Appendix C
Student Organizations Rights & Responsibilities

A. FREEDOM AND RESPONSIBILITY OF ORGANIZATIONS
Freedom of action granted to a registered organization implies the responsibility for developing the direction, scope and character of the organization in promoting the total educational program of the University. This freedom of action is limited only by the stated purpose of the organization, by the University and the society. The aim of the University is not to establish a complete set of rules or regulations to control student organizational activities, but to keep such regulations to the minimum found necessary by experience. Within the spirit of this philosophy, it is expected that a student organization should not assume that it rightfully may engage in any activity that is not restricted specifically by the regulations. In planning new activities, student organizations should consult first with their faculty advisor(s) and if there is doubt as to the appropriateness of the activity, the organization should consult the Director of Campus Life well in advance so that equitable decisions may be reached through cooperative discussion.

B. UNIVERSITY REGULATIONS FOR STUDENT ORGANIZATIONS
Restrictions imposed by University regulations for student organizations are established by the Faculty Committee on Student Affairs, which has student and faculty representatives. Regulations established by this group are intended primarily to protect all parts of the University program from interference from each other and from duplication of effort. Organizations dissatisfied with these policies should address themselves to the Faculty Committee on Student Affairs. Acceptance of established procedures of campus governance is part of the responsibility undertaken by a student group becoming chartered as a University organization.

C. CHARTERED STUDENT ORGANIZATIONS
Georgia Southwestern State University encourages students to become participating members of chartered student organizations insofar as the aims and purposes of the organizations are consistent with the aims and purposes of the University and University community. Chartered student groups include the following types:

Social organizations
Honorary and leadership organizations and recognition societies
Departmental organizations and professional fraternities
Political organizations
Specialty groups (athletic, religious, etc.)

1. Such organizations shall adhere to the following procedures for obtaining a charter:

    a. Obtain from the Director of Campus Life the petition for recognition packet.

b. Submit the complete packet, a constitution, membership list 7 members as a recommended minimum), proposed source/method of funding, and name of a faculty advisor to the Director of Campus Life. (Note: The approval process for social fraternities and sororities shall be governed by the Georgia Southwestern State University Pan-Hellenic Council, Inter-fraternity, and Panhellenic Councils where appropriate.)

c. The Director of Campus Life will submit these documents to the Faculty Committee on Student Affairs for approval or rejection of the organization. At least thirty days following submission of the required documents, the committee will meet at a scheduled time with the members and anticipated Advisor of the proposed organization prior to rendering a decision.

d. The Faculty Committee on Student Affairs will notify the Faculty Senate of its action, approval or rejection, of the organization.

e. The Faculty Senate shall report to the faculty, as information, the approval or rejection of the organization.

f. Any deletions or amendments to an approved organizational constitution must be forwarded to the Faculty Committee on Student Affairs for final consideration before being adopted by the organization.

2. The charters of student organizations may be revoked and individual members may be subjected to disciplinary actions, as stipulated in Appendix A, Section BB, if the group or organization is found guilty of the following:

a. Hazing

b. Disorderly conduct or social misconduct

c. Interference with orderly academic processes of the University, its activities, or the rights and freedoms of other members of the University community.

d. Violation of Georgia Southwestern State University rules, regulations and policies.

e. Violation of Federal, State, or local laws and of policies of the Board of Regents.

f. Participation in activities that disrupt or obstruct any teaching, research, administration, disciplinary public service, or other activities authorized to be held or conducted on the Georgia Southwestern State University campus.

g. Staff of the Office of Campus Life or Division of Student Affairs staff may suspend the rights of an organization pending an investigation or an official hearing.

D. ANNUAL REGISTRATION OF RECOGNIZED STUDENT ORGANIZATIONS

Each Fall semester all organizations who wish to remain active organizations on campus **must** register their desire by completing a form that lists the current officers and the faculty advisor, along with a copy of the organization's most current constitution. It is the President's responsibility to file the roster of elected officers with the Office of Campus Life by the 1st of September. Failure to comply with this regulation will result in the loss of recognition on campus. Changes in organization officers or membership during the year are to be reported to the Office of Campus Life as they occur. New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Office of Campus Life, upon request any information that it considers necessary for administration, such as constitution, list of officers, faculty advisor, schedule of activities, etc.

E. STUDENT ORGANIZATION PRIVILEGES

Registered student organizations are eligible to:

1. Use university facilities, equipment, and services according to prescribed policies and procedures.

2. Sponsor on-campus fund raising events (all events must be approved by the Director of Campus Life at least two weeks prior to the event.)

3. Apply for student activity funds (those organizations that do not restrict membership or do not require adherence to any doctrine or belief are eligible to apply.)

4. Invite guest speakers to campus in accordance with established guidelines.

5. Use copying services on campus.

6. Establish a University account and use the services of the University Business Office.

7. Receive awards or honors presented to university organizations and members.

8. Be listed in University/student publications.

9. Sponsor program activities consistent with the purpose of the organization and the University.

10. Distribute and post literature and organizational materials according to established policies and procedures.

11. Request assistance from the Office of Public Relations and student media groups to promote organizational activities.

F. MEMBERSHIP REQUIREMENTS

Membership in a registered student organization must be open to any Georgia Southwestern State University student who shall comply with:

1. The stated purpose(s) of the organization

2. Reasonable conditions and obligations of membership, except that:

   a. no student shall be excluded from membership on the basis of race, color, national origin, religious creed, age, political views, Vietnam-era veteran status, sexual orientation, or disability;

   b. no student shall be excluded from membership on the basis of sex, unless: the organization is a social fraternity or sorority, or the primary purpose of the organization is to engage in sports, the main purpose or activity of which involves bodily contact, or the organization is other wise exempt under Title IX of the Educational Amendment of 1972.

3. Constitution of such registered student organization and, if affiliated with an off-campus organization, the constitution of the off-campus organization must not contain any provisions which discriminate against a student under the provisions or the rules of Georgia Southwestern State University.

4. Leadership Position Requirements:

   a. A minimum graduating grade point average of 2.0 and current enrollment, is required for a student to hold and maintain organization offices as follows: president; vice-president; secretary; treasurer; board member; or comparable positions under other titles, such as editor, captain, or chairperson. Organizations may require officers to have a grade point average higher than a 2.0 and should specify this requirement in the organization's constitution. It is the responsibility of the organization's faculty advisor to ensure compliance with the provision.

   b. Students holding organization offices are expected to uphold the requirements of the Georgia Southwestern Student Conduct Code. Should a violation of the Student Conduct Code or local, state, or federal law occur, the Vice President for Student Affairs, Judicial Officer, or designee and the organization's faculty advisor shall review the circumstances of the incident and advise the organization of recommended action. Recommended action may range from

verbal admonition to removal of the student from office, and may include referral to the Georgia Southwestern State University judicial system.

G. SCHEDULING SOCIAL EVENTS

1. Definition - social events refer primarily to parties, dances, or concerts sponsored by student organizations. It is expected that such social events will be scheduled at times that do not interfere with the normal educational functioning of the University. There are two categories of social events; campus wide events and events sponsored by organizations for their membership. For campus-wide social events, each Georgia Southwestern student may invite one guest who must be at least 18 years of age. The guest must be signed in with the Georgia Southwestern State University student.

2. Approval - no social event may be held by a student organization without prior approval of the Director of Campus Life.

3. The designated faculty advisor, or a designee selected by the faculty advisor, is required to attend all organization functions, for the duration of the event, at which alcohol will be consumed and to assist the officers and the sponsoring organization to comply with university regulations, as well as local, state, and federal laws.

4. Event requests - requests for social events must be submitted for approval at least five (5) working days in advance.

5. Request for facilities - reservations for facilities can be made in the Reservations Office upon approval of the event and the form should be filed at least five (5) working days prior to the event.

6. Work orders - arrangements for work orders necessary for the use of a facility must be made in the Division of Student Affairs at least five (5) working days prior to an event.

7. Litter - Organization members and faculty advisors are responsible for seeing that facilities used are clean and properly put in order after use. The sponsoring organization is responsible for any and all damage incurred to the facility. The sponsoring organization will be held accountable for all litter left in the area where the activity was held, including outside of buildings and parking lots. Should it be necessary for the University to remove any ground litter, the sponsoring organization will be charged for such service.

8. Security - Organizations that sponsor (1) a social event where more than fifty people will be in attendance and alcohol is to be consumed by legally aged persons, or (2) a dance and/or concert is open to the public, or (3) where in excess of one hundred people are to be in attendance, are required to pay at least one

additional certified security or police officer who will be present during the entire event. The number of officers assigned to each event will be determined jointly by a student representative from the sponsoring organization and the Division of Student Affairs at least 48 hours in advance of approval of the event. The student organizations shall be responsible for paying the Security Officers a salary per hour equivalent to the current rate of pay. Such payment will be made to the Business Office and confirmation of the payment must be provided to the Director of Campus Life prior to the scheduling of a facility. Charges will vary depending on the length of the event and the number of officers required. The responsibilities of the student organization to uphold University regulations, local, State and Federal laws, are not negated by the requirement of the presence of Security officers. The responsibilities of the Security Officers are to support the sponsoring student organization in upholding University regulations, local, State and Federal laws. Included in these responsibilities are upholding policies with regard to alcohol, crowd behavior and environmental noise problems. Georgia Southwestern State University Department of Public Safety Personnel are not eligible for contracting out to such events. The student responsibilities are upholding policies with regard to alcohol, crowd/guest behavior and environmental noise problems. The student organization has primary responsibility for monitoring the event and the Security Officers is available only as a last supplemental resort. Failure to provide adequate security personnel or other security measures in order to insure the safety of those in attendance is prohibited.

9. Crowd size that exceeds such limits so as to infringe upon the rights of others or endanger those in attendance is prohibited.

10. Failure to provide adequate parking so that vehicles are impeding the normal flow of traffic, parked illegally or parked on private property without proper authorization is prohibited.

11. Activities/Exams: No campus-wide social activities shall be held by any student organization during final examination periods. In addition, recognized student organizations may not schedule events or activities within 48 hours of the beginning of a final examination period.

12. Hours to Terminate - Activities on campus shall terminate on Sunday through Thursday nights by midnight; Friday and Saturday nights by 1:00 a.m. The termination time must be specified on the social request form and approved by the Director of Campus Life.

H. STUDENT ORGANIZATION LIABILITY

Organization officers, members and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury on and off campus. All persons involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of

alcohol and the use of vehicles and other equipment) and to neither endorse nor participate in activities that could result in injury to participants, bystanders, property or self. Organizations sponsoring recreational activities, off-campus trips of any kind or any activities where risk to participants may be involved are required to have participants sign a RELEASE AND WAIVER OF LIABILITY FORM. These forms may be obtained from the Student Affairs website.

I. STUDENT ORGANIZATION TRAVEL

The Board of Regents has stipulated that organization related travel of students be subject to the same guidelines as those of University employees. See the Office of Campus Life for specific details.

J. STUDENT ORGANIZATION FUND RAISING

All registered student organizations are encouraged to make every possible effort to become financially self-supporting. Organizations may generate funds by charging dues to members, charging admission to events and sponsoring approved fund raising activities. Fund raising events must be approved at least two weeks in advance by the Director of Campus Life, including approval of the method to be used in selling tickets and collecting money when admission is to be charged to an event. Fund raising is defined as anytime an organization collects money for any purpose on or off campus. Raffles and games of chance are prohibited. Student Organizations wishing to hold an on campus or off-campus fundraiser must fill out a fundraising approval form at least 5 business days in advance.

K. FINANCIAL MANAGEMENT OF STUDENT ORGANIZATIONS

1. Student organizations receiving student activity funds cannot maintain outside bank accounts.

2. All monies collected, whether on or off campus, by funded student organizations, must be deposited in a University account.

3. All invoices must be paid within 30 days, as stipulated by State of Georgia Policy.

L. EXPENDITURE OF STUDENT ACTIVITY FUNDS

The following guidelines are to be followed by all campus organizations expending student activity funds:

1. Cash Advance - For expenditures under $100, an organization may obtain monies from the petty cash fund in the Business Office with prior written approval (Request for Petty Cash) of the organization's treasurer and faculty advisor. The following procedures apply:
    a. Present cashier with a Request for Petty Cash signed by the treasurer and faculty advisor.

b. Sign cashier's receipt for the amount withdrawn.

c. A paid invoice or cash register tape imprinted with the vendor's name must be obtained for all purchases.

d. Return paid invoices and/or register tape to the cashier within three (3) days after the **c**ash advance. Any money not spent must be returned at the same time.

e. Initial cashier's receipt indicating the actual expenditure. In the event that a purchase costs more than the amount of money withdrawn from the petty cash fund, refunds will be made to individuals having to spend their own money. No refunds will be made for purchases made without prior written approval (Request for Petty Cash).

2. Payments to Individuals/Requests for Cash in Excess of $50 Payments to individuals require a properly authorized Disbursement Authorization and will be paid in cash. The Disbursement Authorization form also may be used when more than $100 in cash is needed. Disbursement Authorization forms must be in the Business Office at least one week before a check is needed.

3. Purchase Orders - Prior to all purchases (regardless of the amount) for which a cash advance or disbursement has not been obtained, a properly authorized purchase request form must be completed by the organization's treasurer and faculty advisor. Under no circumstances will a purchase be made without properly notifying the Business Office in advance.

4. Internal Requisition Forms - The purchase of items from the University Bookstore requires the use of an Internal Requisition Form. In unusual circumstances, when the faculty advisor is away from campus for an extended period of time, the Director of Campus Life will co-sign all expenditure request forms. All of the required forms may be obtained in the Office of Campus Life.