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 insure 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 Department of Student Activities & Organizations 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 Activities, 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: Allocated Office Space

A limited number of student organization office spaces have been designated for organizations whose purpose serves a university priority. The following organizations have been designated an office space on campus: Student Government Association, Colonnade, WGUR, Peacock's Feet, Fraternal councils, and the Campus Activities Board. Because office space is limited, it is rare that space becomes available.

I: Benefits of Official Recognition

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

- Use "at Georgia College" 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.
- Mailbox space in the Student Activities Center

Section 3: Club Sports Teams

A Sport Club is an organization formed by individuals who are motivated by a common interest and desire to participate in a particular sports activity. More specifically, Sport Clubs are formed so the participants can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. The concept of the program is to emphasize student leadership and direction. Other important features of Sport Clubs that make them unique include self-motivation, self-administration, self-support and self-regeneration. All GC Sport Clubs are Recognized Student Organizations (RSO) and must apply for registration as an RSO prior to becoming a recognized and affiliated Sport Club. The Sport Clubs are designed to offer opportunities for students, faculty and staff of the

university to participate in a variety of competitive sports and recreational activities. Each club is organized and conducted by its members under the direction of the Sport Clubs Council.

The Department of Wellness & Recreation provides guidance to Sport Clubs and schedules facilities for practices and games. These facilities include the Centennial Center (basketball and volleyball courts, racquetball courts, indoor track, weight-training areas and the swimming pool), the West Complex (softball fields, soccer field and ultimate Frisbee/flag football fields) and Baldwin County Recreation Department facilities.

The Office of Student Activities & Organizations provides additional administrative assistance and guidance, scheduling for project/meeting spaces and publicity/promotional assistance.

A: Eligibility

All Club Sports participants will be required to create an account and sign up on [IMLeagues](#). Once you create your account the team captain will request and accept you as a player on the club team. Players must present their Bobcat Card to participate. If a player is on the roster a driver's license will be accepted. Each player **MUST** be a student enrolled at Georgia College.

Registration

Teams must first become a Registered Student Organization (RSO) or be an active RSO before becoming a Club Sport. To find out how to form a new Club Sport, visit Section 3 under Student Organization Recognition in this handbook. After becoming an RSO the club president must meet with the Associate Director of Wellness & Recreation.

IMLeagues Registration

All teams and players must register in the club section of imleagues.com/gcsu. It is also recommended that advisors register as well. The process is very simple:

1. Go to imleagues.com/gcsu
2. Click the Blue "Club Sports" Tab toward the left center of the page image
3. Under League, Click "Click here to Join" image

Please note if you don't have an imleagues account you will have to create one before this process starts.

Please note: we will use IMLeagues as the primary form of communication, so it is imperative that each Club Sport participant registers. **Teams that are not registered on IMLeagues will not be funded.**

B: Funding/Finances

Funding will be based on the number of registered and paid members, club history, club dues, number of events and practices, tournament qualifications, fundraising efforts, and policy compliance. Clubs are only eligible for funding from the Club Sport Council if they haven't received funding from other campus resources.

The members of each club sport have the primary responsibility for the financial support of their club. Funds for club activities come from the following sources:

1. Membership Dues
2. Fundraising
3. Sponsorships
4. Budget allocation from the Club Sport Council

Once the Club Sport Council budget is established and approved, funds may be used for the following expenses:

Non-personal club supplies and equipment

- Fees covering game officials.
- Maintenance and care of equipment.
- Travel to include gas, lodging, and commercial transportation costs.
- Entry fees.
- Team dues for state, regional, or national organizational membership.
- Food for team events

Club Sport Council funds cannot be used for the following:

- Uniforms
- Scholarships, awards or gifts to other teams (including trophies, plaques, etc...)
- Operating expenses (telephones, subscriptions, salaries)
- Room service (including movies, tips, games)
- Donations
- Political materials
- Bar bills or alcohol related purchases
- Repairs on personal vehicles
- Long distance phone charges on hotel bill
- Entertainment (movie tickets, amusement parks, etc.

Accessing Allocated Funds

The preferred method of dispersing funds is through reimbursement. In order to utilize your allocated funding, you must fill out a budget payment request form, which can be found at your team's orgsync page. In addition to the budget payment request form, you must submit a brief, but descriptive typed report that states who, what, when, and where the money was used. You must also attach all necessary documentation including, but not limited to the following:

- Itemized receipt(s)
- Invoice(s) showing proof of payment
- Tournament flyer(s)
- Copy of credit card used (with all but last 4 digits blacked out)
- Copy of check used (with routing and checking account number blacked out)
- Copy of bank statement showing the expense (black out all confidential information; leaving name and requested reimbursable expense visible)

To ensure that your reimbursement is filled in a timely manner, please attach as many of the listed items above to the completed budget payment request form. Once all documentation is attached and all necessary signatures have been attained, you can expect the mailed reimbursement check within approximately 1-3 weeks upon submission.

In addition, your club must also be in good standing with the university to access current and future funds from the Club Sports budget, or any additional Student Activity Budget Committee (SABC) funds. To learn about what you need to do to remain in good standing, please read the Club Policies located at recsports.gcsu.edu or on the club page at IMLeagues. Part of the procedure to remain in good standing is to submit this Club Sports Travel Form prior to all future planned trips. The report can also be located at the clubs' IMLeagues page.

Click add link here to view a completed budget payment request form with key.

C: Space Reservations

To reserve a space on campus for an event (not practice) please click here for instructions [Facility Reservation](#)

Outdoor teams needing practice space on campus will go through the Department of Wellness and Recreation.

D: Game Reports

After each event a game report must be submitted by a Club Sport Officer or Captain within 48 hours of event completion. Click here to access the [Game Report Form](#).

Failure to do so could result in loss of practice time and funding and must meet with the Associate Director of Wellness and Recreation.

E: Travel Requests

Teams must fill out an online [Travel Request Form](#) located at a minimum of 5 days before going on a trip. Failure to do so could result in loss of practice time and funding and must meet with the Associate Director of Wellness and Recreation.

- Team officers will have emergency contacts for all traveling members.
- Have an emergency plan in place for the destination you are going.
- Do not leave a hospitalized person behind until a family member arrives. Designate a person to stay if needed.
- Have knowledge of weather for the duration of your trip. Call the destination & make safe decisions related to travel.
- Drivers and passengers are required to wear seat belts at all times when the vehicle is in motion. Make sure all persons traveling in the vehicle have seat belts on and properly adjusted before moving.
- Have a co-pilot in the front passenger seat and awake the entire time the driver is driving.
- Have a cell phone & credit card for emergencies & breakdowns.
- Don't forget your insurance cards and ID's.

F: Travel Precautions

- Drivers should reduce speed in the case of inclement weather, heavy traffic, night driving, or other conditions that could increase the likelihood of an accident.
- Drivers should stop or pull over, in case of Severe/Bad weather
- Drivers should use turn signals for every turn or lane change.
- Drivers should exercise extra caution when backing-up.
- Do not drive before 6:00am and after 12:00am.
- It is recommended that a driver obtain a minimum of 8 hours sleep prior to driving on long trips.
- It is recommended that drivers stop for a break every 2 hours or 100 miles. Passengers should help keep drivers alert and watch for signs of drowsiness.

G: Risk Management

Insurance

Georgia College does not hold a blanket insurance policy on Club Sports participants. Consequently, all club members are encouraged to purchase some type of comprehensive accident-health insurance. All financial responsibility rests with the participant. Club officers should notify their members of this fact.

Medical Screening

The Department of Wellness and Recreation strongly recommends that all participants have a physical examination and obtain adequate health and accident insurance prior to participation to cover expenses incurred as a result of personal injury.

Concussion Testing

Baseline concussion testing is provided/required to participate in at-risk Club Sports please refer to AT policies for more details.

CPR/First Aid

It is recommended that each club has at least two people (preferably all club officers) who are certified in First Aid/CPR. The Department of Wellness and Recreation will offer a CPR/First Aid course to Club Sport participants wishing to pay for their members to be certified.

Facility Inspection

All club members share responsibility for their own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify the Department of Wellness and Recreation.

Medical Emergency Procedure

In case of an emergency, contact emergency medical personnel or Wellness and Recreation Staff immediately. If an Athletic Trainer is at the site or on duty, contact them immediately. If an Athletic Trainer is not on site then you should call the GC Public Safety Office. There are "blue phones" located on campus for emergency calls. Send one person to call for help and always keep one person with the injured party to keep them calm. Provide the exact locations and facility of the injured participant. For further information please see the Wellness and Recreation Emergency Action Plan. If Public Safety is notified after the situation is handled, contact the Associate Director of Wellness and Recreation.

H: Code of Conduct

Club Sports are expected to adhere to the Georgia College Registered Student Organization Code of Conduct.

I: Sport Club Council

The mission of the Sport Clubs Council is to promote sportsmanship, competition, and recreational fun. The Sport Clubs Council will strive to provide leadership, coordination, and cooperation among all of the Sport Clubs.

The Council is an association of student-run Sport Clubs united to provide opportunities for competitive sport activities at all levels of ability and serves as a liaison between the member clubs, the Department of Wellness and Recreation and the Department of Student Activities & Organizations. The Council encourages members of the GC community to assume responsibility and experience leadership challenges and establishes policies and procedures for the operation of the Sport Clubs program.

The Council is composed of an Executive Board and one (1) voting representative from each full member status club.

The responsibilities of the Sport Clubs Council include:

- Supporting the Sport Clubs.
- Holding regularly scheduled meetings.
- Recognition of new clubs.
- Sport Clubs budget allocation.
- Disciplinary review and corrective action.
- Recommendations concerning policies, procedures and participant concerns.
- Address issues pertaining to the Sport Club community.

Procedures for Affiliation

A Recognized Student Organization requesting membership in the Sport Clubs Council must adhere to the following procedure:

Meet with the Associate Director of Wellness & Recreation to ensure that the following criteria are met:

- Expression of student interest and leadership
- Availability of facilities for practice and competition
- Availability of competition within a reasonable geographic range
- Availability of funds to meet the club's needs

- Availability of an advisor and coaching/instruction

Make a brief presentation to the Sport Clubs Council at a regularly scheduled meeting regarding the new club's constitution, goals, objectives, membership composition, facility requests, anticipated financial needs, etc.

Be approved by a majority vote of members present. Approval grants a one (1) year probationary status to be reviewed after one (1) year for full membership.

NOTE: The Sport Clubs Council reserves the right to refuse affiliation to any proposed Sport Club that requires extensive funding or resources, involves high liability or risk factor or that does not properly represent the GC student body.

NOTE: No person shall be excluded from participation on the basis of race, color, sex, religion, creed, national origin, age or disability.

NOTE: While in a probationary status, the club will receive up to \$100 in funding from the Sport Clubs Council, must attend a minimum of five (5) competitions and exhibit growth potential. The club may attend fewer than five (5) competitions at the discretion of the Sport Clubs Council if five (5) competitions are unavailable. Additionally, the club must attend all Sport Clubs Council meetings. Clubs in a probationary status do not have a vote.

Each club must file the following documents with the Department of Student Activities & Organizations:

- A copy of its constitution and bylaws.
- Registration through GC Connect
- A signed copy of the advisor agreement form
- An up-to-date membership roster.
- Have two officers attend a yearly training

These forms must be updated on a yearly basis, or when changes occur within the club. Clubs failing to provide all required documentation by the established deadline will not be recognized and consequently ineligible for all associated benefits.

Section 4: 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 Department of Student Activities & Organizations 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 Department of Student Activities & Organizations 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 Activities 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 Director of Student Activities & Organizations 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. You are receiving this email because your position has been identified by federal law as a “Campus Security Authority” and/or you have completed the University online Clery CSA training. In an effort to comply with this annual requirement, the following is being requested:

1. Go to <http://intranet.gcsu.edu/public-safety/clery-reporting-form> (requires Unify login) and complete the form for the **previous calendar year**. If no crimes have been reported to you in **the previous year**, please select ‘No’ and click Submit. If crimes have been reported to you in **the previous year**, but weren't reported to Public Safety, please complete the form for each crime reported to you. (NOTE: Unless permission was given, you are not required to provide the name(s) of the victim(s). This request is sent on an annual basis, but please remember to submit this form promptly (within two days) upon receipt of a reported crime so it may be included in our daily crime log and assessed for possible timely warning notification.

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: Advising Styles and Skills

Situational advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

ADVISING STYLES

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

- *Directing*: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
- *Coaching*: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
- *Supporting*: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to "get it".
- *Delegating*: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

ADVISING SKILLS

- *Flexibility*: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

- *Diagnosis:* You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.
- *Contracting:* You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

G: 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).

H: 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.

ONE-ON-ONE TRAINING & ADVISOR WITH OFFICERS

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers, as described in section 4 of the above outline. After that meeting, the advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one). Things to include in a new notebook:

- Any forms the officers may need to use
- Copies of previous meeting agendas
- A copy of the organization's constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Section 5: 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, the West Den, 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 Department of Student Activities & Organizations. Thereafter, organizations must register annually with the Student Activities 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 Department of Student Activities & Organizations 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.

Reviews may involve the event sponsor and a Student Activities representative to examine event logistics including staging and properties, food handling, safety, parking, and activities that might be perceived as demeaning or degrading. The Department of Student Activities & Organizations may invite representatives from the campus community to advise it on the above areas. During such types of events, a representative from Student Activities 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 Activities 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 Director of Student Activities & Organizations. 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 to policies by clicking [here](#)

6. The Georgia College designated public forum area

I. Designation of Public Forums on Georgia College's Campus

A. To better facilitate the free exchange of ideas, Georgia College has designated the Georgia College Flagpole Plaza at the east end of the Georgia College Front Lawn (the area on and immediately surrounding the circular concrete pad that holds the University flagpole and Olympic column) as a public forum on Georgia College's campus ("Public Forum Area"). Use of the Public Forum Area by members of the Georgia College community is completely optional and is not required. The Public Forum Area is generally available from 8:00 a.m. to 5:00 p.m. Monday through Friday, provided that the Public Forum Area has not previously been reserved. Reservations will only be processed on days that Georgia College's Administrative Offices are open for business ("institution business days"). Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, Georgia College recommends that all parties interested in using the Public Forum Area submit a completed Forum Reservation Request Form to Georgia College's Department of Student Activities prior to use so that Georgia College may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety and security.

II. Provisions for Members of the Georgia College Community

Should a group wish to use the Public Forum Area, the group must submit a completed Forum Reservation Request Form to Georgia College's Department of Student Activities five institution business days prior to the scheduled activity and must receive approval in writing from a Student Life official prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the group event, that necessary institution resources are available for crowd control and security.

The Student Life official may grant a reservation for the Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below.

III. Provisions for Non-Campus Members

A. Individuals or groups of persons who are not enrolled at or employed by Georgia College may only engage in expressive activity on Georgia College's campus in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to

Georgia

College's Department of Student Activities at least five institution business days prior to the

scheduled speech and obtaining approval for such use in writing from a Student Life official pursuant to the procedures set forth in Section VI, below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to any classroom instruction or institution sponsored

events. Often you will have students and staff involved in events lead by non-campus people.)

IV. Procedures for Forum Reservation Requests

A. Completed Forum Reservation Request Forms should be submitted to Georgia College's

Department of Student Activities in person or by email to studentactivities@gcsu.edu, no later than five (5) institution business days prior to the scheduled forum event.

Reservation

scheduling will be coordinated by a Student Life official, who will schedule forums for expression on a first-come, first-served basis. The Student Life official must respond to all requests in writing as soon as practicable, but in no event more than two (2) institution

business days following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

B. The Student Life official may only deny a reservation request for one of the following reasons:

1. The Forum Reservation Request Form is not fully completed;
2. The Forum Reservation Request Form contains a material falsehood or misrepresentation;
3. The Public Forum Areas have been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the institution must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
4. The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the institution;
5. The Public Forum Area is not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the institution must provide a reservation for the applicant at an alternate location that can safely

accommodate the applicant provided that the applicant is a member of the Georgia College community and that such a location exists on Georgia College's campus;

6. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the Georgia College community, or the public;

or

7. The use or activity intended by the applicant is prohibited by law, Georgia College policy, or Board of Regents policy.

C. When assessing a reservation request, the Student Affairs official must not consider or impose restrictions based on the content or viewpoint of the expression.

D. Appeals

1. Appeals related to the decision of the Student Life official should be made in writing to Georgia College's Vice President for Student Life. Georgia College's Vice President for Student Life or his or her designee must decide all appeals within two (2) institution business day. The decision of Georgia College's Vice President for Student Life or his or her designee is final.

E. All campus reservations are subject to the general provisions in Section VI. below.

V. Distribution of Written Material

A. Members of the Georgia College community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials on a person-to-person basis in open outdoor areas of the campus, in line with the Georgia College Posting of Signs for Campus Organizations, Departments, Events Guidelines.

B. An individual who is not a member of the Georgia College community may only distribute written materials within the Public Forum Area and only during the time in which the individual has reserved Public Forum Area.

VI. General Provisions

A. In addition to the requirements set forth above, all individuals expressing themselves on Georgia College's campus must comply with the following provisions:

1. No interference with the free flow of vehicular or pedestrian traffic, including the ingress and egress to buildings on campus, is permitted.
2. No interruption of the orderly conduct of classroom instruction or other institution activities is permitted.
3. Buildings, grounds, institution property, and property belonging to others may not be defaced, damaged, or destroyed and persons responsible for destruction of property may be held financially, legally, or criminally liable.
4. Persons expressing themselves on Georgia College's campus must comply with all applicable federal, state, and local laws and ordinances; Georgia College policies, rules, and regulations; and Board of Regents policies.

B. Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or College disciplinary action or judicial action may be pursued.

VII. Non-Compliance

A. Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.

VIII. Freedom of Expression Policy Questions

Questions about this policy may be addressed to the Department of Student Activities at 478.445.7867 or studentactivities@gcsu.edu, or the Office of Legal Affairs at 478.445.2037 or legal@gcsu.edu.

B. Event Policies and Procedures

Ticketing/Admission/Paid Registration

The practice of charging an admission price to an event whether by ticket or by registration is under the strict control of the university. All student organization events involving admission fees for entrance are subject to review of the facility, and approval by the Department of Student Activities & Organizations.

Facility rental fees will apply and the university and/or the facility may collect a percentage of ticket sales when admission is charged. Under no circumstances is it permitted for student organizations to collect fees in exchange for admission without previous permission from and arrangements made with Student Activities.

Food Services and Sales

Sodexo Dining Services, a unit of Auxiliary Services, has exclusive rights to all food and beverage service and sales on the GC campus. The GC Emergency Preparedness and Occupational Safety office has official oversight for the safe provision of food and beverage on the GC campus. All use of food and beverage by student organizations, whether provided free of charge or in conjunction with sales, is subject to the rules, regulations, and approval of Student Activities and EPOS. Food and beverage of any sort may not be provided to the public or in conjunction with official events without the approval of Student Activities. Violations of this policy may result in fines and/or disciplinary action.

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 Activities, 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 Department of Student Activities & Organizations 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 Activities 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 Activities. 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 Activities.

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 Department of Student Activities & Organization at (478) 445-4027 for additional information regarding the public performance of copyrighted materials.

Special Events Policies and Procedures

Dances/Concerts/other large events with controversial programs or speakers are subject to approval by each facility in accordance with its use policies and by Student Activities. Each of these areas is entitled to make recommendations and requirements regarding the parameters of the event being proposed.

Restrictions on admission and publicity may be limited to allow access to GC students only, and all costs associated with those restrictions for staffing and supervision will be assessed to the sponsoring organization. Public Safety in conjunction with the facility will have ultimate responsibility for determining appropriate minimum security levels. Supervision by the student organization advisor, representatives from Student Activities, Public Safety, and/or other representatives may be required to attend for the event to be approved. Any fees involved for supervision will be assessed to the sponsoring organization. Members of the sponsoring organization must present to assist with the event management and execution.

Appropriate staffing by the student organization will be determined by Student Activities and by the facility. When making determinations about the appropriate management practices for student organization special events, the facility and Student Activities will take into account the following:

- Event and organization history
- Nature of the event
- Controversial content of the event
- Publicity
- Safety & Legality
- Adherence to the academic mission of the university.

C. Food and Beverages

Particular care must be taken at all stages of food handling, including transport, storage, preparation, and service by officially recognized student organizations and departments wishing to serve, sell or promote food. People may potentially suffer from food poisoning or food-borne illness from contaminated food. Auxiliary Services, the Department of Student Activities & Organizations, and the university assume no responsibility for the quality of food served, sold or promoted on campus by recognized student organizations and departments, or for the health of individual preparers and servers.

Student organizations are responsible for cleaning up all facilities used according to the following standards:

- Pickup and proper disposal of garbage
- Remove all leftover food/beverage items
- Leave room(s) in the same condition they were found
- Immediately notify facility manager of any spills and/or stains on carpets and floors

Groups who fail to conduct the minimum standard cleaning requirements may be billed for cleaning expenses or forfeit the ability to serve food at future meetings.

FOOD SERVICE, SALE AND SAFETY

1. Fire and Electrical Safety

All campus event participants at Georgia College are required to adhere to Fire Code regulations. All participants in campus events shall comply with any request by an EPOS representative to ensure compliance with EPOS regulations.

- The following cooking methods are acceptable on campus: liquid propane gas appliances; electrical appliances or propane barbecues. The use of charcoal and liquid starter fuel are prohibited.
- Each event where an open flame is located shall have a class "ABC" fire extinguisher within 10 feet of the flames at all times. The location of the extinguisher shall be clearly marked and identifiable to everyone in the area. At their own expense, each student organization or department is required to supply the fire extinguisher for their event.
- All open flames shall be constantly attended by a person knowledgeable in how to use a fire extinguisher. An attendant from your organization shall supervise the open flame until it has been extinguished.
- All approved events where an open flame will be present on campus locations, the open flame must be 100 feet away from all buildings.
- Barbecuing is approved for specific locations (e.g. Front Campus, West Campus Pavilion, East Campus Pavilion) and must be approved through Public Services via the Facility Reservation System (R25). All barbecuing events must be at least 100 feet from all buildings.
- Commercial barbecues or open flame cooking equipment shall not be located closer than 10 feet from any combustible materials. Cooking equipment shall be separated from customer contact areas.
- Cooking may not take place in a tent or under a canopy.
- Electrical cords shall be maintained in good condition and are not to be laid in an area that is wet or could become wet. Electrical cords are not to be located in the main paths of travel and are to be covered.
- Extension cords shall be UL approved, heavy-duty, and 3-prong grounded type.
- Extension cords shall be plugged directly into an approved receptacle.
- Extension cords shall be grounded when servicing grounded portable appliances.
- Cords and circuits shall not be overloaded with excessive appliances unless an approved multiplying extension cord is used, extension cords shall serve only one portable appliance.
- Smoking is prohibited within 25 feet of propane gas containers, tables, and barbecue grills at all times.
- Parked vehicles, tables, or equipment shall not impede access to fire vehicle lanes, fire hydrants, pedestrians, or driveways. A minimum of 20 feet clearance is required for fire lanes and a minimum 3 feet radius is required around fire hydrants.

2. Catering

Exclusive rights to all catering on the campus have been granted to Sodexo Dining Services. Call the Catering Office, (478) 445-3663, for more information. Only under extraordinary circumstances will the use of an off-campus caterer or restaurant be permitted. An off-campus source may be used only when Sodexo cannot meet the needs of a specific event, and they must provide proof of \$1,000,000 in product liability insurance, demonstrate the ability to prepare, transport, store, and serve food on campus safely and without campus kitchen facilities, and by subject to oversight from the Emergency Preparedness and Occupational Safety Office and Student Activities. Late fees will also be assessed if the petition to use an off-campus food source is not completed by the deadline.

3. Concessions

Exclusive rights for concessions at special events on campus are exercised by Auxiliary Services. Groups planning events with food concession sales should contact Auxiliary Services at (478) 445-1976 for arrangements or to discuss possibilities for a waiver of concession rights.

4. Policy Enforcement

The above provisions must be adhered to for consumer safety and sponsor protection. Food events will be monitored, and if health and safety guidelines are not being followed, food may be confiscated or the cooking operation shut down by EPOS. If the above provisions are violated, the event may be terminated by Student Activities. Future food events may not be recommended for approval by Student Activities.

FOOD AND BEVERAGE AT OFF-CAMPUS EVENTS

The university does not issue food permits or conduct food service inspections for off-campus events; however; student organizations are encouraged to follow the Food Handling Guidelines listed below (adapted from materials produced by the Federal Food and Drug Administration).

FOOD HANDLING GUIDELINES

Practicing proper food handling techniques will protect your members and guests from food-borne illness and food contamination. Here are some tips to keep in mind when preparing, storing, and cooking food.

1. Wash Hands, Utensils, and Food Preparation Surfaces

Food safety begins with hand-washing even in outdoor settings. And it can be as simple as using a water jug, some soap, and paper towels.

Consider using moist, disposable towelettes for cleaning your hands.

Keep all utensils and platters clean when preparing food.

2. Preparing Fruits and Vegetables

Rinse fresh fruits and vegetables, including those with skins and rinds that are not eaten, under running tap water before packing them. Packaged fruits and vegetables labeled "ready-to-eat," "washed," or "triple washed" need to be washed.

Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.

SAFE GRILLING TIPS

Marinate foods in the refrigerator, not on the counter or outdoors. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion separately before adding the raw meat, poultry, or seafood. Don't reuse marinade.

Don't use the same platter and utensils that previously held raw meat or seafood to serve cooked meats and seafood.

If you partially cook food in the microwave, oven, or stove to reduce grilling time, do so immediately before the food goes on the hot grill.

When it's time to cook the food, cook it thoroughly. Use a food thermometer to be sure the food has reached an adequate internal temperature before serving.

Ground pork and ground beef – 160°F

Ground poultry – 165°F

Poultry breasts – 170°F

Whole poultry (take measurement in the thigh) – 180°F

Fin fish – 145°F or until flesh is opaque and separates easily with a fork

Shrimp, lobster, and crab – the meat should be pearly and opaque

Clams, oysters, and mussels – until the shells open

Grilled food can be kept hot until served by moving it to the side of the grill rack, just away from coals where it can overcook.

Liquid starting fuel is prohibited.

Have a fire extinguisher available.

SERVING FOOD SAFELY

Food should be handled with gloves and food service utensils or materials.

Keep cold food cold (below 40°F) and hot foods hot (above 140°F).

Do not use a plate that previously held raw meat, poultry, or seafood for anything else unless the plate has first been washed in hot, soapy water.

Foods like chicken salad and desserts in individual serving dishes can also be placed directly on ice, or in a shallow container set in a deep pan filled with ice. Drain off water as ice melts and replace ice frequently.

Don't let perishable food sit out longer than two (2) hours.

Food should not sit out for more than 1 hour in temperatures above 90°F.

Keep food covered when not serving.

Ice used in beverages should be protected from contamination. Do not use ice used for refrigeration.

No smoking should be permitted around food.

Individuals who are sick or have cuts or burns must not serve or handle food and beverages.

Keep pets away from areas where food is served or stored.

TRANSPORTING FOOD

Keep cold food cold. Place cold food in a cooler with ice or frozen gel packs. Cold food should be held at or below 40°F.

Consider packing beverages in one cooler and perishable foods in another.

Meat, poultry, and seafood may be packed while it is still frozen so that it stays colder longer. Be sure to keep raw meat, poultry, and seafood securely wrapped so their juices don't contaminate cooked foods or foods eaten raw such as fruits and vegetables.

After washing fruits and vegetables, dry them with a clean cloth towel or paper towel before packing them.

Keep the cooler in the air-conditioned passenger compartment of your car, rather than in a hot trunk. Limit the times the cooler is opened.

ALCOHOLIC BEVERAGES

The possession, dispensing, and consumption of alcoholic beverages on campus are only permitted at special events specified below. Alcohol at an event on campus requires an Event Request Form, including the Alcohol Approval Request Form, with the approval and signature of the Director of Student Activities and/or the Director of Fraternity and Sorority Life. Please contact Student Activities for specific information in regard to the process in obtaining alcohol approval.

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. Policy for On-Campus Events with Alcoholic Beverages

Subject to this policy, consumption and possession of alcoholic beverages is limited to beer 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."

Approval must be granted by the Department of Campus Life. Please complete a "Request for the use of Alcoholic Beverages" form.

3. 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 Activities 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. At events where the number of guests exceeds the number of members, Public Safety shall be responsible for checking the identification and providing wristbands or hand-stamps to persons over the age of 21 who wish to consume alcoholic beverages. The Public Safety officers are responsible for patrolling the event to ensure that only those persons with the designated wristband or hand-stamp are consuming alcoholic beverages.
 - H. 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.
 - I. 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.
 - J. No organization shall at any time compel individuals to consume alcoholic beverages.
 - K. 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.
 - L. Organized competitions involving the consumption of alcoholic beverages are prohibited at all organization functions.

- M. Neither "grain alcohol" nor any such distilled liquor that exceeds 100 proof, or above 50% pure grade per volume (e.g., "Everclear," etc.), shall be present in any form or mixture during an organization event.
- N. 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.
- O. 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.)
- P. At "BYOB" functions, individuals 21 years of age or older may bring not more than a six-pack of 12-ounce beers (two individuals arriving together may bring a twelve-pack or a four-pack of 12-ounce wine coolers).
- Q. 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.
- R. 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.
- S. 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.
- T. 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. In organization-related facilities, bottles of hard liquor are only permitted in the rooms of residents who are over the age of 21. 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 6: 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 reservation through 25Live. 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, 8am-5pm. Tabling is not permitted during Finals Weeks or break periods. One table per organization can be reserved through 25Live. Moving services will drop off (1) table per organization and (2) chairs at your reserved destination. Organizations are NOT allowed to table without prior approval from Facility Reservations.

BOBCAT VISION

The system is available to student groups, campus departments, and any other university affiliated entities. Bobcat Vision 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.

Bobcat Vision has limited space, yet reaches the entire campus, as such, not all posting requests will be honored, at the discretion of the Department of Student Activities & Organizations. The events/announcements that are posted to Bobcat Vision 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 Activities 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.

The Bobcat Vision advertising request form can be found [here](#).

- Messages pertinent to only selected individuals or organization members or of a personal nature will not be displayed.
- Messages promoting the use of drugs, alcohol, or tobacco will not be displayed.
- Messages that refer to weekly meetings will not be displayed.
- Messages will be displayed for no longer than a two (2) week period of time.
- Messages cannot require changing more than two (2) times a week.
- Messages to be considered for display must be submitted on a "Bobcat Vision Advertising Request Form" which can be located on GC Connect.
- Request forms must be submitted by 4 p.m. at least three (3) working days before the message is to be displayed.
- Content of the messages may be altered slightly to adjust to message board format.

BANNERS

Requests must be submitted at least five (5) business days in advance to the Student Activities office. Off-campus customers are not permitted to submit banner requests. Student Activities reserves the right to refuse banners. Student organization banners may be hung for no longer than one (1) week. Student Activities cannot guarantee specific display locations, as they will be placed on a space-available basis. Banners may be hung from the exterior of Maxwell Student Union (MSU). In order to hang a banner from any building besides MSU must garner the approval from the Dean's office.

- Banners must be no smaller than 2'x 6' and no larger than 3'x 10', made of sturdy canvas or vinyl and have grommets (wind vents are recommended).
- Banner cannot be hung without prior approval
- Banners must be removed within two (2) days of the conclusion of the event.

HANDBILLS & FLYERS

Handbills and flyers may be distributed in person in open areas of the campus provided that pedestrian and vehicular traffic and building access are not obstructed. Handbills and 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. Handbills and flyers must clearly indicate the sponsoring organization. Flyers that are intended to be hung up in open spaces and on bulletin boards must be approved by Student Activities at least two (2) days before the intended date to hang.

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) must be approved by Student Activities prior to displaying.

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.

It is important to note that chalking on sidewalks is allowed under certain conditions. For more information please refer to Campus Policies Related to Student Involvement.

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. 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 7: 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 Department of Student Activities & Organizations 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.

If your organization is registered with the IRS as a nonprofit 501(c)(3) corporation, you must file special financial reports annually. For more Tax Information for Charities and Other Non-Profits, please visit: <https://www.irs.gov/charities-non-profits/charitable-organizations>.

2. Obtaining a Tax ID Number (FEIN)

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.

3. Completing a W-9 Form

In order to work with selected fundraisers, a student organization must complete a W-9 form from the IRS. In order to do this, the group must have or obtain a Tax ID Number. The W-9 5-3 form can be accessed at the following location: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

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. Consultant Payments

Most student organizations do not pay salaries to their members, or hire consultants. No earnings of an undergraduate organization may accrue to individual members. If your organization would like to pay a salary to a member or provide another form of remuneration, you must first obtain approval from the Department of Student Activities. Salaries will ordinarily conform to the standard wage for student employment, although special consideration may be given for an organization's manager.

If you hire or contract with someone for a service to your organization (e.g. coach, an accompanist, or an event planner), you are hiring an independent contractor. If that person's single or cumulative payments exceed \$600 in a year, you must submit a 1099

Form reporting that payment to both the consultant and the IRS. (The amount is determined annually by the IRS and should be confirmed by your organization. Form 1099 can be obtained at <http://www.irs.gov/pub/irs-pdf/f1099msc.pdf>. Please contact Student Activities if you have questions in regards to paying an independent contractor.

6. 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.

7. Bank Accounts

Student Organizations may choose to do their banking with any financial institution. It is recommended that all bank statements be mailed to the address below to ensure access for all officers involved in the organization. This is the Department of Student Activities Office address and all mail received is distributed to organization mailboxes.

Have bank statements mailed to:

Your Student Org's Name

Georgia College Box 02, Student Center

231 West Hancock Street

Milledgeville, GA 31061

8. Financial Training Seminars

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

9. 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. Periodic Reporting

Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses. Depending on the complexity of your student organization, the Treasurer should make no less than one formal report each semester to the other officers of the organization (and/or members, depending on the organization's constitution). The report must be reviewed and approved by the officers. All officers should give signed approval of these reports. (Please note that officers will be held responsible whether or not these approvals are made.) The lack of attention and accountability of financial matters are viewed by the Department of Student Activities as neglect by all officers of the organization.

11. 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.

12. 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).

13. 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.

By following some basic guidelines, your organization will be well on the way to sound financial management.

DO:

- Pay bills with a check, not cash.
- Require two signatures to make a check valid.
- Keep good documentation of bills received and paid.
- Pay within the vendor's terms and avoid interest charges or late fees.
- Stamp invoices "PAID" to avoid double payment.
- Reconcile checkbook register and the bank statement balances monthly. The Treasurer should gain the President of the organization's signature on the reconciliation documenting the review process.

DON'T:

- Pay for personal expenses with organizational funds.
- Pay bills twice (always mark invoices PAID once payment is sent).
- Pre-sign blank checks.
- Write checks payable to cash (except in the case of petty cash).

PROCEDURES

All payment requests must be submitted through GC Connect. This includes invoices that need to be paid, orders that need to be placed, reimbursements for items purchased through your personal funds, and to check out petty cash up-front to make small purchases

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, the Administrative Manager will then take that information and submit the proper request through the university system. Student Activities prefers to pay invoices via check, 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, 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. Please be mindful that Georgia College cannot reimburse for any sales tax on purchases. If sales tax is on the receipt, the student will be responsible for paying those sales tax. In order to avoid having to pay sales tax, please come to the Student Activities office and request a tax exempt form BEFORE the purchase is made. If the purchase is less than \$100, the student will be reimbursed from the petty cash fund. If the purchase is over \$100, the reimbursement will be paid via check.

PETTY CASH FUND

The office of Student Activities maintains a petty cash fund where student organization leaders may access in order to make small purchases on behalf of the organization. In order to access these funds, please come to the Student Activities office BEFORE you plan on making the purchase. You may check out an amount of cash that is equal to or lesser than \$100. [Please see the petty cash policy on guidelines.](#)

Financial Reporting

One of the most important ways of supporting an organization is through the maintenance of good financial records. Clear financial records and procedures help to ensure that the funds are used in accordance with the goals of the organization and ensure that officers of your organization prioritize the activities for the year. The documents can also act as historical records, providing information on which past events were successful, which vendors had the best prices, and when activities took place. Each RSO that is funded through SABC funds should reconcile with the Student Activities office at least once a semester.

Section 8: Fundraising and Sponsorship

A: Fundraising ([fundraising form](#))

Use of university facilities or grounds for fundraising must be approved by the Department of Student Activities. Requests for approval must be submitted through the fundraising form on GC Connect. 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.

To be approved, proposed student organization fundraising projects must comply with the following guidelines:

- Projects may not in any way interfere with normal academic programs or functions.
- Requests should be submitted to the Department of Student Activities at least seven (7) business days prior to the proposed event.
- The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing university-operated service, or through a university contract with a commercial vendor, may be subject to the university policy on solicitation, and must not violate related state laws and local ordinances.
- Priority for requests will be given to fundraising activities that are (a) educational in nature or directly related to the curriculum, (b) for philanthropic purposes, or (c) for the benefit of a large segment of the university population. Fundraising requests will not be granted for the personal benefit of an individual.

BUSINESS PROCEDURES

A contract, if applicable, may not be signed by an organization for a fundraising activity conducted on campus until it has been approved through the Department of Student Activities.

- A separate request must be submitted for every fundraising activity.

- 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 Activities.
- 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.

PLEASE NOTE:

Only organizations registered with the Department of Student Activities will be considered for fundraising on-campus.

Academic classes that require fundraising may be approved through the Department of Student Activities in consultation with the responsible faculty member.

All Fundraising Requests must be submitted at least seven (7) business days prior to the day of the fundraiser.

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, WGUR Radio Station, and GCTV Television Network 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

- Prior to starting any solicitation of sponsorship, donation, or fundraising effort, the Georgia College division(s), department(s), unit(s), and/or RSO(s) must contact the Department of Student Activities for initial approval. Refer to Additional Governing Policy above for solicitations equal or greater than \$1,000 per event.
- 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.

Advertising rights shall be limited to the following activities.

- Catering: If appropriate for an event, approved by the Department of Student Activities, and consistent with Georgia College catering guidelines, sponsors shall be allowed one booth or table for the sole purpose of promoting its business. Refer to the Auxiliary Services website for [catering guidelines](#). The Georgia College division, department, unit, and/or RSO seeking approval for such advertisement must assure that the solicitation is not in breach of catering guidelines.
- Availability of Promotional Items: Promotional items from a sponsor and/or donor must be unconditionally available (i.e., participation in activity cannot be required) to all organization or event participants.
- Print Advertisements: Print advertisement of any kind (i.e., flyers, posters, direct mailings, banners, etc.) that displays a sponsor's and/or donor's name, logo, byline, or other visual communication that promote the sponsor and/or donor must be approved by Auxiliary Services prior to posting.

[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 9: 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 Department of Student Activities & Organizations 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 of Student Activities, in conjunction with the Dean of Students, 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 of Student Activities 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 of Student Activities, 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 of Student Activities, 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 (refer to Non-Hazing section).
- 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.