



Student Organization Handbook  
2012-2013

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## Section 1 – Introduction

### Disclaimer

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This manual exists to assist student organizations in understanding their rights and responsibilities as active, registered student organizations at Georgia Southern University and to guide them in operating effectively. This is not a comprehensive document. Please refer to the *Student Conduct Code* for a more detailed explanation of university rules and policies. This document is available in the Dean of Student's Office and on the web at [http://students.georgiasouthern.edu/judicial/SCC\\_08-09.pdf](http://students.georgiasouthern.edu/judicial/SCC_08-09.pdf). Additionally, we strongly encourage you to consult with the Office of Student Activities staff for more information on policies related to being a student organization.



DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT  
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Dear Student Organization Leader/Advisor,

Welcome and thank you for taking a leadership role at Georgia Southern University! Your participation in a student organization enhances the intellectual and social environments at Georgia Southern, by providing educational opportunities as well as opportunities for involvement in the campus and Statesboro communities. This handbook has been developed to assist student organizations in running effectively and efficiently. It describes administrative procedures, functional policies and also contains helpful strategies to guide student organizations with their budgeting, fundraising and event planning.

Please note: policies and procedures are subject to change. Organizations will be notified of any changes via MyOrgs. The most updated version of the handbook will also be posted to the Student Organizations' webpage (under Resources) at: <http://georgiasouthern.orgsync.com/>.

In addition to this handbook, the Office of Student Activities is a resource for all student organizations. Should you have any questions, we encourage you to consult us for guidance. Because situations will arise that are not included in this handbook, student organizations should also work closely with the Office of Student Activities to help ensure that your organization thrives. We look forward to working with you!

For guidance or a consultation, please feel free to call the Office of Student Activities at 478-7270.

**GO EAGLES!**

Dr. Tina S. Powellson  
Director, Office of Student Activities  
[studentorg@georgiasouthern.edu](mailto:studentorg@georgiasouthern.edu)

## **Mission**

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The Office of Student Activities supports the mission of Georgia Southern University by providing and enhancing diverse involvement opportunities beyond the classroom in a student-centered and engaging environment. We are committed to providing excellent customer service and promoting student growth and development through experiential learning, while fostering a sense of pride and connection to the university.

## **Vision**

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Impacting campus life by engaging every Eagle

## **Core Values**

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- Connectedness – Providing opportunities to build relationships and collaborations between students, faculty, and staff
- Creativity and Innovation – Utilizing new ideas and solutions for continuous improvement
- Customer Service – Upholding standards of excellence in our facilities, spaces, and services
- Social Learning – Engaging students with involvement opportunities that are enjoyable and educational
- Inclusivity – Creating a welcoming environment that is accessible, open, and values each and every student

## General Definitions

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**Advertising Board/Sandwich** – Free-standing, promotional signage not exceeding 4'X8' in size. Represents a purpose (i.e: meeting, event/program) by an organization or specific individual (specifically for Homecoming candidate or Student Government Association voting purposes).

**Campus** – All real property over which the University has possession and control by law.

**Chalking** – Advertisement markings on University pathways or parking lots created with chalk representing a specific registered student organization meeting, event/program or purpose by an organization or specific individual (specifically for Homecoming candidate or Student Government Association voting purposes).

**Employer Identification Number (EIN)** – Also known as a Federal Tax Identification Number, is used to identify a business entity.

**External Bank Account** – Account serviced by a private bank and not Georgia Southern University.

**Faculty Member** – Any person employed by Georgia Southern University to conduct classroom activities.

**University Official** – Any person employed by Georgia Southern University performing assigned administrative professional responsibilities.

**Failure to comply** – Failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties.

**Harassment** – Any act that creates an unpleasant or hostile situation for another person especially by uninvited and unwelcome verbal or physical conduct; intentionally and/or repeatedly following, stalking, or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property.

**Hazing** - Participation in hazing, defined as an act which endangers the emotional, mental, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment, and/or ridicule of another person for the purposes mentioned above or are violations of the *Student Conduct Code*.

**Outside group** – Any organization or group that is not included within the term "University group."

**Organization** – An active, registered student organization.

**MyOrgs** – An online resource for students to manage their organization's involvement and the official connector and means of communication between the student organization and the Georgia Southern University Community.

**OrgSync** – An online system powering MyOrgs through MyGeorgiaSouthern.

**Sexual Harassment** – Unwelcomed sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature; submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; or such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating or hostile work or academic environment.

**Sheet Signs** – Signage suspended from trees on campus using guy ropes representing a specific registered student organization purpose (meeting, event/program) by an organization or specific individual (specifically for Homecoming candidate or Student Government Association voting purposes).



**Solicitation** – Conducting an unauthorized sales campaign in a residence hall, classroom, or administrative building, or any other campus location; placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property; any violation of the “Campus Advertising, Sales and Solicitation Policy”.

**Student** – Includes all persons taking courses at Georgia Southern University. Persons who are not currently enrolled, but who were previously enrolled, would be considered to have a continuing relationship with the University so long as they are eligible to enroll. Individuals who are admitted, but whose degree is not yet conferred, are considered students. Students also include SOAR participants and East Georgia College students taking courses on the Georgia Southern University campus.

**University** – Georgia Southern University.

**University group** – A recognized student, faculty, or staff organization.

**Digital Signage**-A digital monitor used to display ads.

## **Levels and Categories of Registered Student Organizations**

- Levels of Registered Student Organizations
  - Categories of Registered Student Organizations
- 

Upon completion of the registration requirements and approval by the Activities Coordinator for Student Organizations, all registered student organizations will be classified in one of the following levels and categories.

### **Levels of Registered Student Organizations**

#### **Category I:**

- Selects their own advisor in cooperation with the department of Student Activities. This person must be a full-time university employee who possesses the skills and/or training necessary to advise the organization.
- Hosts no to low risk activities/events
- Activities are primarily for members and related individuals
- 4-10 members
- Hosts 0-2 events per year

#### **Category II:**

- Selects their own advisor in cooperation with the department of Student Activities. This person must be a full-time university employee who possesses the skills and/or training necessary to advise the organization.
- Hosts no to moderate risk activities/events
- Activities are for members, related individuals and the campus community
- 11-20 members
- Hosts 3-4 events per year

#### **Category III:**

- Selects their own advisor in cooperation with the department of Student Activities. This person must be a full-time university employee who possesses the skills and/or training necessary to advise the organization.
- Hosts no to moderate to high risk activities/events
- Activities are for members, related individuals, the campus community, and surrounding community
- 20+ members
- Hosts 5+ events per year

#### **University Sponsored:**

- Registered student organizations that have been designated by the Vice President for Student Affairs and Enrollment Management as being an integral part of the University
  - Receive direct support from the University in the form of funding and/or professional staff
  - Designated office or workspace provided by the university
- 

### **Categories of Registered Student Organizations**

Registered student organizations place themselves into one of twelve categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical underpinnings and to assist interested students in finding an organization that suits their needs. The categories available to select from are:

#### **Professional**

An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to specific academic discipline, topic or interest. Membership may be composed of a specific academic discipline, topic or interest. Membership may be composed of a specific academic major. Provides students with a platform to preview anticipated professional careers.

#### **Political**

Promote and further the interest of a particular political group or issue.

**Social Greek**

A social, fraternal organization composed of all male or female members (single sex organizations). These groups must be affiliated with a national fraternal organization. Provide life-long opportunities for leadership, service, academic achievement, and social involvement.

**International/Multicultural**

Promote cultural diversity and support of other nations and/or ethnic groups and the campus community

**Service**

Provide service and volunteer opportunities to the Georgia Southern, Statesboro/Bulloch County, and/or designated community area

**Faith-based**

Support students interest in a specific church, sect, religious persuasion, or denomination.

**Sports**

Promote a common interest in fostering participation, officiating of, and competition in a specific sport or recreational activities

**Special Interest**

Focus on a specific issue or topic. Mission does not coincide with any of the other categories.

## Section 2 – Relationship, Rights and Responsibilities

### Rights and Privileges

- Relationship between University and Registered Student Organizations
  - Student Organization Rights
  - Privileges of Registered Student Organizations
  - Student Leadership Awards
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### Relationship between University and Registered Student Organizations

Aside from the supervision exercised over organizations deemed to be “University Sponsored Organizations”, Georgia Southern University recognizes active, registered student organizations as independent entities and assumes no responsibility for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments. The name of the University shall not be used by any group not duly authorized as a part of the University, nor by any individual, without the approval of the President or his/her designee. Registered student organizations are considered not to be “duly organized as a part of the University.”

Non-University students and University employees should not serve as officers within a student organization, other than fulfilling the role of advisor. They should not serve as voting members within a student organization, other than to settle a dispute in which the organization’s officers and members have been unsuccessful in resolving within a reasonable timeframe. In an advisor role, university employees should simply serve as mentors to the organization’s members and officers. No employee of the University has the authority to open a bank account in the name of or for the benefit of any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

The name of the University, including any abbreviations, should not be used in the official, registered name of the organization and may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove of such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view, to the extent constitutionally guaranteed.

### Student Organization Rights

A student or student organization of Georgia Southern University charged with a violation of the Student Conduct Code has the following rights.

- Have a written copy of the charges.
- Have a fair and impartial hearing.
- Know the nature of the evidence against them and the names of witnesses scheduled to appear.
- Present evidence and witnesses in their own behalf.
- Be accompanied at a hearing by an advisor of their choice.
- Be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- Refuse to answer questions. **(Not applicable to organizations).**
- Ask questions of witnesses (either directly or through a Hearing Officer at the discretion of the Hearing Officer).
- Receive a decision based solely on the evidence presented.
- Have a record of the hearing.
- Receive a written notice of the decision of the Dean of Students and an explanation of the decision and sanctions.
- Appeal any imposition of sanctions by the Dean of Students.

Students or organizations may waive these rights by agreeing to administrative adjudication (judicial decision or sentence). No student is required to agree to administrative adjudication.

### **Privileges of Registered Student Organizations**

There are many other rewards for students who engage in student organization activities. First, student organizations add an important component to campus life by providing an outlet for the student voice and a vehicle for students to have a substantial impact on campus. Second, students gain valuable experience in the practical aspects of leadership, communication, risk management and teamwork. Finally, it is our experience that students who are involved on campus are more likely to be successful in college and to gain more from their time at Georgia Southern University.

### **As an official Georgia Southern University registered student organization, the following privileges are able to:**

- Reserve University facilities, equipment, vans, etc.
- Hold fundraisers on campus
- Sponsor campus activities
- Invite speakers to campus
- Apply for activity fee monies with the Student Government Association (SGA)
- Publicize sponsored activities on campus
- Recruit students as members on campus
- Use the University's name and logo
- Develop website visibility through MyOrgs
- Receive discount on services provided through the Office of Student Activities and Russell Union Student Center
- Participate in organization fairs sponsored by the Office of Student Activities
- Receive specific individual and group advisement and training from the various departments within the Division of Student Affairs and Enrollment Management
- Receive assistance and advisement from Student Activities for programs and events
- Receive awards and honors presented to University organizations and members through the various departments within the division of Student Affairs and Enrollment Management
- Be listed in University and Student Activities publications, including the Office of Student Activities website
- Participate in University events such as Welcome Week, Homecoming, Orientation, etc.
- Receive Advisor training and consultation from the Student Activities
- Utilize additional services provided by the OSA

### **Student Leadership Awards**

The Office of Student Leadership and Civic Engagement hosts and presents the annual *Georgia Southern University Student Leadership Awards and Recognition Night* to recognize outstanding, active registered student organizations as well as various individual achievements. A Student Leadership and Civic Engagement Award is one of the highest honors an organization or individual can receive at Georgia Southern University. The awards are presented in the following categories.

#### **John F. Nolen, Jr. Hall of Leaders Award for Excellence in Service & Leadership**

Named in honor of retired Vice President for Student Affairs Dr. John F. Nolen, Jr., this award is given to a select group of seniors who have demonstrated outstanding involvement with campus life and extracurricular activities and who, through this service, have exemplified a 4-year commitment to the positive enhancement of the Georgia Southern University campus. This is a one-time award.

#### **Southern Talon Award**

Presented annually to students with above 60 credit hours who have exemplified a commitment to enhancing campus life at Georgia Southern. Students must demonstrate outstanding involvement at Georgia Southern. This is a one-time award.

#### **Catch a Rising Star Award**

Presented annually to rising student leaders with less than two years of dedicated involvement in student life, and who have exemplified a commitment to enhancing Georgia Southern campus life. This is a one-time award.

**Volunteer of the Year Award**

Presented to a student with above 60 credit hours who has demonstrated an exemplary commitment to their community through service with non-profit organizations.

**Graduate Student Leadership & Service Award**

Presented to a graduate student who has demonstrated a commitment to the advancement of leadership and involvement in student life during the past year. This is a one-time award.

**Student Organization of the Year**

Presented to a recognized student organization which, through its activities and projects, has had the most significant positive influence on the Georgia Southern campus and the surrounding community. This award will be given to two organizations, one large (over 50 members) and one small (under 50 members).

**Advisor of the Year**

Presented to a campus student club/organization advisor who has gone above and beyond the basic requirements of a club/organization advisor. Nominee must be an advisor of a recognized student organization. Past recipients are eligible for this award after three years. This award is given to two individuals: one individual who voluntarily advises a non-SAEM sponsored organization & one to a staff member who advises an SAEM sponsored organization.

**Best Program of the Year**

Presented to the organization sponsoring the most innovative, creative, or ground-breaking non-fundraising project or program which established a higher standard on the Georgia Southern University campus. Please check with Office of Student Leadership & Civic Engagement for eligibility requirements.

**Outstanding Community Service Project of the Year**

Presented to the organization that has reflected the ideals of good citizenship through service to the community. This is not a fundraiser, but an innovative and effective community service project. The project can be a one-day program or an extensive, on-going project. Please check with Office of Student Leadership & Civic Engagement for eligibility requirements.

**Outstanding Charitable Fundraiser of the Year**

Presented to the organization which sponsored the most successful fundraiser to benefit a charitable cause. The project can be a one-day program or an extensive on-going project. Please check with Office of Student Leadership & Civic Engagement for eligibility requirements.

**Most Improved Student Organization of the Year**

Awarded to the club/organization which has most increased its membership, level of effectiveness, involvement with campus life, and/or its activities from the previous year.

**New Student Organization of the Year**

Presented annually to the club/organization that has been active for less than three years which has increased its membership, level of effectiveness, involvement with campus life, and/or its activities from the previous year.

**Unsung Hero Award - Student**

This award is newly established to recognize a student, who does not hold an executive leadership position, for the work they do behind-the-scenes. Through work with their organization he/she makes a positive impact by improving the organization.

**Unsung Hero Award - Faculty/Staff**

Presented to a member of the Georgia Southern faculty/staff not directly affiliated with any organization, but who has assisted an organization, or organizations, above and beyond the call of duty. This is a behind-the-scenes award for staff not directly linked to any one group or club.

Student Leadership and Civic Engagement Award applications are available in February in the Office of Student Leadership and Civic Engagement. Please refer to the Web site for the most current information about the Student Leadership and Civic Engagement Awards. Winners will be announced in a ceremony during the *Student Leadership Awards and Recognition Night* event held in April.

Past winners of Student Leadership Awards are prominently displayed on the Office of Student Leadership and Civic Engagement Website at <http://students.georgiasouthern.edu/leadership/leadership/leadershipawards.htm>

## **Responsibilities**

- Obligations of Registered Student Organizations
  - Student Organization Registration
  - Chartering an Organization – Description
  - Single Sex Organizations
- 

### **Obligations of Registered Student Organizations**

- Follow the stated purpose of the organization. An officially chartered student organization will not use its official status for any purpose other than its own organization. Sponsoring activities for a non-registered student organization, reserving facilities, and carrying on business for a non-registered group is strictly prohibited.
- Use of activity fee monies must conform to the purposes and practices approved by Georgia Southern University. Organizations are expected to meet their financial obligations on time and use the funds prudently and appropriately.
- Sponsor only such projects that will benefit both the group and/or the University.
- Practices of the registered student organization shall not be contrary to stated policies of the University. All students and student organizations are responsible for their conduct and are responsible for familiarizing themselves with the standards and regulations of the University. Specific regulations are referenced in the Student Conduct Code as well as the Student Organization Handbook.
- Any changes in an organization's constitution after initial approval must be uploaded to MyOrgs and approved by the Office of Student Activities. An updated constitution must be on the student organization's MyOrgs page at all times.
- Each registered student organization must have at least one full-time, on-campus faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. The organization should review the advisor's position on an annual basis.
- In order to retain an "active" status, each registered student organization is responsible for maintaining adequate communication with the OSA. Registered student organizations are required to keep an up-to-date website on MyOrgs. The following must be kept current at all times:
  - Name and contact information for the first, four student leaders
  - Name and contact information for the primary advisor (and secondary advisor if applicable)
  - Most recent copy of the organization's Constitution/Bylaws
  - Appropriate administrative rights and officer listing of members

Files stored on the student organization's MyOrgs page should relate to the student organization and should be actively linked to the organization's web pages. The student organization's MyOrgs or web page, issued by Georgia Southern University, should not be used for file storage of non-related programs or data.

- The OSA sponsors certain meetings and activities that are deemed very important to clubs and organizations. These special meetings may have mandatory attendance. Failure to attend a required meeting may result in the loss of the organization's recognition status.
- If the student organization fails to meet the Office of Student Activities' yearly requirements to remain listed as an active organization, the organization's MyOrgs account may be removed or suspended until the requirements are met.
- To reacquire an organization's MyOrgs account and registered student organizational privileges after suspension for inactivity, the organization's advisor or current president should contact the Office of Student Activities.

- **Please note:** Restoration of the original page and data may not be available in every case.

### **Student Organization Renewal**

Registered student organizations are required to update their MyOrgs page annually, as well as on a semester to semester basis if officers and/or faculty staff advisors change and/or update their contact information.

Annual student organization renewals will be held in April. An organization will be classified as inactive upon failure to complete the registration process. Inactive organizations cannot exercise any of the privileges granted to registered student organizations.

All student groups must have their top four (4) student leaders as well as on-campus faculty/staff advisor registered on MyOrgs and listed accordingly. It is also highly recommended that each organization requires all of their members to register on MyOrgs.

1. Four (4) leaders of each organization are required to attend one (1) complete session of the Annual Registered Student Organization Renewal Workshop

Renewal Workshops which are offered four (4) times in April.

- **A complete session includes:**
  - a. How to manage your organization
  - b. Money management
  - c. Planning an effective event
  - d. Navigating MyOrgs

2. The Advisor of each organization is required to complete the online training module, offered in April.

3. All student organizations are required to update the following information on their MyOrgs page before the renewal deadline (end of April):

- Four (4) student leaders' names and contact information
- Primary Advisor's name and contact information
- Constitution/Bylaws (must include both a non-discrimination and an anti-hazing clause)
- All Presidents of student organizations are required to submit a President's Agreement via MyOrgs.
- All Advisors of student organizations are required to submit an Advisor Agreement via MyOrgs.

### **Benefits of renewing your organization in April:**

1. Eligibility to make reservations and host events/fundraisers during the summer
2. Eligibility to participate in First Night Out (recruitment opportunities during the summer SOAR sessions)
3. Eligibility to participate in the Fall Student Organization Fair
4. Eligibility to be listed in any publications from the Office of Student Activities, including the online listing of active, registered student organizations
5. Eligibility to participate in University-sponsored events such as Welcome Week
6. More opportunities to attend the mandatory, annual workshop (instead of battling class schedule conflicts with the two that are offered in the Fall)

### **Notes:**

**It usually takes about two weeks to process through MyOrgs once it has been submitted to the Office of Student Activities.**

### **Starting a New Student Organization**

Georgia Southern University acknowledges the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state law, federal law, or university policy.

New student organizations are always forming. If you cannot find a student organization already formed on campus that will meet your needs, consider forming your own organization. Listed below are the requirements and procedures for starting your own organization.

Students wishing to organize into a new organization must meet the following criteria:



1. Have at least four (4) chartering members.
  - Each member must be currently enrolled at Georgia Southern University.
  - Each chartering member must possess a minimal 2.0 cumulative GPA. (OSA staff reserves the right to check officer's academic standing)
2. Secure an organizational Advisor.
  - Advisor must be a full-time faculty/staff member at Georgia Southern University, and have been employed with the university for at least 6 months.
3. Draft a Constitution/Bylaws that will govern your organization. A sample constitution can be found on the Office of Student Activities website.
4. Have two (2) chartering members complete the New Student Organization Chartering Workshop.
  - **Note:** One of these officers must be the registered agent (president). The schedule for these workshops can be found on the Office of Student Activities website.
5. After completing the first four steps, **submit a new organization registration form** (with a formal Constitution) via MyOrgs.

**Notes:**

**It usually takes about two weeks to process through MyOrgs once it has been submitted to the Office of Student Activities. New Student Organization Chartering Workshops are offered twice (2) a month. Please reference the Office of Student Activities Website for the New Student Organization Chartering Workshop Schedule at: <http://students.georgiasouthern.edu/sac/index.php>**

**Single Sex Organizations**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows:

- the organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- members must be limited to students, staff, or faculty at Georgia Southern University
- the organization must be a "social fraternity/sorority" as defined by the Department of Education.

The Department of Education defines a "social fraternity/sorority" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity/sorority" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to staff in Office of Student Activities.

## Section 3 – Creating an Effective Organization

### Being Involved

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Being *involved* on campus enhances the student's experience. The Office of Student Activities provides opportunities for students to develop an ongoing relationship with the campus and community through programs, activities, organizations, and support as they become educated and enlightened citizens who lead meaningful and productive lives!

### What it Means to be a Member of a Registered Student Organization

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Being in a group can offer many advantages if you are willing to put something of yourself into the experience. You have an opportunity to make friends, to work with students from various backgrounds and in different fields of study, to gain experience in leadership and in community activity, and to serve your university. A group member's responsibility to the group can be best summed up in the member's Code of Conduct:

As a member of a group I will:

- Accept membership only when I feel I have the time and energy to do the job well.
- Attend meetings regularly, and when this is impossible, strive to catch up on what I have missed.
- Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allocated time.
- Participate in the deliberations with preparedness and objectivity.
- Share the time of discussion with other members and stick with the topic at hand.
- Assume responsibility for some work assignments of the group when I feel I have the ability.
- Listen and seek to understand and utilize the ideas of other group members.
- Evaluate my contribution to the group and encourage the group as a whole to evaluate its work.

### Being a Leader

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Being the leader of an organization is not an easy task. You will have to provide direction for the group and, depending upon your personal capabilities, this could be a very natural role, or it could produce minor chaos. Most new leaders of organizations have some of these thoughts and fears:

- I'm the President and I should know all the answers.
- I must do everything right.
- Can I really do the job?
- Do I have the skills?
- What if I don't meet the group's expectations?
- What are they expecting of me?

If you are having these thoughts or fears, don't let them take over. Utilize the resources around you. Don't be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is, then, plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

Before plunging into the position of President or other leadership role, take some time to think and get organized.

Here are some necessary questions to ask yourself:

- Have I thought of my responsibilities as President or leader of a registered student organization?
- What is the purpose of the organization?
- How do I go about plotting a course of action (i.e. goals and strategies) to make sure we are fulfilling the organization's purpose?
- Have I read the organization's constitution and by-laws?
- Have I discussed my role as President or leader with my advisor?
- Am I asking questions when necessary and am I utilizing campus resources?

### Delegation: Things to Consider

You should ask yourself the following questions before you delegate any responsibility:

- Who has the skills, interests, and/or abilities to successfully complete this assignment?
- Have I carefully defined the responsibilities associated with this assignment?
- Does the person have an adequate understanding of the job to be done?
- Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
- Is the responsibility delegated in an atmosphere of mutual trust and respect?
- Can the person be counted on for your support?
- Can you count on the person to carry out the task at hand?
- Has everyone in the group been delegated some degree of responsibility?

Also, keep in mind this statement: “Delegation increases involvement...Involvement increases loyalty...Loyalty increases commitment.”

## **Recruitment**

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### **Why People Join Organizations:**

For affiliation, achievement, and power; for growth and experience; to have fun or make friends; guidance, leadership, and scholarship; practical experience; a sense of belonging; fulfill their needs

### **Why People Decline to Join Organizations:**

Do not present an opportunity for further advancement, development, or achievement; do not fulfill time needs; unaware of the organization’s existence; not asked to join; organization has a bad image; think they are too busy; fear of failure; leadership of organization is unorganized; the organization is not productive.

### **Suggestions to Aid Organization Recruiting Efforts:**

Want to overcome the problems of declining membership? Here’s a few ways to perk up your involvement and get students excited about your organization:

- Publicize open meetings through banners on campus and list events on the MyOrgs Community Calendar
- Plan events and make people aware of them. People will join a group that is active.
- Invite potential members to see the organization at work—business meetings, social functions, etc. Let them see the real you!
- Send letters to individuals – a personal invitation to a meeting or social function can go a long way in making someone feel important. Besides, everyone loves to receive mail!
- Know your organization inside and out so that you may be able to answer any questions that a potential member may ask.
- Maintain a good image. If the organization’s present image is bad, work hard to clean it up.
- Sustain an exciting and inviting website on MyOrgs to draw in interested students.

## **Retention**

### **Methods of Retaining Members**

Students stay with organized, dynamic groups that meet their personal goals for membership.

Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.

The **GRAPE** Principle:

#### **G is for Growth**

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

#### **R is for Recognition**

Do you recognize members when great things occur in your organization? Don’t wait until the end of the year.

People need and appreciate being recognized in a timely manner for their hard work and accomplishments.

Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

#### **A is for Achievement**

A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. (When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment; from a member who may have done a simple task to the president of the organization.)

#### **P is for Participation**

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions regardless of how long they have been with the organization.

#### **E is for Enjoyment**

Volunteering and working hard in an organization has to be fun! If being part of a group is not fun, why be a member? A student’s time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

## Running an Effective Meeting

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Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

### **Before the Meeting:**

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
- Choose an appropriate meeting time. Consider all members' schedules if possible but also understand that no meeting time will be convenient for everyone.
- Set a time limit and stick to it.
- Distribute the agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization.
- Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

### **During the Meeting:**

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

### **After the Meeting:**

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress!

## Parliamentary Procedures at a Glance

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The motions or points below are listed in established order of preference. When one is pending, you may not introduce another that is listed below it, but you may introduce another that is above it.

Motion	You Say	Requires A Second	Debatable	Amendable	Vote Required
To Adjourn	I move that we adjourn.	Yes	No	No	Majority
To Recess	I move that we recess until...	Yes	No	No	Majority
To Complain about Room Temperature, etc.	Point of Privilege	No	No	No	No vote
To Postpone Debate or Vote	I move that this...	Yes	No	No	2/3
To Limit or Extend Limits of Debate	I move to limit debate... I move to extend debate by...	Yes	No	Yes	2/3
To Postpone Consideration	I move that we postpone this until...	Yes	Yes	Yes	Majority
To Refer a Matter to Another Person/Group	I move that this matter be referred to...	Yes	Yes	Yes	Majority
To Amend a Motion	I move we amend by...	Yes	Yes	Yes	Majority
To Introduce Business	I move that...	Yes	Yes	Yes	Majority
To Object to Procedure	Point of Order (ask question)	No	No	No	Decision by Chair
To Request Information	Point of Privilege	No	No	No	No vote
To Ask for Exact Count in a Close Vote	I call for a division of...	No	No	No	
To Suspend the Rules	I move that we suspend the rules and...	Yes	No	No	2/3
To Vote on a Ruling by the Chair	I appeal the ruling of the Chair	Yes	No	No	Majority
To Reconsider a Previous Action**	I move to reconsider the vote on...	Yes	Yes	No	Majority

\*\*A hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by the one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

## Event Planning and Risk Management

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Why is planning for events so important? Anyone can plan a last minute or sloppy event, but it takes a lot of hard work and preparation to host a great event! Even a simple meeting can involve promotion, coordinating the agenda and speakers, planning engaging activities, keeping up with committees and special projects, and providing refreshments. Just imagine what's involved with bringing a big-name speaker, comedian, or performance band to campus! The purpose of hosting events can vary (to communicate ideas, promote the organization, etc) so it's important to know both *why* you're planning the event and *how* to do it successfully.

### Questions to ask yourself when pre-planning:

- What is the purpose of your event?
- Who is the sponsoring group(s)?
- What is the contact information for your event's planner?
- What is your event budget and where is it coming from?
- What are the possible date(s) of the event?
- What is the event start time and end time?
- What is the estimated attendance?
- What type of room/space do you need?
- Do you have room/space reservations?
- How do you need the room to be set up?
- What equipment may be needed?
- Do you have to submit a Special Events Permit?
- Do you have to submit a food permit?
- Will you be using amplified sound?

### General tips:

- Plan ahead: know the basics of your event before contacting anyone (*see questions to ask yourself when pre-planning, above, for what constitutes the basics*)
- Know who you need to contact and when they should be contacted
- Complete all necessary forms *in advance* and build in some time for them to be processed and approved.
- Read and adhere to all the guidelines outlined for your event once it has been approved
- Relay all the given information to the entire sponsoring organization so every member is aware of what is happening
- Contact the OSA if anything changes regarding your event

### Planning your event budget

Many student organizations make the mistake of allocating the entire program budget to the cost of the speaker or artist. There are other costs involved with planning an event that must be considered:

- Production Costs (*such as sound*)
- Advertising & Promotions
- Food
- Honorarium/Performance Fee (*travel & lodging*)
- Hospitality (*food & amenities for the artist*)
- Supplies (*such as paper for fliers, posters, & programs*)

**Note:** Use the budget tool on MyOrgs to help delegate responsibilities to members and track expenses.

When requesting funding for your event, be sure to include ALL expenses for the event so you can predict the entire cost.

## Preparing a Budget

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Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the organization's plans into monetary terms
- To provide a means of allocating limited resources among the organization's activities
- To aid in tracking the organization's actual revenues and expenditures against its goals

Student organizations should budget their operations by semester. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

## Planning a Budget

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Use the following questions to help your organization plan and prioritize your budget.

1. Why was your organization established? Review the purpose of your organization as stated in your organization's constitution and bylaws.
2. What does your organization want to accomplish in the next year and how can your organization accomplish it? Develop goals and objectives that will help your organization fulfill its purpose.
3. What programs or events will help your organization meet its goals? Create a written program for the next year that will help your organization achieve its goals and objectives. The program proposal should include details such as how many people you think might attend, where it could be held, and how much you estimate it will cost.
4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.
5. How will your organization pay for these programs? Now that your organization has organized your programs by priority, you will have a better idea of how much funding you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations, and other student organizations that might co-sponsor your event.

## Community Service

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Civically engaged students feel a sense of belonging in their community. They are invested, and have a sense of ownership in the local, regional, national, and even international community in which they live. The Office of Student Leadership & Civic Engagement wants all Georgia Southern University students to be civically engaged!

"Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes."

"A morally and civically responsible individual recognizes himself or herself as a member of a larger social fabric and therefore considers social problems to be at least partly his or her own; such an individual is willing to see the moral and civic dimensions of issues, to make and justify informed moral and civic judgments, and to take action when appropriate."

Excerpts from *Civic Responsibility and Higher Education*, edited by Thomas Ehrlich, published by Oryx Press, 2000.



If you are interested in doing community service, you may contact The Office of Student Leadership and Civic Engagement at (912) 478-1435 or visit <http://students.georgiasouthern.edu/leadership/index.htm> to find non-profit community agencies that need volunteer help.

**Note:** Use the community service tool on MyOrgs to keep track of volunteer hours.

## **Leadership Transition**

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Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- provides the new leader with significant organizational knowledge
- minimizes the confusion of leadership change throughout the entire organization
- outgoing leaders gain a sense of accomplishment and closure
- shares the expertise of the outgoing leaders with the incoming leadership
- increases the knowledge and confidence of the new leadership
- minimizes the loss of momentum and accomplishments of the organization
- provides a sense of continuity among the membership

### **Start Early**

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the Officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.

### **Make the Transition Smooth**

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind organized files that will be helpful to the new person.
- Introduce incoming officers to advisors, Office of Student Activities staff, other student leaders, and university administrators.
- Orient incoming officers to resources used in the past.
- Submit a *Student Organization Form* with officer updates to the Office of Student Activities.

### **Add Your Personal Touches**

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures, and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects, and concerns or ideas never carried out.
- Have the officers go through organizational files together.

- Acquaint new officers with physical environment, supplies, and equipment.

### **Share the Organization's Structure and Documents**

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks and equipment

### **Organization Evaluation**

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Following are some general questions you should consider in helping you evaluate the progress of your organization.

- Did your organization establish goals for the year or semester?
- Did you accomplish any of them? If not, why? Evaluate.
- Did you accomplish something other than what was established? If the goals were accomplished, what were they and were they worthwhile?
- Are you satisfied with the accomplishments? Why or why not?
- Should you reset some of your goals or should you find different methods to accomplish your original goals?
- What are the group's strengths and weaknesses?
- How are you utilizing its strengths and what are you doing to improve weak areas?
- What are some of the group's problems?
- How do the officers work together? Evaluate the strengths and weaknesses of the officers.
- What roles have the officers accepted in the past and what roles shall they accept in the future?
- As President of the organization, are you leading the organization in the direction you want it to go?
- Is the existing structure of your organization effective? If yes, why? If not, why not?
- Are tasks delegated and followed through appropriately?
- Are different responsibilities being completed? If so, how? If not, why?
- Are members helpful in assisting each other in completing tasks?
- Are group members offering constructive criticism, giving praise, and offering appropriate suggestions?

## Section 4 – Publicity

### General Advertising & Solicitation

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All solicitation activities, whether commercial, non-commercial, student fund raising or philanthropic, not protected by the First Amendment, should be cleared through the regular University process for such activities. Request for these activities should be reviewed in light of issues such as time, place, and manner of solicitation. For further information regarding the University's solicitation policy, please contact the Office of Student Activities/Facilities & Event Services Office and/or the Vice President of Business and Finance at <http://services.georgiasouthern.edu/vpbf/ap.php>.

### Assembly and Demonstrations

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Georgia Southern University reaffirms its commitment to the freedoms of speech, expression, and assembly by establishing this policy. Individuals have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

The rules articulated in this policy apply to all students, faculty, staff, and their registered organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to University agents and employees when they are acting in the course and scope of their agency or employment.

Students, faculty, and staff are free to express their views, individually or in organized groups, orally, by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views orally, by sign or exhibit, on any topic the Free Speech Area. (These expressions are subject only to rules necessary to preserve equal rights of others and the functions of the University Teaching, research, and other official functions of the University shall have priority in allocating the use of space on campus.)

### Rules

These rules shall govern the conduct of all assemblies and demonstrators on University property or at University sponsored events.

1. Assemblies and demonstrations must be conducted in compliance with these rules and other applicable University policy and must not:
  - a. result in a breach of peace or violation of law
  - b. negatively impact the security, health, and safety of persons and/or property on campus
  - c. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into University buildings
  - d. materially disrupt or interfere with the normal activities of the University
  - e. damage or destroy University property
2. No person conducting or participating in an assembly or demonstration on University property or at University sponsored events may advocate the deliberate violation of the law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
3. Students, faculty, staff, and their registered student organizations may assemble and/or demonstrate anywhere on university grounds between the hours of 6:00 a.m. and 11:00 p.m., Monday through Sunday as long as the assembly and/or demonstration adheres to the provisions of Item 1 and a properly submitted Free Speech Area Request Form has been approved.
4. All other persons and groups may assemble and demonstrate in the Free Speech Area within the hours of operation of the Russell Union, as long as the assembly and/or demonstration adheres to the provisions of Item 1 and a properly submitted Free Speech Area Request Form has been approved.

Requests to reserve campus grounds for an assembly and/or demonstration must be made by submitting a request at: <https://orgsync.com/32932/forms/show/35639>. This online form is available in the Student Activities Facilities and Event Services Office and on the Student Activities website. The completed online form must be submitted to the Student Activities Facilities and Event Services Office at least forty-eight (48) hours in advance of the activity. This advance notice allows the University the opportunity to avoid the problem of simultaneous and/or competing assemblies or demonstrations and to arrange for adequate security. The online Free Speech Area request form requires the applicant to provide a contact name, address, and phone number.

## **Distribution of Materials**

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Free expression is encouraged on the Georgia Southern University campus. Handbills, leaflets, and similar materials available free of charge may be distributed by regularly enrolled students, by members of recognized student organizations, and by University personnel in campus areas designated by the Office of Student Activities so long as such distribution does not interfere with or operate to the detriment of the conduct of University affairs or the free flow of traffic.

Note: Interference with the free flow of traffic includes the distribution of handbills, leaflets, and similar materials to any vehicles parked on university property.

Students, faculty, and staff are free to express their views, individually or in organized groups, orally, by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views orally, by sign or exhibit, on any topic the Free Speech Area. These expressions are subject only to rules necessary to preserve equal rights of others and the functions of the University Teaching, research, and other official functions of the University shall have priority in allocating the use of space on campus.

ALL advertisement materials must bear the identification of the publishing agency and the name of the sponsoring organization or individual. They should also include informational details of the event such as name, date, time and location. To maintain orderly scheduling of facilities, off-campus organizations and non-students are subject to the limitations noted above and are required to register with the Office of Student Activities/ Facilities & Event Services before distributing handbills, leaflets, or similar materials distributed by individuals.

The use of a residence hall as a distribution center for any materials is prohibited since the purpose of the residence hall is educational and the residents of a particular hall constitute, in effect, a captive audience.

## **Campus Advertising**

- Campus Sheet Sign Policy
  - Campus Chalking
  - Campus Advertising Board Policies
  - Russell Union Student Center Bulletin Board Policies
  - Russell Union Student Center Banner Policies
  - Removal of Advertisement
- 

### **Campus Sheet Sign Policy**

Sheet signs are a unique and long standing tradition at Georgia Southern University. There are guidelines however, as to how and where you may hang the signs on campus.

- Sheet signs should always be attractive and tasteful and have the sponsoring organization's name clearly displayed. If a sheet sign becomes torn or unreadable it must be removed immediately or it will be removed by the University and charges will be assigned to the organization. Signs and guy ropes should be removed by noon on the work day after the event. Signs should not be displayed for more than two (2) weeks prior to the event. Signs should include the name, date, and time of the event or an expiration date (i.e. Student Government Association - Welcomes Students 8/28/09.)
- Sheet signs should be hung using rope or string. Do not nail or tack the signs to trees. The guy ropes shall not be more than 10 feet above the ground. This is due to OSHA considerations and to maintain the aesthetics of the campus.

- The signs should not block a sidewalk, hinder pedestrian traffic in any way, or be hung on street corners that would block a driver's view of oncoming traffic.
- Sheet signs are not permitted on the pedestrian, Sweetheart Circle, gated entrances, buildings, Southern Drive, or any other entrance onto campus. Sheet signs should not be hung adjacent to academic buildings.
- Any sheet signs hung near a residence hall must obtain permission from University Housing.
- Signs removed by Physical Plant will be discarded.

### **Campus Sheet Sign Locations**

Banners and signs are prohibited within 100 feet of any entrance to the campus of Georgia Southern University. Specifically, the following locations are deemed to be entrances to campus:

- Corner of Tillman Road and Fair Road
- Intersection of Herty Drive and Fair Road
- Intersection of Chandler Road and Fair Road
- Intersection of Akins Blvd. and Veterans Memorial Parkway
- Intersection of South Main Street (U. S. Highway 301 South) and Old Register Road
- Intersection of South Main Street (U.S. Highway 301 South) and Parrish Drive
- Intersection of South Main Street (U.S. Highway 301 South) and Southern Drive
- Intersection of South Main Street (U.S. Highway 301 South) and Tillman Road

Signs are permitted in following locations:

- Forrest Drive
- Russell Union Entrance Roadway (Closest to Chandler and Fair Road Entrance)
- Chandler Road
- Akins Boulevard

### **Campus Chalking**

While chalking is a great way to publicize specific events and activities, chalk is not permitted on any **brick** surfaces at the University. This includes brick pavers. Chalking is also not permitted on any University facilities, including yet not limited to academic buildings and support facilities. This does include the physical structures free-standing or adjoined which may or may not be associated with any specific facility such as stairs, terraces, any raised platforms, and/or pillars. Additional facilities where chalking is prohibited include the following:

- Underneath the Russell Union Student Center Rotunda
- Sweetheart Circle
- University Builders Terrace
- The Gazebo
- Recreation Activity Center front entrance

### **The following guidelines apply to chalking on campus:**

- Chalking should not be placed within 10 feet of any doorway/facility entrance unless otherwise approved.
- Chalking should not be displayed for more than two (2) weeks prior to the event.
- Chalking should always be attractive and tasteful.
- Chalking should include the name of the registered student organization, name, date, and time of the event or an expiration date (Example – Save Darfur presented by GSU S.T.A.N.D. at the RAC Band shell – 8/28/09.)
- All chalking must be removed by noon on the work day after the event.

### **Campus Advertising Board Policies**

Registered student organizations are eligible to place sandwich boards and similar types of signs for promotional purposes in approved areas of the Georgia Southern campus. The main area for placement of such promotions will be inside the outer pedestrian of the Russell Union Student Center Rotunda. Boards are to be placed next to the pedestrian, not on the pedestrian.

The boards should only be used to promote an upcoming event or program. Boards should be put up no earlier than two (2) weeks prior to the event and must be removed the day after the event. If boards have not been removed two days after the event, University personnel will remove and discard the boards.

Boards must be neat and attractive in appearance and not exceed 4' X 8' in size. There should be professional lettering on the boards; avoid using free-hand lettering. The boards should have fresh paint as opposed to sun-faded paint. The boards should not show wear and tear.

Sandwich boards must be constructed in such a manner so they can be free standing. Boards may not be attached to, or supported by, trees or other permanent structures; instead, they should be secured to the ground or staked. Boards should have supports on the back to keep them from bending. Please use caution when creating the signs to prepare them to withstand strong wind.

If a student organization desires to place a sandwich board in areas other than around the Russell Union Student Center, the student organization should make the request by filling out an Activity Request Form and submitting it to the Reservations Coordinator for the Office of Student Activities. The Reservation Coordinator will then contact the proper person for approval and keep a record of the request.

Organizations are responsible for the delivery, placement, security, and pick up of their sandwich boards.

All advertising boards must be approved through the Russell Union Student Center Reservations Office.

If there are questions or concerns pertaining to student organization advertising, please contact the Office of Student Activities.

#### **Russell Union Student Center Bulletin Board Policy**

All banners and signs must display the name of the sponsoring organization, date, time, and location of the event. Flyers must be neat and attractive in appearance and be no larger than a standard sized sheet of paper (8 ½ x 11). Posters and notices must be placed in accordance with each building or departments' guidelines. For example, the Information Desk Assistants are responsible for bulletin boards located in the Russell Union Student Center and the Williams Center. Flyers placed on these boards must be approved and hung by Information Desk Assistants. All items discovered on a bulletin board or placed in plastic display stands on the tables without the approval stamp will be removed immediately and discarded. Please note the following:

1. An advertisement may be removed if it contains expressions or images that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the general counsel and approval of the Office of the Vice President for Student Affairs and Enrollment Management. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.
2. An advertisement may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the general counsel and approval of the (Office of the Vice President for Student Affairs) or their designee. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.
3. An advertisement may be removed if it contains obscenities or obscene images such as nudity, weapons, hanging apparatuses, etc. Such removals may be conducted only with the advice of the general counsel and approval of the (Office of the Vice President for Student Affairs) or their designee. In determining what constitutes obscene material, a three-part test applies:
  - The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
  - The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
  - The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

### **Russell Union Student Center Banner Policy**

Recognized student organizations or University departments are eligible to place banners in the Russell Union Student Center. Off-campus commercial solicitation is not allowed. Exceptions are granted only by permission of the Director of Student Activities. Student organizations and University departments may advertise for events held at locations other than the Russell Union.

Banners need to be made of paper, cloth, or plastic and be no more than 5 feet in length and 3 feet wide. Banners must be neat and attractive in appearance. All banners must be approved and hung by the Office of Student Activities – Facilities and Event Services. Banners should be free of any glitter or confetti, as they are not permitted in the Union.

Banners must promote events and activities that are open to the Georgia Southern University community and should have information about programs, name of the sponsoring organization or department, contact information, the date, time, and location of the event clearly stated. They should not have personal messages, commercial advertising, or regular meeting announcements. For the first week of each semester, groups may advertise their meetings/info sessions on banners.

**For all other questions regarding specific campus posting policies including policies for specific facilities as well as spaces on campus, please contact the Office of Student Activities, Facilities & Event Services at (912) 478-0399.**

### **Russell Union Digital Signage Policy**

In order to take advantage of digital signage, you must be a University department or a registered student organization. Requirements and steps for establishing a chartered organization are available on the Student Organizations' homepage. The list of recognized student organizations is maintained by the Activities Coordinator for Student Organizations.

#### **How to Create**

When creating content for digital signage, the preferred method of creation is through PowerPoint. PowerPoint templates are available on our website, or you may use a template of your choosing. The Office of Student Activities' digital signage administrator reserves the right to pull any content deemed inappropriate or to request revisions on content that does not meet University standards. Digital signage advertisements should relate to the student organization and should contain the name of the event, date, time and location, as well as the organization's name.

Design your ad. The preferred method of ad creation is through Microsoft PowerPoint (to ensure that they are the correct size).

Size requirements: 8.5 by 11 sheet of paper (landscape) and 960x420 pixels.

Save completed ad as a PNG (Portable Network Graphics Format (\*.png) file.

No Pdf, Publisher or Word files. PowerPoint files will work.

**\*Note:** If your presentation contains multiple slides, choose "Every Slide" when prompted. All slides will now be saved as ".png" files in a folder, in the selected location.

#### **Appearance**

Approximately 12-15 words are ideal. Text heavy ads will not be displayed and will be returned to the creator for editing.

Keep fonts large, simple and easy to read. Avoid using more than two font styles in a single message and

use italics sparingly, as they can be hard to read from a distance.

Use contrasting colors for legibility. White backgrounds should be avoided, as the system tends to void white backgrounds.

Keep text off the edges, since there is some cropping.  
Stay away from background images unless they are subtle/minimal tone on tone designs or patterns. Solid backgrounds work best and make your text easy to read.

Using one main image works best for clarity.

### **Posting/Scheduling**

Send “.png” files to the appropriate content manager for the sign you’d like it to appear on.

**-Russell Union: Justin Jeffery**

**-RAC: Chris Butler**

**-Hendricks Hall: Ruth Whitworth**

**\*Note:** All student organizations must first submit their ads to the Assistant Director, Justin Jeffery, at [jjeffery@georgiasouthern.edu](mailto:jjeffery@georgiasouthern.edu) for review. If ads are approved, he will post and forward to the other desired departments. Failure to gain initial approval from the content manager will result in ads not being posted.

Upon approval, the digital signage administrators content manager will program digital ad display time into the system. A digital ad may run for no more than fourteen (14) consecutive days. The default display time will start fourteen days before the event date and end at the start time on the day of the event.

Your digital ad will show for about six seconds, so keep words to a minimum.

\*Screen location of digital ads will be at the discretion of the digital signage administrator, who reserves the right to edit (with notification) the content of your digital flyer and to deny posting when appropriate.

Digital signage space is limited. OSA may deny a request if the staff determines the channels to be full. Please be considerate in limiting the frequency and length of display times.

Digital ads should be used primarily to advertise specific events. Greetings and non-specific advertisements will not be approved.

A group may have no more than two digital ads on any given day. A group may have no more than six digital ads per month. Events with multiple sponsors may only have one digital ad.

Solicitations from outside groups are not allowed. Special exceptions may be made for not-for-profit entities that support Georgia Southern University, either operationally or financially. All requests of this nature must be approved by Marketing and Communications and the Vice President for Business and Finance before they will be posted.

Content creators will respect copyrights. Do not use pirated/unapproved images--if you are in doubt, ask or do not use the photos. (All ads are subject to approval)

Digital ads will normally be approved the same day; however, you should allow 3-5 business days.

Digital ads may be submitted no more than one month before it will run. Email questions to [jjeffery@georgiasouthern.edu](mailto:jjeffery@georgiasouthern.edu).



If the event is canceled, please cancel the digital ad by email, or if necessary, submit a new digital ad advertising the cancellation.

**Removal of Advertisement**

The Office of the Vice President of Student Affairs, or their designee, may remove any sign that violates any of the rules outlined in this policy, or any sign that meets the legal standards below:

1. An advertisement may be removed if it violates any of the aforementioned rules and regulations for campus posting.
2. An advertisement may be removed if it contains expressions or images that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the general counsel and approval of the Office of the Vice President for Student Affairs and Enrollment Management. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.
3. An advertisement may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the general counsel and approval of the Office of the Vice President for Student Affairs or their designee. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.
4. An advertisement may be removed if it contains obscenities or obscene images such as nudity, weapons, hanging apparatuses, etc. Such removals may be conducted only with the advice of the general counsel and approval of the Office of the Vice President for Student Affairs or their designee. In determining what constitutes obscene material, a three-part test applies:
  - The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
  - The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
  - The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

**Sanction Chart**

<b><i>Infraction</i></b>	<b><i>Associated Penalty</i></b>
Failure to remove sign or chalking by required date/time	Removal of sheet sign or chalking by responsible party
Failure to adhere to sheet sign or chalking placement guidelines	Removal of sheet sign or chalking by responsible party
Display of inappropriate material on sheet sign or chalking	Referred to the Office of Student Conduct

## Campus Mailing and Emailing

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Correspondence sent to students must show the complete address of the recipient and a return address. A return address will help identify the mailer as belonging to the Campus Community. Quantities of over ten (10) mail pieces must be in box order number. The minimum mailing size is 3 ½" wide by 5" long. The following guidelines apply to the various users:

- **Students**—Students may send correspondence to each other without postage.
- **Student Organizations**—may submit a blurb regarding opportunities for involvement to an Activities Coordinator, to be included in the weekly "Opportunities for Involvement" email, via MyOrgs. Blurbs should not exceed 3-5 sentences and should include the sponsoring organization's name, date, time, and location of the event. Attachments will not be included.
- **Departments**—Departments may submit a blurb regarding opportunities for involvement to an Activities Coordinator to be included in the weekly "Opportunities for Involvement" email. Blurbs should not exceed 3-5 sentences and should include the sponsoring organization's name, date, time, and location of the event. Attachments should not be included.
- Only essential and educational correspondence will be sent to student MyOrgs accounts. Examples of acceptable correspondence are opportunities for involvement. Other mediums of communication must be sought for general or personal information such as external advertisements, announcements, surveys, newsletters, course offerings, and scholarship information. These restrictions are necessary to curtail the explosive growth of intra-campus email and to keep our operating expenses in line with allotted sources as well as simply not inundate our student organization leaders with messages. Undeliverable intra-campus mail—Undeliverable intra-campus correspondence will be disposed of, unless notified otherwise by the department.

## Copyrights and Trademarks

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Registered student organizations wishing to use the University's trademark or service mark must gain permission from the Office of Marketing and Communications. They can be contacted at (912) 478-6397 or via the web at <http://news.georgiasouthern.edu>

## Section 5 – Events and Activities

### User Group Definitions

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- **University Department:** A university department is an official unit of Georgia Southern University. Such a unit's request for use of space is expected to be primarily for educational purposes or for programs and offerings officially sponsored by the department. For official departmental users, there will be no room rental fee required when the request is to use the space for a departmentally sponsored, educational, non-profit activity. However, departmental users may be charged set up fees when special configurations are requested for certain rooms. In addition, departmental users will be charged special audio-visual or other equipment use fees, when special configurations are requested. In most circumstances, the Georgia Southern Foundation, Alumni Association, and Georgia Southern Boosters will be classified as University Departments when conducting meetings.  
**Note: University Departmental events or programs charging admission or entry fees will be classified as University-Related for Profit and are subject to rental charges, unless extenuating circumstances exist, and exceptions are approved in advance by the Director of the Office of Student Activities.**
- **Student Organization:** All Georgia Southern University recognized student organizations registered with the Office of Student Activities, are eligible to make reservations to use space in the Russell Union Student Center and Williams Center.
- **University Related:** A program or event where an admission, registration, or entry fee is charged, where a majority of the people in attendance are non-University people, **OR** where there is no direct link to the educational mission and official sponsorship of a University department or college. Room rental fees, equipment use charges, and set-up fees will be assessed for such **University Related** uses of the facility's space.
- **Non-Profit:** Non-profit entities external to the University may request use of the facility's space at reduced rates. Those requesting non-profit status must present a current **501-c(3)** form from the IRS.
- **Non-University Group:** Non-University groups may request use of the facility's space. Room rental fees, equipment use charges and set up fees will be assessed for the use of the facility.
- **Special Groups:** Students who are not a recognized student organization may request space for such purposes as required for their academic class. (i.e. class projects, study session, etc.)

### Event Definitions

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Georgia Southern University is committed to enhancing student development through academic and out-of-class programs and activities. The University, through its various departments, supports student organizations' rights to plan and implement activities and events which supplement their educational experience.

When planning events, it is in the best interest of the student organization to be concerned with potential liability and safety. In keeping with our desire to promote successful student activities, Georgia Southern University endorses the following guidelines concerning facility usage and reservations.

- **Structured Events** - Events which have a planned program or agenda and at which the audience is seated. Typical examples of these events are: Formal or semi-formal "drop-in" receptions, fashion shows, concerts, dinners, theaters, and general meetings.
- **Unstructured Event** - Events that do not have a planned program or agenda. Typical examples of these events are: Dances and Parties.

- **Closed University Events** - Events designed to foster a sense of social, educational and cultural development for the University community and are only open to University students, faculty and staff.
- **Open Events** - Events which are open to the University community and to the general public.

## **Student Facility Usage Guidelines**

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### **Security Requirements**

The sponsoring organization will be responsible for all costs associated with security. The number of security personnel required will depend on the type of event and the expected number of participants. This will be determined by the Director of the Office of Student Activities.

### **Security may be required for the following types of event:**

- Open events.
- Events ending after 11:00 PM
- Events where alcohol is present
- Events where the anticipated attendance exceeds the maximum attendance for space reserved

## **Russell Union Student Center/ Williams Center**

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The Office of Student Activities allows student organizations, departments, community organizations and individuals to reserve space in the Russell Union Student Center, Williams Center and designated outdoor spaces throughout campus. Event Services also provides technical and audio visual support for events. These non-academic facilities offer services and spaces which are designed with the best interest of students in mind. Please stop by the Russell Union Student Center Reservations Office as their friendly staff will be able to assist in answering reservation questions for not only the Russell Union Student Center and Williams Center but the entire campus at Georgia Southern University.

## **Russell Union Student Center Reservation Policy**

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Reservations for the use of all spaces in the Russell Union Student Center, Student Activity Center, Williams Center Multipurpose Room, and all associated facilities are to be made through the Russell Union Reservations Office. Please visit the Office on the 1<sup>st</sup> Floor of the Russell Union Student Center in Room 1064E or visit us online at <http://students.georgiasouthern.edu/sac/eventservices/reservations.html>

## **Room and Space Reservations**

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- Student organizations must reserve all campus facilities (including venues outside of the Russell Union Student Center) through the Russell Union Student Center Reservations Office, regardless of location. The Russell Union Reservations Office will submit request to the appropriate campus scheduler.
- Reservations, including special events (i.e. dances, workshops, etc.) can be made through an online reservation process via the OrgSync website: <https://orgsync.com/32932/forms/show/29984>
  - Once student organizations complete the online request form, it will be sent to the advisor for approval before processing.
  - Department events: <https://orgsync.com/32932/forms/show/311932>
  - Off Campus Request Form link: <https://orgsync.com/32932/forms/show/31193>
  - AV request form for events outside of the Russell Union: <https://orgsync.com/32932/forms/show/31318>
- ALL GREEK groups must get the signature of the Director of Office of Fraternity and Sorority Relations.
- Reservations should be made in person when requesting special set-ups or services.

- Organizations will be responsible for adhering to all policies regarding security, conduct, and damages as per the Russell Union Policy and Procedures Manual. A copy may be found at <http://students.georgiasouthern.edu/sac/eventservices/reservations.html>
- Attendance at events will be limited to the posted room capacity.
- The sponsoring organization will be held liable for damages to the facility and its equipment.
- Reservations will be made on a first come – first served basis. The Assistant Director of Student Activities, in conjunction with the organizational advisor and the Vice President for Student Affairs and Enrollment Management or their representative, will resolve conflicts.
- Outside loitering will be monitored by security at all times during the events.
- Forms for events (not meetings) must be approved by your advisor.
- Confirmations are sent via email to the event contact after request is processed.
- No event should be announced until the Reservations office has provided written confirmation.
- For Russell Union Ballroom, Russell Union Theatre, and events requiring a special set up, the event contact must meet with the Russell Union Reservation Coordinator no less than two weeks prior to the event, earlier if possible. Reservation is subject to cancellation if meeting does not occur. Event contact must contact the Reservations Office to schedule this meeting.
- All reservation requests should be made at least forty-eight (48) hours in advance.
- Clubs and organizations with reservations who do not plan to use a meeting room should cancel their reservation at least twenty-four (24) hours in advance of their meeting. Failure to cancel a room reservation, no show, or making a reservation inside of forty-eight (48) hours will incur a fee of \$25. For Ballroom, Williams Center Multipurpose Room, or any room with a special set-up, there will be a fee of \$50. In the event that the sponsoring group is a non-university entity, there will be a loss of event deposit. After three incidents, this may jeopardize future use of any Student Activity spaces for the remainder of the year.

### **Space Assignment**

The Reservations Staff will assign rooms according to the most appropriate use of the facility as the event is described on the Event Space Request Form. The demands on the facility as well as the nature and size of your event will be considered in determining space assignments. Due to heavy demand, however, reservations will be made based upon certain priorities to ensure maximum, appropriate use of the facility. The Director of the Office of Student Activities reserves the right to assign facilities based upon the total demand for the facilities and their most effective and efficient use.

Please specify if there are specific rooms or arrangements that will accommodate your group. The Reservations staff will work diligently to meet your space requests, however, submitting the request form does not guarantee your specified preference or reserved space.

### **Reservation Priorities**

The Russell Union Student Center was built to enhance the social and cultural life of the University and to promote meaningful interaction among people. Since the Russell Union Student Center has been designated as the prime center for student activities, the priorities for reservations of the ballroom, theatre and meeting rooms are as follows:\*

1. President of Georgia Southern University - open
2. Vice Presidents of Georgia Southern University - open
3. Student clubs and organizations - open but no more than 2 years in advance.
4. Student Affairs- open
5. Academic and Administrative Departments - one year prior to event
6. University-related events - 3 months prior to event
7. Non-university groups (non-profit and for-profit) - 3 months prior to event. A deposit will be required. Non-profit groups must provide Russell Union with a copy of IRS form 501-e (3)

\*Requests for space outside of the priority scheduling guidelines require advance approval. This can be requested by completing an Event Space Request Form and must be accompanied by a memorandum outlining event details and justification for advance approval. This request must be submitted to the Director of the Office of Student Activities.

**\*\*Any non-university/off campus organization event held in the Russell Union Student Center will require a deposit of one-half of the rental fee of the space being reserved. If the event is cancelled at least one (1) month prior to the event, the deposit will be refunded. No refund will be made if the event is canceled less than one (1) month prior to the event.**

Any exceptions to this policy must be requested in writing to the Director of the Office of Student Activities. All conflicts on requests for utilization of Russell Union Student Center facilities will be resolved by the Director of the Office of Student Activities working in consultation with the Vice President for Student Affairs.

#### **Administration Charges/Cancellations**

In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function in the best interest of the Russell Union Student Center and/or the university. These instances will be extremely infrequent and the Reservations staff will work with the organization or department to provide alternative accommodations.

#### **Event Diagrams**

Diagrams showing a virtual layout of the event space or meeting room will be presented to the client for approval. All diagrams for the ballroom must be signed by the client. No changes will be accepted from individuals other than the event contact.

#### **Extended Facility Hours**

Early/late access requests can be made through the Reservations office. These requests are designed to accommodate confirmed events where start and/or end times exceed posted Russell Union Student Center operating hours.

Early/late access fees are determined by the actual time the clients (and participants) have arranged to be in the building. All arrangements must be made at the time of the original request. Early/late access fees are \$25 per hour and are billed in one-hour increments. Each request for early or late access must be approved by the Assistant Director for Facilities.

#### **Audio Visual Technicians**

A/V technicians will be required if client needs are deemed to require the presence of a technician. These situations include, but are not limited to set-up needs, on-going event monitoring or technical support, access to secure equipment/areas, etc. All costs related to this special support are the responsibility of the client.

#### **Cancellations**

Clubs and organizations with reservations that do not plan to use a meeting room should cancel their reservation at least forty eight (48) hours in advance of their meeting. To insure consistency of communication with the organization, reservations must be canceled by the original requestor. Failure to cancel a room reservation will result in a \$25 cancellation fee being assessed and may jeopardize future use of the Russell Union Student Center for the remainder of the academic semester.

#### **Denials**

The Russell Union Student Center reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with university policies or regulations.

#### **Transferring Reservations**

Reservations are non-transferable. Clients may not contact groups to negotiate or bargain for any space. Re-assignment of space must be requested and approved by the Reservations office.

**Decorations**

Any decorations should be approved, in advance, by the Reservations staff regarding decorations. No tape, staples, tacks, nails, pins, or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains, or draperies or other surfaces. No glitter may be used in the building.

All decorations and materials must be removed by the sponsoring organization immediately following the event; failure to do so will result in the items being discarded. Client will be billed for any damage to surfaces and/or any excessive cleaning.

**Cleaning Fees**

All organizations are required to return the room to its original condition before departing. The space should be free and clear of all trash and debris. If the Russell Union Student Center staff removes decorations and/or provides additional cleaning, a minimum charge of \$25 will be assessed.

**Code of Conduct for Events**

Conduct and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited. The Russell Union Student Center prohibits such actions as stripping, nudity, obscene gestures or actions, and lewd or indecent dancing or acting. The wearing of such items as see-through clothing, underwear, thongs, g-strings, and speedos is prohibited.

While some form of obscene language is acceptable on a University campus, blatantly offensive language is not acceptable and prohibited. Individuals or organizations that may have a question as to what is acceptable conduct in the Russell Union Student Center should consult with the Assistant Director of Student Activities.

**Violation of the Russell Union Student Center standard of conduct could result in the loss of future use of the Russell Union Facilities. [\\*Georgia Southern University – Student Conduct Code—7.04](#)**

**Please refer to the Russell Union Student Center website at <http://students.georgiasouthern.edu/sac/eventservices/reservations.html> for all other policies including area specific policies and other associated reservation fees.**

**Film Policy**

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Registered student organizations may sponsor slide shows, videotapes, or films on campus provided they do not charge admission nor solicit donations for the showings and comply with all copyright regulations. This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film. Remember that your student organization may not charge any money nor accept any donations for the showing of a film.

In order to show a movie in the Russell Union Student Center Theatre or in any other location on campus, please remember that it is required that rights be purchased. The cost of movie right tends to range from \$400-\$900.

**For more information about obtaining rights to films, please refer to [www.mplc.com](http://www.mplc.com).**

## Co-Sponsorships

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The Office of Student Activities encourages registered student organizations to work collaboratively with other university entities for events and programs. Registered student organizations may seek co-sponsorship for events with other student organizations, faculty, or staff organizations or with university departments.

**However, prohibited co-sponsorship activities include, but are not limited to:**

- an event that substantially depends on an off-campus person, business, or organization for planning, staffing, or management of an event;
- an event that reserves a room or space for the use of an off-campus person, business, or organization; and/or
- an event that operates for the benefit of an off-campus person, business or organization (except for solicitation of charitable contributions).

We strongly encourage student organizations to consult with an Activities Coordinator during the planning process in order to avoid engaging in a prohibited co-sponsorship.

To better serve our students, the Office of Student Activities may choose to co-sponsor a student organization's program and secure specific venues, in the event that the following criteria are met:

1. Must provide a detailed estimate of cost of the event.
2. Must provide proof of sufficient organizational funding for the event.
3. Event must have been in existence and successfully outgrown the following campus venues in the past 3 consecutive years:
  - (a) Russell Union Student Center
  - (b) Recreation Activity Center (RAC)
  - (c) Performing Arts Center

## Assembly and Demonstrations

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### Campus Speakers

Georgia Southern University subscribes to the philosophy that an important aspect of the education of the university students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. The following policies govern the campus appearances of speakers who are not members of the university community. These policies are designed to support the educational function of the University and guarantee protection of first amendment rights to freedom of speech. A speaker's appearance on campus does not involve an endorsement of his/her views by the University or its students, faculty, or staff.

### Sponsored Speakers

Any recognized student organization may invite speakers to campus. A student organization planning to invite a guest to speak at a regularly scheduled meeting must register with the Reservations Office inside the Russell Union Student Center. Request forms must be submitted no later than forty-eight (48) hours prior to the date and time of the reservation.

### Non-Sponsored Speakers

It is the policy of Georgia Southern to permit the limited use of facilities by the general community in a manner which does not compete with the ongoing programs of the University. Speakers who are not sponsored by a campus organization may request permission to engage in speech activities on campus. Request forms are online (<https://orgsync.com/32932/forms/show/35639>). Request forms must be submitted at least forty-eight (48) hours prior to the date and time of the reservation in order to provide University staff sufficient time to process the request, enter the reservation in the reservations database, and notify Public Safety of the anticipated presence of a non- University-affiliated speaker(s) on campus. A request will be approved unless it is determined that the speaker or speech will constitute or create a substantial likelihood of material interference with the normal orderly decisions and processes of the University or with the requirements of appropriate discipline. In the event such a determination is made and a request is denied, the applicant may request a hearing as described below.



The University shall assign all non-campus, non-sponsored speakers to the University's designated Free Speech Zone during the scheduled operating hours of the Russell Union Student Center. Subject to the days and times of operation, the University shall assign speakers for the date and time requested, unless another reservation has already been made for the Free Speech Zone at that date and time. In the event that the space is already reserved, the University will assign the speaker to the Free Speech Zone for an alternate date and/or time of the applicant's choice. In order to facilitate ease of scheduling and access to facilities for University-affiliated events, reservations for non-sponsored speakers will not be made earlier than fourteen (14) business days in advance of the requested reservation date(s). In addition, no group or individual may reserve the space for more than three (3) consecutive days at a time. If, at the end of a three-day reservation, the space has not been reserved by another group or individual, the same group or individual will be eligible to reserve the space again. Under no conditions will a non-campus, non-sponsored speaker be permitted to sell items or solicit funds on campus. Members of the same group or organization dealing with the same general topic will be considered one speaker for purposes of this Speaker Policy.

### **General Policies**

A hearing may be called if it is determined that a speaker or speech will constitute or create a substantial likelihood of material interference with the normal orderly decisions and processes of the University or with the requirements of appropriate discipline. A hearing committee composed of two faculty members appointed by the President, two students appointed by Student Government, and the Vice President of Student Affairs will convene to review the speaker's application. If a request is denied, the organization or the speaker may appeal to the President of the University, whose decision will be final.

A hearing will be called if a speaker or speech advocates a call to action for any of the following:

- The overthrow of any government;
- The willful damage or destruction of property;
- The disruption of the University's regularly scheduled functions;
- The physical harm, coercion, or intimidation of the University's faculty, staff, or students;
- Other campus disorder of a violent nature.

### **Distribution of Materials**

Handbills, leaflets, and similar materials available free of charge may be distributed by campus or sponsored speakers, so long as such distribution does not interfere with the orderly operation of University affairs or the free flow of traffic. Such materials may also be distributed in the Free Speech Zone by non-campus, non-sponsored speakers who have reserved the Free Speech Zone under the terms of this policy.

A speaker will be stopped and escorted off campus by the University Police, if evidence of a call to action to accomplish any of the above becomes manifest during a speech.

Failure to comply with any of these specified procedures will result in immediate removal from campus.

## **Amplified Sound Policy**

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**Amplified sound is defined as: microphones with amplification and/or amplified sound systems. TV's and boom boxes are not considered amplified sound. Only one group at a time will be allowed to have amplified sound on the Rotunda.**

Groups bringing in their own sound equipment and/or lights MUST submit a copy of their contract for approval to the Facilities and Event Services Office for approval before the event can be confirmed. This must be done no less than 2 weeks prior to the event.

If amplified sound is requested, the group representative must meet with the Facilities & Event Services Office to receive special instructions and fill out an Event Space Request Form.

Groups having TV's and boom boxes must be courteous to other groups using the Rotunda. Since individuals are being exposed to the sound without their consent, the Office of Student Activities needs to know what kind of music is being played. No obscene or offensive language will be played on the Rotunda. The volume must be maintained at a low level as to not disturb academic classes being conducted in surrounding buildings.

The volume level must not exceed 90 decibels measured 30 feet from the Rotunda. If it is determined by the Office of Student Activities that the volume level is too high, your group will receive one verbal warning. Failure to turn the sound down will result in the event being cancelled. Your group may lose future campus reservation privileges.

The Office of Student Activities staff will be available during sound checks to help set the volume level, if you request this service in advance. Exceptions to the above policy must be made through request to the Director of the Office of Student Activities. Any event held under the Rotunda at the Russell Union Student Center that will require sound must fill out an Event Space Request Form and a Rotunda Policy and Sound Request Form and return it to the Facilities & Event Services Office.

### **Radios and CD Players**

The operation of radios and CD players will not be allowed in the public areas, lounges, or TV viewing area. Sound amplification in the meeting rooms will be restricted to a low volume. No live music will be allowed in the meeting room, without special permission of the Assistant Director for Facilities. This policy is designed to ensure the comfortable use of the Russell Union Student Center by everyone.

### **Amplifying Devices**

Amplification devices may not be used in areas where the use of such devices would interrupt and/or interfere with the normal operation of the university and its programs. The Facilities & Event Services Office must approve all times and areas in which such devices can be used.

## Section 6 – Risk Management

### General Information

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It is the goal of the Office of Student Activities at Georgia Southern University to assist student organizations in the development of risk management practices geared to assist them in managing risks that may occur in the course of student activities; including but not limited to risk of injury, financial risk, and risk violation of institutional rules, and regulations.

### Hazing

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**Definition:**

Hazing is any act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment, and /or ridicule of another person for the purposes mentioned above or are violations of the Georgia Southern University Student Conduct Code.

**Committing an Offense:** The organization and any individual involved in hazing commit an offense by: engaging in hazing; soliciting, encouraging, aiding, or directing another engaging in hazing; intentionally, recklessly, or knowingly permitting hazing to occur; having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to any University Official.

**Organization Hazing Offense:** An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

**Consent:** It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

**Penalties – University:** Each individual committing an offense is subject to University penalties ranging from probation to expulsion.

**Organization:** Student organizations committing an offense may be placed on University probation to expulsion as well as withdrawal of University recognition.

**Penalties – Criminal:** Individual and/or organizations may be charged in criminal court as well as civil court due to allegations of hazing. Criminal and civil proceedings are separate processes from the University judicial process. Should you or any member of your organization ever suspect hazing, please contact 1-888-893-6554.

Hazing is further defined through the Office of Fraternity & Sorority Relations (Adopted from the FIPG, Inc. Risk Management Policy)

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing activities are further defined as:

*"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."*

## Alcohol

Alcoholic beverages are not permitted in university facilities, athletic facilities of Student Affairs and Enrollment Management or public areas of the campus. Exceptions to this policy require prior approval from the Vice President of Student Affairs and Enrollment Management. State law relating to alcoholic beverages will be strictly enforced at all times on property controlled by the System and its component institutions.

The Georgia Southern University Student Conduct Code list that any student or student organization found to be responsible for misconduct regarding the following listed criteria as subject to University sanctions.

### Alcohol Possession and Use

- A. possession or consumption of alcoholic beverages by persons under the age of 21;
- B. driving under the influence of alcohol;
- C. possession or consumption of alcoholic beverages in public locations on campus, including residence halls' common areas;
- D. the sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21;
- E. the use of alcohol in an irresponsible manner (games, contests, forced or ritualized consumption of alcohol, behaviors requiring the response of a University official or law enforcement officer, etc.);
- F. providing alcoholic beverages to a person who is intoxicated;
- G. any activity or conduct involving the use of alcohol that is in violation of law

### Permitted Office of Student Activities Spaces:

Provided that an Alcohol Service Permit is first obtained, and pursuant to all of the conditions, restrictions, and rules contained in the Alcohol policy, events with alcohol service may take place in the following area. The Vice President named (or such other person designated by that Vice President) shall be responsible for issuing alcohol service permits.

- Russell Union – VPSA

The Georgia Southern University Alcohol policy may be found at [http://students.georgiasouthern.edu/vpsaem/alcohol/alcohol\\_policy.pdf](http://students.georgiasouthern.edu/vpsaem/alcohol/alcohol_policy.pdf)

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## University Policy on Weapons and Firearms

The Georgia Southern University Student Conduct Code list that any student or student organization found to be responsible for misconduct regarding the following listed criteria as subject to University sanctions.

### Weapons and Firearms

- A. No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, and paintball guns) on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- B. No student shall use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and wellbeing of a person on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- C. Anything used to injure, attempt to injure, or harass another person is considered a weapon.
- D. Illegal or unauthorized possession of weapons that include but are not limited to: firearms, explosives, other weapons, or dangerous chemical.
- E. Any violation of the Georgia Law against carrying a weapon into a school zone.

## Fire Prevention and Awareness

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A fire can occur anywhere, causing a catastrophic event and irreparable loss of human lives. Because of the potential danger, student organization members need to understand and be knowledgeable of some basic precautions that need to be taken to reduce the risk of fire.

A fire can occur anywhere, including venues used by student organizations to host events (off-campus clubs, apartments, or houses). When selecting a venue for a social function, there are several things to consider:

- Does the location have sprinklers?
- What is the occupancy limit? Do not exceed this limit.
- Are your decorations flammable? If so, have them fire-proofed or do not use them.
- Are the smoke detectors blocked or covered? Ensure that smoke detectors are in good working order and are not covered in any way.

Do you know where to exit in the event of a fire? Remember, the best way out in an emergency may not be the way you entered.

The Georgia Southern University Student Conduct Code lists that any student or student organization found to be responsible for misconduct regarding the following listed criteria as subject to University sanctions.

### Fire Safety

- A. any failure to evacuate or immediately respond to a fire alarm;
- B. participation in creating or causing a false fire alarm;
- C. participation in tampering, disconnecting, or altering any fire alarm system, equipment, or component;
- D. failure to follow the instructions of staff and emergency personnel during fire alarms;
- E. the possession, use, manufacture, and/or sale of any incendiary device;
- F. participation in setting or causing to be set any unauthorized fire;
- G. the possession and/or use of any type of fireworks.

## Risk Management – Event Planning

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**Risk Management is the process of avoiding/reducing potential and perceived risks involved in your activities.**

It also includes supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. The goal of risk management guidelines is to ensure that student organizations plan and host events where everyone involved has a safe and fun experience. It is important to take precautions and carefully plan your activities so you can avoid situations that may jeopardize your members and group.

**Consider your event and every activity that is planned to occur and could possibly occur:**

Event Activities	Possible Risks	Level of Risk	Risk Management Plans	Values
<i>Large-scale, outdoor concert with multiple artists</i>	<i>Equipment failure, no set entrance and exit, alcohol and/or drugs, limited crowd control/unruly crowd</i>	<i>Moderate-High Risk</i>	<i>AV and production sound check, set up temporary gates, hire security to monitor crowd for risky behaviors</i>	<i>Protect the safety of students, concert attendees and artists, protect reputation of student organization, and University, and plan events that are safe and entertaining</i>

By taking a values-based approach and engaging your student organization in the risk management process when planning events, your organization will filter through possible risks that could occur, consider those event risks, and

potentially avoid or manage those risks. It is unreasonable to think that a leader can predict each risk that could happen, but it is not unreasonable to request a leader to be prepared for a possible crisis.

While student organizations are compelled to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event that one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a completed plan, rather a guide for designing a protocol that fits the organization's needs.

Begin by generating a plan for how to deal with emergencies. Consider the following:

- Have you consulted your advisor about appropriate plans of action in the case of an emergency?
- How does this emergency action plan relate to personal and the organizations values and purpose?
- Who is in charge of handling emergencies in your organization? Risk Management Officer? President? Advisor?
- Whom are you going to notify in the case of an emergency? (If medical attention is needed, contact 911 or get appropriate help.)
- How will you get help during the event and afterward? (If medical attention is needed, contact 911 or get appropriate help.)

In the case of emergencies, always:

- Notify the Georgia Southern University Police Department (GSUPD) at (912) 478-5234 or 911.
- Notify your advisor if he/she was not part of the activity.
- Gather statements about the accident/incident.
- If appropriate, address situation with all organization members in a meeting to confirm facts and evaluate your emergency process afterwards.

## **Student Organization Travel – Van Usage**

- Standards for Drivers
  - Guidelines for Travel
  - Rules, Policies, and Procedures for Using Russell Union Student Center State-Owned Vehicles
  - Van Restrictions
  - Precautions
- 

### **Standards for Drivers**

Students and Volunteers wishing to drive an Office of Student Activities departmental van:

- Drivers must be 21 years of age. Drivers must have a current valid license to operate a motor vehicle in Georgia.
- Drivers must submit a 3 year motor vehicle report. These reports are available at the Department of Motor Vehicles office (Georgia State Patrol). The report costs approximately \$6.00.
- No driver will be allowed with over 3 points listed on his/her driving record with the Georgia Department of Motor Vehicles and Traffic. This process may take several days. Plan ahead!
- Drivers must complete the “Van Training Course,” a driving education course approved by Campus Recreation and Intramurals and/or the Office of Student Activities.
- Once successfully completed, the authorization to drive is valid for one year. This authorization process does not certify the ability or suitability of the person receiving the authorization to be a good and safe driver. It is always the responsibility of the driver and all passengers of a vehicle to be aware of potentially hazardous situations while traveling.

Faculty and Staff wishing to drive an Office of Student Activities departmental van must:

- Drivers must be 21 years of age.
- Drivers must have a current valid license to operate a motor vehicle in Georgia.

### **Guidelines for Travel**

- Designate a trip leader to handle all transportation safety needs in accordance with travel policies.
- Trip leader 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 duration of your trip. Check the web and call the destination to 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 or access to funds for emergencies & breakdowns.

### **Rules, Policies, and Procedures for Using Russell Union Student Center State-Owned Vehicles**

- State owned vehicles are to be used for officially sanctioned university travel only such as travel to and from competition or exhibition sites.
- At the destination, state-owned vehicles may be used for travel to obtain meals. Vehicles may not be used for personal purposes or entertainment.

### **Van Restrictions**

- **Out of town – No more than 10 passengers**
- No alcoholic beverages or illegal drugs may be transported or consumed in state owned vehicles.
- No smoking, chewing tobacco, spitting, or sunflower seeds are allowed in the vehicle.
- Do not take University vehicles home or use for personal errands.
- Pets or other animals may not be transported in state-owned vehicles. Permission may be granted for special needs service animals.
- Only approved individuals may travel in the vehicle.
- Only properly authorized students may operate University vehicles.
- Drivers are expected to abide by posted speed limits and traffic laws.

- The driver assumes full responsibility for any fines resulting from traffic or parking violations arising from the use of a University vehicle.
- Drivers are expected to visually inspect vehicles prior to use for safety. Consideration should be given to lights, mirrors, turn signals, tires, etc.
- Users of the van will receive a van inspection form and will be responsible for checking the van over for any damages or problems before and after use of van. Return the checklist when the key is returned.
- Users of the van must submit a signed copy of the travel authorization and consent form with the signature of the advisor or department head, if being used by another department. These forms must be submitted before the van keys will be turned over to the driver.
- Upon returning the vehicle , the following must be done:
  - Interior cleaned so as to be kept in good condition.
  - Parked in the designated return area.
  - Keys and other items returned to the Russell Union Student Center.
  - Report any vehicular problems or items that need attention.
  - Vehicles must be returned with a **Full** tank of gas.
- During the use period, the user provides gas for the van.
- If the van is not returned clean there will be a cleaning fee of \$25.
- Arrangements need to be made to pick up the keys from the Facilities & Event Services office, Room 1064. If you return the van during a time when the office is closed, the keys can be left at the Information Desk of the Russell Union, if it is open. If the Russell Union is closed, then the keys should be locked in the van at the Russell Union.
- In the event of an accident refer to the instructions on the clipboard issued with the van keys. Always call the police at the place of the accident and the toll-free number 1-877-656-7475 on the state identification card. Do not admit responsibility and do not make a statement regarding the accident except to the police. Complete cooperation must be afforded to all enforcement officers. Obtain the name and addresses of all occupants of any other vehicle(s) involved and of any eyewitnesses. It is absolutely necessary to obtain a copy of the police report in order to process a claim. The State of Georgia Attorney General has ruled that the requirement that operators of vehicles be required to show proof of insurance is not applicable to State owned or operated vehicles. All accidents need to be reported to the Russell Union (478-0399) or should an accident occur after 5:00 pm or on the weekend, please notify GSU police (478-5234).
- Repairs to state-owned vehicles that are not the result of normal “wear and tear” will be the responsibility of the club/organization/department utilizing the vehicle. The Office of Student Activities will make the decision on repair responsibility based on their knowledge of the condition of the vehicle prior to checkout by the club/organization/department.
- Georgia Southern University or the Office of Student Activities are not responsible for loss or damage to property stored, loaded, or transported by users of the vehicle.
- The Office of Student Activities reserves the right to refuse any driver.

### **Precautions**

- Drivers should reduce speed in the case of inclement weather, heavy traffic, night driving, or other conditions that could increase the likelihood of 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 to 4 hours or 100 miles. Passengers should help keep drivers alert and watch for signs of drowsiness.



## **Date and Slave Auctions**

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### **Statement on Date Auctions**

A variety of opinions have been expressed regarding whether or not date auctions are appropriate activities for student organizations at Georgia Southern University. The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate, in the opinion of the Office of Student Activities. It is not our belief that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

### **Racial insensitivity**

Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

### **Gender insensitivity**

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

### **Personal safety**

A date auction often involves a "well known" person spending time with a stranger that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

We believe organizations have very good intentions in sponsoring date auctions. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative alternatives that organizations have for raising funds, the Office of Student Activities feels that date auctions should be avoided.

## Section 7 – Banking/Funds

### Financial Guidelines

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**Georgia Southern University Banking Policy:** <http://services.georgiasouthern.edu/controller/Non-UniversityBankAccounts.pdf>

Georgia Southern University encourages its students, faculty and staff to form groups and organizations to promote various activities and interests of the campus community. When groups require use of a separate non-University bank account, such accounts may use the name “University” in the account name. Organizations may not use Georgia Southern or GSU in a bank account name. Organizations also may not use the University’s Federal Tax Identification Number when opening a separate bank account. Example: University Fencing Club should be used rather than GSU Fencing Club.

University faculty, staff, and administrators must use the University’s banking and accounting systems when conducting official business of the University. This includes, but is not limited to, revenue collections of course related fees, sales and/or services, or other operations managed by a University department faculty or staff. Please see Cash Management Policy on the Controller’s Division web site for assistance in deposits of these types of funds. <http://services.georgiasouthern.edu/controller/policies.htm>

### General Banking Information

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Checking and savings accounts should require **two signatures for all transactions**. It is recommended that these signatures be that of the organization’s president and treasurer.

- **Remember!!** Taxes will have to be paid on the interests generated by savings accounts and certain checking accounts. Your organization is responsible for paying these taxes.
- Student organizations should have a budget that has been approved by the majority of the membership.
- Each organization is required to maintain financial records of all expenditures and revenue and keep these records on file for a minimum of 2 years.
- Organizations should present to their membership a written treasurer’s report each month.
- Each organization should have their financial accounts audited each year.
- Organizations receiving funds from the Activity Budget Committee must access these accounts through the University Business Office. This would include money received from any umbrella-type organization or department that receives its funding from the Activity Budget Committee. Money received from these agencies **may not** be moved to off-campus accounts.

### Employer Identification Number (EIN)

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#### General Information

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business/organization entity.

- Student organizations are not permitted to use the university's tax ID or tax exempt number.
- Student organizations are not permitted to share tax ID information.

Registered student organizations wishing to open bank accounts as well as request funding through SGA must apply for an Employer Identification Number (EIN) by completing the SS-4 form "Application for Employer Identification Number" published by the Department of the Treasury.

#### Obtaining an Employer Identification Number (EIN)

To request an EIN for your organization, please follow the instructions as listed below and on the EIN form in the Appendix of this handbook.

Complete the following sections of SS-4:

1. Student Organization Name
2. President’s Name

- 4a. Campus Address of Student Organization
- 4b. Statesboro, GA 30460
- 7a. President's Name
- 7b. President's Social Security Number

## **Fundraising**

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### **General Description**

Of all the questions students have about their organizations, this one area perhaps poses the most questions. Here's what you need to know regarding your organization's finances.

The Office of Student Activities is aware that recognized student organizations need to independently raise money in order to augment their ability to sponsor activities and events.

When planning a fundraiser, please bear in mind the following guidelines:

- All fundraisers must be sponsored by a recognized student organization.
- Fundraising projects are limited to approved campus locations and to one day in length, unless otherwise requested.
- Fundraising may not take place within University-owned housing without the expressed consent of University Housing.
- Students and student organizations are prohibited from acting as agents for non-university affiliated enterprises. In other words, members of a student organization may not sell items or services and promote/advertise for an outside company.
- The Office of Student Activities will approve space requests for dances, concerts, variety shows, or similar fundraising projects.
- Contact the Office of Student Activities if you need clarification on appropriate fundraising activities or need help brainstorming alternative fundraising events.

### **Raffles**

Only non-profit, tax-exempt registered student organizations may conduct raffles, provided that certain guidelines are followed. See the special section on tax-exemption for student organizations below. Information may be obtained in the Office of Student Activities, room 1058 of the Russell Union. The Office of Student Activities must approve all raffles two weeks in advance.

Furthermore, the application forms must be signed by the Sheriff of Bulloch County and then returned to the Office of Student Activities, room 1058 of the Russell Union. These approved forms will be kept on record while the raffle is conducted. **Raffles are limited to 30 days in length.**

## **Tax Exemption**

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Recognized student organizations at Georgia Southern University may not use the University's tax identification number for tax-exempt purposes. In order to receive tax exemptions, an organization must first be classified as a Tax-Exempt/non-Profit Organization. In order to become a tax-exempt organization, an organization must start the process with the Office of the Tax Assessor of Bulloch County.

Becoming a tax-exempt organization involves complex legal work, so it might be helpful to consult an attorney before doing so.

## **Requesting Funds from the Student Government Association**

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Each year, the Student Government Association sets aside funds for students and student organizations to use for programs which assist them in meeting their goals and objectives and benefits the University, as a whole.

Organizations may request an allotted amount of funding each academic semester. Organizations requesting funds must be able to document and itemize anticipated expenses.

The following types of organizations **may not** receive money from SGA:

- Sports Clubs
- Fraternities or Sororities
- Athletic Teams which receive money from the University Athletic Department
- Any organization, office, or program receiving money from the Activity Budget Committee

**Important!** Although the process for requesting and receiving funds from the Student Government Association is not a complicated one, it is highly recommended that you and your organization plan ahead and allow enough time for the request to be discussed, and if your request is approved, for the check to be written. A good rule of thumb is to allow at least three (3) weeks for the entire process.

The SGA funding forms are located in the back of this manual or may be found at the following website:  
[www.georgiasouthernsga.com](http://www.georgiasouthernsga.com)

## **Financial Distress**

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While the University and/or the Division of Student Affairs and Enrollment Management will not monitor off-campus bank accounts, should the University be made aware that an organization is in trouble financially, the University, and specifically the Office of Student Activities, reserves the right to request all of the organization's financial records and impose probationary sanctions, if necessary.

## Section 8 – Advisors

### Role of the Advisor

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Georgia Southern University requires that all recognized organizations have an advisor. Advisors are full-time members of Georgia Southern University faculty or staff. It is their responsibility to guide the group in accordance with the purposes and ideals of Georgia Southern University and the organization. They should not directly control the group's programs and activities. The relationship between the advisor and the group will vary depending on each organization and its members. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs. However, student organization advisors are responsible for attending all events (not meetings) sponsored by their student organization. Signing the event space request form indicates your committed attendance at the event.

Provided in this booklet are some possible responsibilities for the advisor to consider in determining his/her responsibility to the organization. The person filling the position defines the role of the advisor in partnership with the student organization. Hopefully, each advisor will become involved in the organization through meetings, planning, programming, and activities.

#### Considerations for Georgia Southern University

- Guide the group in accordance with the purposes and educational objectives of the University.
- Supervise the financial procedures followed by the organization in handling its funds.
- Help increase awareness of both students and staff of the University facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the University's Student Conduct Code and the Student Organization Handbook.

### Different Approaches to Advising

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- Point out issues relating to ideas presented by the officer without imposing bias.
- If an idea is inappropriate, the advisor should encourage the students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks, "What would you do?" or "What do you think?" the question should be rephrased and handed back to him/her. The advisor is there to assist the officer, but not to solve the problem for the student.
- The officer should be encouraged to take an occasional chance on some less proven members in delegating authority.
- The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.

### Responsibilities to the Group

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- Assist the group in filing its annual report, required in order to maintain active status.
- Have knowledge of all plans and activities of the group.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation of new officers.
- Be available to meet with members of the organization or new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend all of the group's programs.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote closer involvement between students, faculty, and staff.
- Assist the group in abiding by all University policies, procedures, and regulations.

## **Responsibilities to the Individuals**

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- Encourage each individual to participate in and plan group events
- Assist students in maintaining balance between the academics and extracurricular aspects of student life.
- Encourage students to accept responsibility for specific parts of the program or event.
- Help students recognize the importance of their roles in relation to the group's goals.
- Help students develop an outside interest while also serving the University community.

## **What an Advisor May Expect of a Student Officer**

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- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.

## **What a Student Officer May Expect of an Advisor**

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- Assist the group in formulating long-range goals and in planning short-term projects.
- Serve as a resource for alternative solutions to problems confronting the group.
- Assist with University procedural matters.
- Suggest ways by which the group meetings can be improved.
- Represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

## Section 9 – Student Affairs and Enrollment Management Leadership and Development Opportunities and Resources

### Office of Student Leadership and Civic Engagement Leadership Programs and Resources

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The Office of Student Leadership and Civic Engagement currently offers three leadership conferences for Georgia Southern students as well as for students from all over Georgia and the southern region of the United States. Held at various intervals throughout the academic year, each conference offers a unique opportunity for students to develop and strengthen their leadership philosophy.

**The Fall Leadership Conference** is held early each fall semester. Come participate in different LEAD sessions, focusing on the individual leader, group leadership skills, and how leadership can impact society. We invite you to bring your leadership goals and vision, so we can help you find your focus!

**The Southern Leaders Institute** is an intensive one-day leadership conference held in January that focuses on the continuous development of established Georgia Southern leaders.

**LeaderShape** is an interactive six-day experience designed to equip young adults to become amazing leaders! Through these interactions students will work to define his/her personal vision – an extraordinary commitment to changing and contributing to the world in a positive way. All leaders are invited to participate, whether you are just starting your leadership journey or have established yourself as a campus leader. LeaderShape is held each year in May.

The Office of Student Leadership and Civic Engagement offers both for-credit and non-credit courses for students interested in pursuing leadership topics. **EDGE** is a non-credit course offered for first-year students. **Principles of Leadership** is a 3 credit-hour course designed to provide an in-depth study of the history, theory, and practical use of leadership in society.

#### **Leadership Resources**

The Office of Student Leadership and Civic Engagement offers a diverse range of resources for student organizations, classes, and individuals.

**The INSPIRE Student Leadership Consultants** offer a variety of presentations available for your classroom or student group.

**The Leadership Library** is a resource center of books, articles, video and audio tapes, and handouts for students, faculty, and staff about topics relating to leadership.

There are several local, state, and national leadership conferences each year for students who are interested in reaching out beyond the Georgia Southern community.

#### **Leadership Workshop Series**

The "Leadership Workshop Series" are coordinated by the Office of Student Leadership. The Leadership Workshop Series are designed for Student Organizational Officers and for students who would like to hold a leadership position within an organization. This series is an excellent way for student organizations to train their next leaders. The cost of attending this outstanding workshop series is **FREE!**

**For more information regarding the Leadership Workshop Series as well as other opportunities for leadership development, visit the website for the Office of Student Leadership and Civic Engagement at <http://students.georgiasouthern.edu/leadership/index.htm>**

## **Multicultural Student Center Leadership Programs and Resources**

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### **MAP**

The Minority Advisement Program (MAP) helps students make the transition from either high school or another college to Georgia Southern as smoothly as possible.

MAP is a unique college success program for freshmen or new transfer students. Beginning with Welcome Week at the start of your first semester and continuing until graduation, MAP offers connections, direction, and support through a network of special friends throughout your college career.

MAP participants join a small group led by a competitively-selected, trained, upper class student. That student serves as a mentor and a friend, guiding participants by making them aware of campus resources and opportunities, encouraging academic success, and arranging social gatherings. MAP friendships enhance the Georgia Southern experience and deepen the commitment to scholarship and success.

Students and sponsors are matched according to academic major; undecided majors work with sponsors who help them explore their academic and career options. Sponsors assist participants with school work and social activities, assist students in selecting classes, arrange social events for program participants, and guide students as they learn their way around the University. MAP sponsors are chosen each spring semester through a highly competitive selection process. Former MAP participants are encouraged to apply.

### **Leadership Development**

Although the Multicultural Student Center (MSC) encourages students to get involved in various areas of leadership, we advise the Multicultural Advisory Council (MAC). MAC is a committee made up of a representative from each of the multicultural organizations on campus. MAC members discuss ideas for multicultural programs, collaborate, and serve as a voice to the administration for underrepresented groups during the school year. The MSC makes itself available to the groups to ensure their success from year to year. Below is a list of various multicultural organizations on campus.

### **Diversity Campus Resources**

**Center for Africana Studies** - Throughout mankind's history, people of African descent have made important contributions to the world at large economically, politically, culturally, and socially. The Center for Africana Studies continues to grow with an increasing number of minors and affiliated faculty. Learn more about the programs and opportunities we offer.

**Center for International Studies** - The Office of International Student Programs and Services serves the needs of Georgia Southern University's international students and helps them acclimate to their new environment. The office provides assistance to approximately 300 international students and scholars from over 80 countries. In addition, the office coordinates programs which foster cross-cultural understanding and exchange at Georgia Southern University and in the community.

**Center for Irish Studies** - Exploring diverse Irish identities through a student-focused culture of engagement.

**Center for Women and Gender Studies** - The Women's and Gender Studies Program at Georgia Southern University is committed to fostering an understanding of the ways in which ideologies of gender and sexuality permeate the entire fabric of society. Women's and Gender Studies is an interdisciplinary liberal arts program offering both an undergraduate minor and concentration.

**Department of Foreign Languages** - The Department of Foreign Languages at Georgia Southern University is comprised of twenty full-time faculty in Arabic, Chinese, French, German, Latin, and Spanish.

**Diversity Services Office** - The Diversity Services Office, formerly the Office of Institutional Compliance, has been established to compile and publish the University's annual Affirmative Action Plan, investigate complaints of



alleged violations of the rights of persons based on membership in protected classes, and serve the University's interest in promoting a diverse campus climate.

**TRiO Education Opportunity Program** - We are committed to accomplishing our mission while adhering to the expectations of the Federal TRiO programs to provide educational opportunities for low-income and potential first-generation college students. It is our sincere belief that within every individual lies a potential for success which needs to be recognized and challenged. Our hope is to enlighten students and encourage their pursuit for success within the academic realm.

**For more information regarding the Multicultural Student Center and its services, visit them at <http://students.georgiasouthern.edu/multicultural/>.**

## **Student Government Association (SGA)**

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### **About SGA**

#### **Preamble of SGA's constitution**

We, the students of Georgia Southern University, in order to form a democratic, efficient, and responsible student government to represent, lead, and unify the student body, to decide and act for the students, faculty, and administration, while protecting the individual rights of students, do hereby establish and adopt this constitution for the Georgia Southern University Student Government Association.

#### **Objectives defined by SGA's constitution**

- Section A: To provide direct channels for the responsible and effective participation in the university community.
- Section B: To provide an official and representative organization to receive complaints, consider problems, and participate in making decisions affecting the university community.
- Section C: To provide financial assistance to support programs that may directly benefit the university community.
- Section D: To provide a means whereby student members of the university community may gain experience and training in responsible political participation and community leadership.
- Section E: To review regulations affecting academic activities, general educational policy of the university, the welfare of the university, and such other matters as may maintain and promote the best interest of the university community.
- Section F: To assist in the development of academic programs and policies in the university community.
- Section G: To participate in those organizations and/or programs outside the campus community that are judged in keeping with the purpose of these statutes.
- Section H: To serve as a liaison between the students, faculty, professional staff, and administration.
- Section I: To promote understanding and cooperation among students, faculty, and administration

**For more information regarding SGA, visit them at [www.georgiasouthernsga.com](http://www.georgiasouthernsga.com)**

## **The Office of Student Activities (OSA)**

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The Georgia Southern University Office of Student Activities organizes/sponsors various events on campus for Georgia Southern students, is the home of University Programming Board, and serves as a resource for Student Organizations. The Office of Student Activities through the Russell Student Union and Williams Center also offers room reservations, equipment rentals, and various services for Georgia Southern University departments and student organizations.

The Office of Student Activities is designed to advance the mission of both the University and the Division of Student Affairs and Enrollment Management by encouraging and supporting student involvement in the university community. These opportunities for involvement are purposefully designed to improve the quality of community life and to promote the development of responsible citizens and leaders.

**Your Event Planning Resource: the Office of Student Activities**

The OSA is available to provide assistance with event planning at all stages of the process. From setting event goals and conceptualizing the program to evaluation, we can work with you to make your event a success. Contact the OSA staff at 478-7270 to make an appointment to review your event plans and obtain assistance with the event planning process.

### **Co-Sponsorships**

Co-Sponsorships are a great way to combine ideas and resources to plan an event. Why compete when you can collaborate? Registered Student Organizations may choose to co-sponsor programs with other Registered Student Organizations, SGA agencies, community organizations, and/or the OSA. Contact these organizations about event co-sponsorship well in advance of the event date to allow for ample planning time.

To better serve our students, the Office of Student Activities may choose to co-sponsor a student organization's program and secure specific venues, in the event that the following criteria are met:

1. Must provide a detailed estimate of cost of the event.
2. Must provide proof of sufficient organizational funding for the event.
3. Event must have been in existence and successfully outgrown the following campus venues in the past 3 consecutive years:
  - (a) Russell Union Student Center
  - (b) Recreation Activity Center (RAC)
  - (c) Performing Arts Center

### **Rentals**

The Office of Student Activities provides many event-related items for use to registered student organizations at little or no costs. These items must be reserved at least 24 hours in advance through the reservation request form. A full listing of items available for rent as well as prices and product replacement guidelines can be found on the website at <http://students.georgiasouthern.edu/sac/eventservices/>. Please note that all prices are subject to change. Fees will also be incurred to the renting organization for any damage to the rental items.

### **OSA Art Studio/Workroom**

The Office of Student Activities maintains a space available to all registered student organizations for use during Williams Center operational hours. No appointment is necessary, but the space is subject to availability as many student organizations use this space on a regular basis. **All student organizations must check-in at the information desk** at the front of the Student Organization Center in the Williams Center before entering the workroom. This space provides the following: wall space to create large advertising signs, projector for sheet sign transparencies, and other items as deemed necessary and appropriate by the OSA. Organizations are not permitted to draw directly on the walls of the workroom.

Failure to assist in the cleanliness of this space will result in revocation of workroom privileges for no less than one semester.

Visit the Office of Student Activities at <http://students.georgiasouthern.edu/sac/>.

## **Campus Recreation and Intramurals**

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The Department of Campus Recreation and Intramurals (CRI), an integral and active service of the diverse University community, supports and strengthens the mission of Georgia Southern University. Our purpose is to provide growth opportunities and educational experiences, which will enrich the life-long learning process. Through our programs and facilities, which are recreational, educational, and sporting in nature, we promote and develop healthy life-style choices. Benefits of participation include the application of leadership, decision-making, problem solving, conflict management, communication, and social skills. We strive to provide the safest, cleanest, highest quality, most dependable, and enjoyable services.

M.C. Anderson Recreational Park - 301 By-Pass and Akins Boulevard Recreation Activity Center (RAC):

- Free Weight, Machine Weight, Cardio, Group Exercise, Mind/Body, and Spinning rooms
- Wellness Center including 2 massage therapy rooms and a fitness assessment lab
- Multiuse courts
- 2 indoor soccer courts
- Southern Adventures rental center
- 3 Multipurpose Rooms for dance, martial arts and club practices
- Natatorium, complete with 25 yd x 25 m lap pool, whirlpool, sauna, and large locker room facilities

Outdoor venues:

- Outside leisure pool and whirl pool
- sand volleyball courts
- outdoor band shell
- Multiplex & Club Sport Fields: multipurpose playing fields (softball, soccer, flag football)
- Outdoor Pavilion: versatile open-air meeting or picnic area

CRI is divided into six separate recreational programs: Aquatics, Club Sports, Fitness, Informal Recreation, Intramural Sports, and Southern Adventures.

- **Aquatics** is a program for those participants who enjoy swimming, diving, aqua aerobics, or simply relaxing in the pool. The Aquatic program also offers a number of special programs such as swim lessons, stroke clinics, lifeguard classes, and incentive programs.
- **Club Sports** are unique student organizations in which the overall functions of the organization are student operated. Club Sports may be organized for instructional, recreational and/or competitive purposes, and offer a way of finding others who share similar recreational interests. Current organized clubs include Aikido, Badminton, Baseball, Bowling, Brazilian Jujitsu, Climbing, Cycling, Equestrian, Fencing, Judo, Kung Fu, Mixed Martial Arts, Rugby, Soccer, Softball, Southern Explosion (dance), Tae-Kwon-Do, Ultimate Frisbee, Disc Golf, Swimming, Lacrosse, Volleyball, Water Ski, Scuba Diving, Wrestling, Xtreme Martial Arts, Wiffle Ball, and Racquetball.
- **The Fitness/Wellness Program** promotes health & wellness in many ways. Group Fitness classes including Yoga, Pilates, traditional aerobic and resistance classes. Lifestyle and Weight Management workshops provide education for a healthy lifestyle. Personal Training, Nutritional Services and Fitness Assessment services are available to assist in evaluating fitness levels and providing guidance to reach or maintain fitness and wellness goals. Massage Therapy is also available to aid in relaxation and stress relief.
- **Informal Recreation** allows participants to engage in a variety of unstructured recreation activities such as basketball, volleyball, racquetball, walking or jogging. CRI also offers items for check-out free of charge! Some of these items include: hand wraps, boxing gloves, racquetballs, racquets, basketballs, and heart rate monitors.
- **Intramural Sports** provide students, faculty, and staff the opportunity for competition and fun in a variety of team and individual sports activities. Divisions are available for men, women and co-rec teams in a variety of skill and competition levels. A variety of sports are offered including flag football, dodge ball, swimming, basketball, indoor/outdoor soccer, sports trivia, softball, golf, tennis, and bowling.
- **Southern Adventures** is the university community's resource for adventure programming. Southern Adventures provides guided backpacking, sea kayaking, canoeing, and cycling trips that range from weekend trips around the southeast to week-longs across the country. The equipment rental center provides all the gear needed for individual adventures as well. The challenge course is designed to provide exciting, experiential opportunities that focus on leadership, communication, self/group awareness, and inter-personal skills. The climbing wall, located in the RAC, allows participants to experience the thrill of rock climbing indoors. In addition, a bouldering cave is available to build climbing strength as well as perfect technique. Instructional clinics are offered throughout the year to learn kayaking, belaying, navigating, and other hard skills for outdoor recreation enthusiasts.

- **Wellness Program** is focused upon enhancing staff, faculty, and student wellness. It is a combination of existing, new, and collaborative programming that addresses the seven dimensions of wellness (emotional, environmental, intellectual, occupational, physical, social, spiritual). Numerous wellness opportunities are offered, with Wellness Week, which includes the Live Well Fair and Seminar Series, being the major event.

Participation in CRI programs is completely voluntary. It is strongly recommended that all participants consult a physician and/or have a physical exam prior to participation. Participants are also urged to secure adequate personal medical coverage

**Visit Campus Recreation and Intramurals at <http://services.georgiasouthern.edu/cri/index.html>.**

## **Dean of Student Office**

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The mission of the Dean of Students Office (DOS) is to provide leadership and vision for delivering student services that facilitate personal development and intellectual growth. The office advocates for students on judicial matters, fosters experiences that promote the celebration of diversity, promotes educational opportunity and access, and facilitates communication through various facets of student media.

The Dean of Students Office believes it is essential that issues and challenges confronting students be identified so the University may serve them more efficiently and effectively. "Talk With the Dean" is a tool of the Dean of Students Office which allows students the opportunity to communicate university-related concerns in an effort to improve the quality of student life here at our institution.

### **The Office of Judicial Affairs**

The Office of Judicial Affairs emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. The office embraces the concept of a student-centered University. A student-centered University is committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs. A student centered University embraces a campus climate in which civility and respect among members of the campus community is viewed as vital to the overall ethical development of its students.

**Visit the Office of Judicial Affairs at <http://students.georgiasouthern.edu/judicial/>.**

### **Alcohol and Other Drugs**

Alcohol and other drugs are growing issues on today's college campuses. Our goal is to provide information and resources to help students understand the affects of high risk alcohol and drug use. As a result of this awareness, we can work together to reduce the behavior and promote healthy and safe alternatives to alcohol and other drugs.

Our Office is located in Russell Student Union Room 2007 (located on the second floor)

For more information or to schedule an appointment, please contact us via e-mail at [AODoffice@georgiasouthern.edu](mailto:AODoffice@georgiasouthern.edu)

**Visit Alcohol and Other Drugs Office at <http://students.georgiasouthern.edu/aod/>.**

### **The Office of Fraternity and Sorority Relations**

The mission of the Office of Fraternity and Sorority Relations at Georgia Southern University is to enhance student development through involvement in social, Greek-letter fraternities and sororities while complementing the mission of the University. Georgia Southern University fraternities and sororities, rich in history and tradition, dedicated to the betterment of all who come in contact with us, will strive for excellence in all aspects of fraternal life. We are committed to the fulfillment of the following core values:

**Scholarship**

To promote intellectual growth and academic excellence through the recruitment of quality students, scholastic programming, educational support, and recognition opportunities.

**Leadership**

To maximize the potential of the community through self-governance, collaboration, role-modeling, risk management, and ethical decision-making.

**Service**

To demonstrate a genuine concern for mankind through civic engagement, community relations, service and philanthropic outreach, and personal and organizational accountability.

**Brotherhood/Sisterhood**

To provide an inter-fraternal family of caring brothers and sisters, welcoming and respectful to all who seek life-long unity.

Visit the Office of Fraternity and Sorority Relations at <http://students.georgiasouthern.edu/greeklife/index.htm>.

## Section 10 – Nondiscrimination and Harassment Policies

### Nondiscrimination Policy

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Organizations will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability.

### Harassment and Sexual Harassment

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#### Harassment

- A. any act that creates an unpleasant or hostile situation for another person especially by uninvited and unwelcome verbal or physical conduct;
- B. intentionally and/or repeatedly following, stalking, or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;

#### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- B. submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; or
- C. such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating or hostile work or academic environment.

# Appendix

## **Student Government Association**

### **2010-2011 Student Organization Funding Request Guidelines**

1. No activity fee monies shall be appropriated to an organization that is ruled ineligible by the Student Activity Fee Budget Committee. Organizations requesting funding must be recognized by the University as an active student organization. The organization must be registered and listed on the current roster of Student Organizations with up-to-date information maintained by the Student Activities Center.
2. Organizations may be eligible for funding bi-annually (Once during the Fall semester and once during the Spring semester). Organizations may request up to \$600 per semester; however, all funding allocations are subject to approval by the SGA Senate. Additionally, organizations that collaboratively request funds for collaborative events may request for an additional 25% per group (\$750 each). Money is available on a first come, first serve basis while funds are available. Special circumstances may warrant certain consideration being made by the executive board in order to allow for the most opportunity for all student organizations to participate in this process.
3. Activity monies will be appropriated for programs, fundraising, and other enhancement opportunities. Food requests will not be funded under any circumstances. Reimbursements will be considered at the discretion of the Financial Advisory Committee. All other requests will be at the discretion of the Financial Advisory Committee.
4. Fund request applications are found on the SGA webpage [www.georgiasouthernsga.com](http://www.georgiasouthernsga.com). Review of fund request applications are conducted by the Financial Advisory Committee. Upon receipt and review of completely processed applications, a committee member will contact the organization's project chair indicated first, the organization's president secondly, the organization's advisor thirdly, to schedule a mandatory meeting to clarify the project proposal details with the Financial Advisory Committee. Please bring a **signed hard copy of the fund request** to the Financial Advisory Committee (the electronic form does not need to be signed).  
**Note:** Once the Financial Advisory Committee reviews the request, it shall be taken to the next general SGA Senate meeting for final approval
5. After funding approval the organization must provide a financial report of the SGA allocations. **This report should be submitted to the SGA Vice President of Finance no more than 14 days after the project date or SGA retains the right to void their request for future funding.** Supportive documentation should be included to confirm lodging, airline travel, registration costs, and all other types of expenditures. Copies must be made of all receipts and a breakdown of final expenditures is required.
6. Please allow 10-14 business days (after the funding approval) for check processing. The check will be sent to the Dean of Students Office for pick up.(912.478.3326)

**Failure to comply with any of the aforementioned items may result in a one semester (first offense) suspension from the date of funding approval to one year (second offense) suspension from the date of funding approval to request SGA funding.**



**Student Government Association  
2009-2010 Student Organization Funding Request Form**

*\*Must be typed\**

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**Organization:**  
**Organization EIN:**

**P.O. Box:**  
**Email:**

**President's Name:**  
**Signature:**

**University Address:**  
**Phone:**

**Treasurer's Name:**  
**Signature:**

**University Address:**  
**Phone:**

**Advisor's Name:**  
**Signature:**  
**University Address:**  
**Phone**

***\*If the project chair is not reachable, the president will be called for questions. If no contact has been made the Advisor will be called.***

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## **PROJECT ORGANIZATION**

<b>Project Chair:</b>	<b>University Address:</b>
<b>Signature:</b>	<b>Email:</b>
	<b>Phone:</b>

**Project Title:**

**Project Date:**

**Location:**

**Time:**

**Target Audience (Who):**

**Anticipated Attendance (#):**

**Project Definition (Attachments accepted if necessary):**

**Expected Results/Outcomes (How do you plan to reach the expected outcomes? What will this project accomplish?):**

**Co-Sponsorship (List all groups and how they are co-sponsoring):**

*i.e. (\$100 advertisement in the Newspaper)*

**Brief Summary of your Organization's Purpose on Campus:**

**PROJECT BUDGET WORKSHEET**

**Project Title:**

**Organization:**

<b>Line Item (code)</b>	<b>Organization Contribution</b>	<b>Co-Sponsor Contribution</b>	<b>SGA Contribution</b>	<b>Total Cost</b>
<b>Supplies (71410)</b>	\$	\$	\$	\$
<b>Postage (71430)</b>	\$	\$	\$	\$
<b>Vehicle Expenses (71200)</b>	\$	\$	\$	\$
<b>Rentals (71900)</b>	\$	\$	\$	\$
<b>Advertising/ Promotions (72750)</b>	\$	\$	\$	\$
<b>Contract Fees (75130)</b>	\$	\$	\$	\$
<b>Registration Fees (72740)</b>	\$	\$	\$	\$
<b>Printing/ Publications (74200)</b>	\$	\$	\$	\$
<b>Lodging</b>	\$	\$	\$	\$
<b>Miscellaneous/ Other</b>	\$	\$	\$	\$
		<b>TOTAL</b>	\$	\$

**Comments (for internal use only):**

**BULLOCH COUNTY SPECIAL LIMITED RAFFLE APPLICATION**

**Date Application Made** \_\_\_\_\_

Pursuant to Georgia Code #16-12-22.1(G), a Special Limited Raffle License may be issued by the Sheriff only to a non-profit, tax-exempt organization. The raffle may not operate for a period exceeding 30 days, and qualified organizations may operate no more than three such raffles per calendar year.

APPLICANT ORGANIZATION \_\_\_\_\_

AGENT/CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

TICKET PRICE \_\_\_\_\_ RAFFLE DRAWING DATE \_\_\_\_\_ PRIZE AWARD \_\_\_\_\_

I, \_\_\_\_\_ am the duly authorized agent  
for \_\_\_\_\_, a non-profit, tax-exempt  
organization operating in Bulloch County, Georgia. Under oath, I confirm that the foregoing  
\_\_\_\_\_ raffle conducted by this organization this year. I further understand,  
pursuant to Georgia law, that this raffle, if permitted, may not continue for a period exceeding 30 days.

\_\_\_\_\_  
Agent's Signature

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public

My Commission Expires \_\_\_\_\_

**BULLOCH COUNTY SPECIAL LIMITED RAFFLE LICENSE**

Pursuant to authority enumerated in O. C. G. A. 16-12-22.1 (G), I, Lynn M. Anderson, Sheriff of Bulloch County, Georgia, or my duly designated deputy, have reviewed the Special Limited Raffle License Application of

\_\_\_\_\_ dated \_\_\_\_\_ and do hereby

grant / deny to the foregoing organization this Special Limited Raffle License for the drawing to be held on

\_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m. at

\_\_\_\_\_ (location).

\_\_\_\_\_

Lynn M. Anderson

Sheriff, Bulloch County, Georgia

Date: \_\_\_\_\_

This Special Limited Raffle License must be accompanied by the application and be available for inspection upon request.

## **Guidelines for Information Tables in the Commons and Rotunda Areas**

- A maximum of ten (10) tables are available for use in the Commons and Rotunda areas of the Russell Union. Only six (6) table locations are available inside the Russell Union.
- Groups **are not** at liberty to move their information table to another location **without approval** from the Office of Student Activities staff.
- Tables **are not** set up in advance. Each group **must check in** at the Information Desk and request that their tables be set up.
- Each table comes with two (2) chairs. Based on availability, more chairs may be requested.
- Groups scheduled on the Rotunda will be moved inside in the event of bad weather **only** if space is available. Again, space in the Commons Area is limited.
- Groups **not** arriving within one hour of their reservation time risk losing their reserved table space.
- Groups using Commons tables may request easels and TV/VCR's. For Rotunda tables, only easels are permitted, **not TV/VCR's**. Exceptions can only be given by administration.
- Chairs designated for the eating tables in the Commons Area **are not** to be used at an information table.
- **Only one (1) group at a time may have sound at the Rotunda.** Groups must have their request for sound approved prior to event.
- Amplified sound **is not** allowed on the Rotunda until after 5:00 P.M. **unless** approved by the Office of Student Activities Facilities & Event Services Office.
- Information tables in the Russell Union **will not** be skirted.