



**GEORGIA
SOUTHERN
UNIVERSITY**

OFFICE OF STUDENT ACTIVITIES

Office of Student Activities
Student Organization Handbook
2026-2027

**“Bringing Campus to Life.
Connecting Every Eagle.”**

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Section 1: Introduction

Letter from - Director of Student Activities



MEMORY LITTLES

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LETTER FROM THE DIRECTOR

Dear Student Organization Leader/Advisor,

Thank you for taking a leadership role at Georgia Southern University! Your commitment to a registered student organization enhances the intellectual and social environments at Georgia Southern by providing educational opportunities as well as opportunities for engagement in the campus and surrounding-Statesboro, Savannah, and Hinesville communities. This handbook has been developed to assist student organizations in running effectively and efficiently. It details administrative procedures, functional policies and contains helpful strategies to guide student organizations with their budgeting, fundraising and event planning needs.

Please note: policies and procedures are subject to change. Organizations will be notified of any changes via our monthly newsletters. The most updated version of the handbook will also be posted in the virtual Resource Center, located on the Office of Student Activities' webpage (under policies) at:

<https://students.georgiasouthern.edu/student-activities/>.

In addition to this handbook, the Office of Student Activities is a centralized hub for student engagement on campus and serves as a resource for over 250 registered student organizations and their respective faculty/staff advisors. Should you have any questions, we encourage you to consult us for guidance. This handbook is not meant to be an exhaustive account of student organization policies and expectations. Student leaders, members and advisors should also work closely with our office, to help ensure that your organization thrives. We look forward to a great year of campus life!

For guidance or a consultation, please feel free to email us at:
osa@GeorgiaSouthern.edu

GO EAGLES!

Memory Littles

1.1 - Disclaimer

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. The Student Conduct Code is available in the Dean of Student's Office and on the web at <http://students.georgiasouthern.edu/conduct/student-code-of-conduct/>. 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 and strategies for improving your student organization.

1.2 - The Office of Student Activities: Overview

1.2 (a) - OSA Mission

The Office of Student Activities (OSA) 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 empower students to lead themselves and others through experiential learning.

1.2 (b) - OSA Vision

Bringing Campus to Life. Connecting Every Eagle.

1.2 (c) - OSA Values

Supporting our mission and vision, OSA values...

- **Innovation & Creativity:** Embracing fresh ideas and evolving technologies to keep programming engaging, relevant, and responsive to student needs.
- **Career Readiness:** Helping students to demonstrate core competencies that broadly prepare them for success in the workplace and lifelong career management.
- **Peer Leadership:** Providing opportunities to learn leadership competencies, to apply various approaches to organizational context and dynamics.
- **Community & Belonging:** Fostering a strong sense of campus pride, connection, and belonging through inclusive traditions, programs, and shared experiences.
- **Inclusivity:** Building a welcoming environment that is accessible, affirming, respectful and values every community member.
- **Wellness & Balance:** Support the holistic development of students, encouraging balance between academic, co-curricular, and personal wellness.

1.3 - Classifications of Registered Student Organizations

Upon completion of the registration requirements and approval by the Office of Student Activities, all registered student organizations will be categorized by alpha listing and then classified as listed below.

1.3 (a) - Classifications of Registered Student Organizations

Registered student organizations select from the following classifications 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 classifications available to select from are:

Note: Please select your campus and 1-2 (**max**) categories that best fit your organization in Eagle Engage.

Academic – Provides opportunities for individuals to discuss and share information related to a specific academic discipline, topic or interest. These student organizations provide opportunities to get to know other students in one's academic discipline as well as faculty members inside and outside of the classroom.

Creative & Performing Arts - Provides students with an outlet for their creative talents.

Cultural – Promotes cultural diversity and the support of other nations and/or ethnic groups.

Campus-Department Sponsored – Organizations directly supported by a department/office.

Diversity Education & Advocacy – Provides and/or promotes services and opportunities for individuals to increase their knowledge of diversity, equity and inclusion. These organizations also offer training on effective methods of advocacy.

Honorary - Recognizes students who excel academically. Membership in the group is often based on GPA.

Peer Mentorship – Provides opportunities for individuals to mentor fellow students, specific demographic populations or community organizations.

Political Action - Promotes and/or furthers the interest of a particular political group.

Professional – Provides an opportunity for individuals to discuss, share information about, and preview specific academic disciplines, topics or interests. Membership may be composed of a specific academic discipline, topic or interest.

Service – Provides and/or promotes service and volunteer opportunities locally, regionally, nationally and internationally.

Social Action - Raises awareness and organizes efforts to combat social issues.

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

**Organizations that choose this category must also be registered with the Office of Fraternity and Sorority Life.*

Special Interest – Focus on a specific topic or hobby.

Spiritual – Supports students' interest in specific spiritual beliefs, religions or denominations.

Sports – Promotes a common interest in fostering participation, officiating of, and competition in a specific sport or recreational activities.

Student Affairs Sponsored – Organizations directly advised/supervised and financially supported by a department/office from the Division of Student Affairs (i.e. SGA, Southern Leaders, the George-Anne Media Group, UPB and the Wellness Ambassadors).

Section 2: Georgia Southern, Student Activities, and Your Organization

2.1 - Relationship between University and Registered Student Organizations

Aside from the direct supervision exercised over organizations deemed to be “Student Affairs Sponsored and/or Campus Department 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/functions of campus departments of the institution may, in some cases, receive special help, increased direction and added 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 their 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 or members within a student organization, other than fulfilling the role of Advisor. Employee status will supercede enrollment/student status; even if a University employee is enrolled in courses at Georgia Southern, they should not serve as members or officers in student organizations. (**Note:** Primary Advisors are required to be full-time University employees, employed with the institution for at least 6 months.) They should not serve as voting members within a student organization. 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 an off-campus 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 only reason an employee should be on a student organizations account is for continuity and oversight.

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.

Unauthorized fraternity and sorority expansion activities such as “campus crashing”, “ghost lines”, recruiting or soliciting membership, pre-initiation activities, pledging, educating and/or initiating GS students without having been approved through the Office of Student Activities/Fraternity and Sorority Life is not permitted by the University.

2.2 – Student Conduct Rights of Registered Student Organizations

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

- The right to request a copy of the Student Group or Organization’s Student Conduct Records.
- In a Hearing, the right to question in writing and through the chair of the University Student Conduct Board or Single Hearing Officer, any individual providing testimony to the University Student Conduct Board or Single Hearing Officer.
- To know the nature of the evidence against them and the names of witnesses scheduled to appear.
- To receive a written statement of the charges.
- To receive a fair and impartial hearing.
- To present evidence and witnesses on their own behalf.
- To be accompanied at a hearing by an advisor of their choice.
- To 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 or Student Group fails to attend the hearing, it will be held in their absence.
- To receive a decision based solely on the evidence presented.
- To receive a written notice of the decision and sanctions, including rationale for the decision from formal hearings.
- To appeal decisions resulting from a formal hearing.

2.3 - 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, 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.

The following privileges are available to official, Georgia Southern University registered student organizations:

- Reserve University facilities, equipment, 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 (with permission)
- Develop website visibility through Eagle Engage
- Participate in organization fairs sponsored by the Office of Student Activities
- Receive assistance and advisement from Student Activities for programs and events
- Receive awards and honors presented to registered student organizations and members
- Be listed in University and Student Activities publications, including the Office of Student Activities website
- Participate in University events such as Eagle Experience, Homecoming, Celebrate Spirit Week, and occasional GS new student recruitment initiatives, etc.

- Receive Advisor training and consultation from the Office of Student Activities
- Utilize additional services provided by the Office of Student Activities

2.3 (a) - Student Organization Storage (SOS) Cabinet Space Policies

(Statesboro Campus-Only)

The oversight of the Student Organization Storage (S.O.S.) is supervised by the Office of Student Activities. **It is the responsibility of each organization to inform their membership of the rules of the S.O.S.**

- Each student organization that is in good standing as an official registered student organization with the university is eligible to apply for S.O.S. cabinet space that will be administered by the Office of Student Activities as available. S.O.S. cabinet space is allocated on a first come, first serve basis based on Wings status. Additionally, the Office of Student Activities reserves the right to weigh other factors when allocating S.O.S. cabinet space, including but not limited to the organization's behavioral history, programming needs, and membership size.
- S.O.S. cabinet space is allocated only for one academic year at a time. Organizations can re-apply, but are not guaranteed a space.
- Assigned space will be associated with the student organization leader who submits the S.O.S. application. This individual will be contacted by the Office of Student Activities if the application has any issues or is approved.
- Once assigned an S.O.S. cabinet, the organization should submit a list of individuals who may have access to the cabinet. Organizations may select officers or all members to have access at their own discretion. Access to the S.O.S cabinet will be by key only. Student Organizations may gain entry to their cabinet by visiting the Office of Student Activities front desk during operating hours (weekdays, 8 am - 5 pm; excludes holidays that the University is closed). A valid Eagle ID must be present before the key will be given out. Keys should not be removed from the Office of Student Activities, and S.O.S. spaces should not be left unlocked.
- All items stored in the S.O.S. cabinet must fit in the space allotted to the organization allowing for the door to shut completely. No items may be left outside of the S.O.S. space assigned to the organization.
- The following items are prohibited from being stored in the S.O.S.
 1. Combustible and/or flammable materials & chemicals
 2. Perishable food items, including flour, sugar, candy and oils
 3. Weapons, including but not limited to guns, swords, or knives
 4. Drugs, drug paraphernalia, alcohol, or alcohol paraphernalia
 5. Trash or waste materials
 6. Live animals or insects
- No posting of flyers, stickers or any other materials is allowed on the inside or outside of assigned S.O.S. space. Any posting will be removed at the cost of the organization and its student leaders. Posting and personalization to the provided name-plate is permitted, as long as it is respectful and doesn't violate any student code of conduct policies.
- Each S.O.S. cabinet space must be emptied and cleaned out by the organization by the last day of spring semester finals. Anything left in the S.O.S. space after that time may be discarded or donated.
- The Office of Student Activities reserves the right to revoke S.O.S. cabinet allocations if the organization fails to comply with any policies.
- The Office of Student Activities is not responsible for any stored items that become lost or stolen.
- S.O.S. cabinet spaces are property of Georgia Southern University and may be accessed by officials if deemed necessary.

2.3 (b) - Student Organization Email Accounts

Primary Advisors of registered student organizations wishing to have a “@georgiasouthern.edu” email address must submit a [request form](#) to Information Technology Services. All organizations must be active and in good standing with the university. Status will be verified by the Office of Student Activities.

2.3 (c) - Fine Arts Hall Auditorium Reservation Policy (Armstrong Campus Only)

This Auditorium offers easy access, comfortable seating and advantageous sight-lines from all seats for our arts patrons, making this one of the best concert halls in Savannah. This Auditorium seats over 950 people. Use of the Fine Arts Hall should meet primary requirements. Reservations should be made on Ad Astra and are subject for approval. Once approval is given, the [Fine Arts Auditorium Facility Request Form](#) and the [Fine Arts Auditorium Facility Rules](#) must be signed and submitted for space approval. Please note: The Fine Arts Auditorium Facility Request Form must be submitted 30 business days before the date of the event. Additionally, April and November are heavily booked periods and it is recommended that your request during these times be further in advance.

Fine Arts Auditorium events contact:

Lauren Holmen, Arts Marketing Manager & Facility Coordinator | lholmen@georgiasouthern.edu

2.4 - Responsibilities of Registered Student Organizations

- Obligations of Registered Student Organizations
- Student Organization Registration
- Starting a New Organization
- Single Sex Organizations

2.4 (a) - Obligations of Registered Student Organizations

- Follow the stated purpose of the organization. An officially chartered student organization will not act as agents for an outside group or organization, or 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 any 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.
- Should your organization or someone in your organization become aware of an incident that occurred on or off campus, you are able to fill out an [Incident Report form](#).
 - This information will be passed along to the Office of Student Conduct, University Housing, and/or the Behavior Assessment Team. Incidents reported here may or may not include violations of the law or Code of Student Conduct. In many cases, this behavior may be classified as a mental health concern. Incidents may include (but are not limited to):
 - Violations of the Code of Student Conduct
 - Violations of law
 - Suicidal ideations
 - Abuse of alcohol or other drugs
 - Classroom disruptions
 - Drastic change in behavior/hygiene
- 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.

- Every student organization must have and operate based off of a constitution/bylaws. Constitution/bylaws must contain the following clause/section. For a full list of requirements for an organization's constitution/bylaws, please refer to the constitution/bylaws checklist, [here](#).
 - **Anti-hazing clause:**
 - “This organization will not initiate, participate in or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing is defined in the Georgia Southern University Student Conduct Code as: Any act, intentional or unintentional, regardless of a Student's willingness to participate in such activity, which subjects a Student to an activity which, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership, office, or other status in a Group or Organization: i. Endangers or is likely to endanger the emotional, mental, financial, or physical health or safety of a Student (including, but not limited to, acts that cause or are likely to cause physical discomfort, embarrassment and/or ridicule), ii. Coerces a Student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the Student to a likely risk of vomiting, intoxication, or unconsciousness, iii. Destroys or removes public or private property. b. Any other activity that meets the definition of “hazing” under applicable law, including but not limited to the “Max Gruver” Legislation Senate Bill 85 (see the following link for full policy: [Max Gruver Legislation](#)). and Stop the Hazing Campus Act (see the following link for full policy: [Stop the Hazing Campus Act](#)).”
 - **Note** this clause must contain a valid definition & stance on hazing
- Anti-discrimination clause
 - **Please note, the following clause is **not** required to be in your organization constitution/bylaws. The Office of Student Activities highly encourages student organizations to have an anti-discrimination clause/stance in their constitution/bylaws.*
 - “This organization will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender identity and expression, national origin, religion, age, veteran status, political affiliation, or disability.”
 - **Note** This clause will not be used in certain recognized Fraternity and Sorority Life organizations and organizations that offer the equivalent opportunity (please refer to section 2.4 (d)).
- Authority clause
 - **Please note, the following clause is **not** required to be in your organization constitution/bylaws, but does remain in effect while your organization is registered with the Office of Student Activities.*
 - This organization is a recognized student organization within the Office of Student Activities. By being recognized as such, our organization will adhere to all campus policies as set forth in the Georgia Southern University Student Code of Conduct and the Office of Student Activities Student Organization Handbook. Be advised, this does not give the organization authority to sign any binding agreement on behalf of Georgia Southern University or any of its departments. At any given time, the Student Code of Conduct will supersede any organizational constitution/bylaws. Some organizations, if closely connected with the functions/activities of campus departments of the institution may, in some cases receive special help, increased direction and added supervision from those departments.
- Any changes in an organization's constitution/bylaws after initial approval must be uploaded to Eagle Engage and approved by the Office of Student Activities. An updated constitution/bylaws must be on the student organization's Eagle Engage page at all times.
- Any changes to any officers and/or Primary Advisor **MUST** be communicated to the Office of Student Activities. These changes must also be reflected on the organization's Eagle Engage page.

- In order to retain an “active” status, every registered student organization is required to have four student officers leading their organization at all times.
 - Each of those 4 student leaders is required to maintain full time or part-time student status and highly recommended to maintain at least a 2.5 GPA. (OSA staff reserves the right to check officers’ enrollment status.)
 - University full-time employees should not serve as officers or members within student organizations, other than fulfilling the role of Advisor. University employment status will supersede enrollment status for the non-eligibility of a staff member to serve as a student organization officer.
 - Student organizations are encouraged to establish academic standards for their members, including all members of the student organization should remain enrolled and in good academic standing with the university.
- Each registered student organization must have at least one full-time, on-campus faculty/staff advisor who has been employed with the University for at least 6 months. Advisors should be interested in the purpose of the organization and should give counsel and advice to the organization. The organization should review the advisor’s position on an annual basis. **Note:** Advisors may only serve as the advisor for a maximum of 4 organizations.
- 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 Eagle Engage. 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
 - Up-to-date member roster
 - Criteria for membership
 - Any student that is enrolled full-time or part-time at Georgia Southern University (including Dual Enrolled students) can be a member or hold an officer position in a student organization.
 - TAP and non-university students (including alumni) should be considered an affiliate or associate member of a student organization. Affiliate or associate members **MUST** be 18 years of age or older. Affiliate or associate members are not allowed to vote or hold an officer position.
 - University full-time employees should not serve as officers or members within student organizations, other than fulfilling the role of Advisor. University employment status will supersede enrollment status for the non-eligibility of a staff member to serve as a student organization officer.
- Files stored on the student organization's Eagle Engage page should relate to the student organization and should be actively linked to the organization's web pages. The student organization’s Eagle Engage, 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 Eagle Engage account may be frozen or inactivated until the requirements are met.
- To reacquire an organization’s Eagle Engage account and registered student organization privileges after suspension for inactivity, the organization's Advisor or current President should contact the Office of Student Activities.

2.4 (b) - Student Organization Renewal

Registered student organizations are required to renew their active status each year with the Office of Student Activities during renewal season. This requires incoming officers (President and 1 additional officer) to attend a renewal workshop to learn about important OSA policies and procedures as well as have them complete renewal applications and president and primary advisor agreements. For a detailed checklist of the renewal process, [please see here \(FSL groups see here\)](#). Additionally, leaders are encouraged to ensure their page on Eagle Engage is accurate at all times specifically as it relates to officers, Advisors and the member roster.

Annual student organization renewals will begin in March. An organization will be classified as frozen upon failure to complete the registration process. Frozen 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 an on-campus faculty/staff advisor registered on Eagle Engage and listed accordingly, at all times. An active member roster is required for all student organizations. It is highly recommended that student leaders review and make roster updates at least once per semester.

Renewal Steps:

1. Achieve a minimum of 30 Wings points annually between April 1st - March 31st. Find an updated list of Wings points opportunities on our [Wings Incentive page](#).
2. The incoming President & 1 additional incoming organization officer must attend one renewal workshop.
3. The incoming President & 1 additional incoming organization officer (the same person who attends the renewal workshop) must complete the Folio training and pass all module quizzes with at least an 80%. They will also need to complete the Officer Agreement Form.
4. The incoming President will complete the registration form on Eagle Engage.
5. Advisor completes post-test and agreement and passes with at least an 80%.

Benefits of renewing your organization in the Spring semester:

1. Eligible to make reservations and host events/fundraisers during the summer.
2. Eligible to participate in the Fall Student Organization Fair.
3. Eligible to participate in Georgia Southern events such as Eagle Experience, Homecoming, Celebrate Spirit Week, and occasional new student recruitment initiatives.
4. Eligible to be listed in any publications from the Office of Student Activities, including the online listing of active, registered student organizations.
5. Eligible for full registration points in Wings Incentive Program if completed by the priority deadline.

Note: It usually takes about two weeks to process renewal registrations through Eagle Engage once it has been submitted to the Office of Student Activities.

2.4 (c) - 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 (please note deadlines may apply). 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 form a new organization must meet the following criteria:

1. Have at least four (4) chartering members.
 - a. Each member must be currently enrolled full-time or part-time at Georgia Southern University. (OSA staff reserves the right to check officers' enrollment status.)
 - b. It is highly recommended that each chartering member possess a minimum 2.5 cumulative GPA.
2. Secure an organizational Advisor.

- a. 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. A sample constitution/bylaws can be found in the Resource Center, on the Office of Student Activities' [website](#) under the "Organization Leaders" tab.
 - b. Every student organization's constitution/bylaws must contain the following clause/section. For a full list of requirements for an organization's constitution/bylaws, please refer to the constitution/bylaws checklist, [here](#).
 - i. Anti-hazing clause
 1. "This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing is defined in the Georgia Southern University Student Conduct Code as: "Any act, intentional or unintentional, which endangers the emotional, mental, financial, 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. Any act, intentional or unintentional, which causes physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above participation in Hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of Hazing."

Note: this clause must contain a valid definition & stance on hazing
 - c. The following clause is highly recommended, but is **not** required to be in a student organization's constitution/bylaws.
 - i. Anti-discrimination clause
 1. "This organization will not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender identity and expression, national origin, religion, age, veteran status, political affiliation, or disability."
4. Have two (2) chartering members attend the New Student Organization Chartering workshop.
 - a. **Note:** One of these officers must be the registered agent (President). You must attend **one** workshop. All workshops are scheduled by the Office of Student Activities throughout the year. Please visit [our website](#) for a list of dates, times, and locations.
5. The incoming President & 1 additional incoming organization officer (the same person who attends the renewal workshop) must complete the Folio training and pass all module quizzes with at least an 80%. They will also need to complete the Officer Agreement Form.
6. After completing the first five steps, **submit a new organization registration form** (with a formal Constitution) via Eagle Engage.
7. Once the organization registration form is approved, the Office of Student Activities will send the President & Primary Advisor an Agreement form and post-test. Presidents and Advisors must make an 80% or higher on their post-test to be approved. If they do not, their agreements will be denied and will need to be retaken.

Note: It usually takes about two weeks to process new requests through Eagle Engage once it has been submitted to the Office of Student Activities. Once all of the above steps have been completed, your organization will be approved and you will receive an email confirming your organization's active status for that academic year.

2.4 (d) - 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 full or part-time students 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 the Office of Student Activities.

2.5 - Conduct Process for Registered Student Organizations

2.5 (a) - Overview

Student organizations are collectively responsible for any actions committed by members that serve to reflect upon the organization as a whole or upon the University community. Student organizations are responsible for knowing and following all University policies outlined in the Student Conduct Code and the Student Organization Handbook.

The Office of Student Activities will meet with student organization presidents regarding incidents which may violate the Student Organization Handbook. If deemed necessary, OSA can refer incidents to the Office of Student Conduct or the Office of Equal Opportunity and Title IX for a hearing or OSA staff may conduct disciplinary meetings.

**For cases referred to the Office of Student Conduct, please refer to the process in the [Student Code of Conduct Chapter Six, Section B](#)).*

- If an incident is referred to the Office of Student Activities, an investigation will be pursued and disciplinary actions taken, if necessary.
- OSA staff has the authority to hear situations of organizational misconduct that may include, but are not limited to, displaying inappropriate material on advertisements, failure to remove advertisements within the designated time frame, chalking on red brick or buildings, and/or failure to meet any expectations that are detailed in the Office of Student Activities Student Organization handbook.
- Situations that include, but are not limited to, physical or sexual assault, hazing, disorderly conduct, acts of intolerance and/or harassment, will be referred directly to the Office of Student Conduct or the Office of Equal Opportunity and Title IX.
- OSA staff have the authority to impose all types of organization disciplinary action that are deemed appropriate for the incident.
- If the accused organization fails to schedule or attend the disciplinary meeting, OSA staff will make a decision in their absence.
- The decision of a disciplinary meeting against a student organization shall be provided by OSA upon the request of any party. The decision includes the finding of violations of the Student Organizations Handbook and the sanctions imposed on the organization, if any, at the conclusion of the process.

- A student with a disability affecting communication or a student who cannot effectively communicate in the English language may seek a reasonable accommodation from the Office of Student Activities to allow an advisor or interpreter to be present or translate the proceedings.

2.5 (b) – Process

1. An email will be sent to the student organization’s primary student leader (President or equivalent) and advisor listed in Eagle Engage informing them of the incident and relevant information.
2. The primary student leader will be considered the main point of contact for the process. The email will request that the student contact OSA to schedule a meeting to begin the investigation. They will also be instructed to bring any related evidence and information that would provide insight into the situation.
3. Student Leaders must:
 - a. Contact OSA within 48 hours of email being sent to schedule conduct meeting
 - b. Attend conduct meeting (can bring up to 3 advisors, see Advisor Guidelines)
4. The purpose of this meeting is to acquaint the student organization with the process, advise organization of alleged violations, discuss all relevant information and evidence, and determine the need for further investigation.
5. A second meeting may be scheduled if additional information needs to be gathered and/or other individuals need to be included.
6. Communication of Decision
 - a. Decisions will be sent via email to student organizations within five (5) business days of the last meeting
 - b. Students will need to respond within 24 hours confirming receipt of the email
 - c. The decision made by OSA will be final
7. Follow up meetings may be scheduled contingent on the sanctions assigned.

2.5 (c) - Strikes

Student Organizations who are found responsible for violations of the Student Organization Handbook may receive Strikes. Strikes will remain on a student organization’s record for up to two (2) years, unless otherwise deemed by the Office of Student Activities.

First Strike

1. Student organization will receive a written warning
2. Additional sanctions may be assigned

Second Strike

1. Student organization will be put on probation with OSA for one (1) semester
2. Additional sanctions may be assigned

Third Strike

1. Student organization will be considered frozen for one (1) academic year

Possible sanctions include, but not limited to:

- Student organization receives warning
- Prohibition of social events, or fundraising events
- Probation with OSA (not allowed to participate in Involvement Fairs, Open Houses, etc.)
- Restitution
- Loss of privileges, including University recognition for a specific period of time or permanently

Failure to fulfill sanctions will lead to the student organization being immediately frozen, until otherwise deemed by OSA. Student organizations will not be permitted to register their organization in subsequent semesters until their disciplinary case is resolved.

2.5 (d) – Advisor Guidelines during the Conduct Process

Student organizations involved in the Student Organization Conduct Process are permitted to have no more than three (3) individuals present for assistance. The following rules apply for such advisors:

1. Advisors may include two (2) other executive board members, and/or the student organization faculty/staff advisor. OSA must approve all other individuals to be considered advisors.
2. In all meetings, the primary conversation shall be with the student organization President. The student President is expected to speak on the organization's behalf.
3. The advisor's role is to advise the organization. This may include taking notes for the organization, conferring with the organization in ways which will not disrupt the process of the meeting, assisting the organization in keeping documentation organized and generally ensuring that the students present all pertinent facts.2.63.1
- 4.
5. Advisors are cautioned that their participation in the meeting which inhibits the student's direct interaction with the process may result in the advisor's removal from the meeting. The advisor may not participate in the discussion, may not question individuals and may not make any statements during the meeting.
6. The student organization's advisor may be a licensed or practicing attorney. If the student's advisor is an attorney, they must respect that the OSA conduct process is not a court of law, but an educational process. The OSA conduct procedures are separate and distinct from any legal proceedings and they are not conducted in a manner intended to hold in a court of law.

2.6 - Eagle Engage: Organization Management

Eagle Engage is the online system used as the official means of communication with student organizations at Georgia Southern University. The system can be accessed by logging onto your [MyGeorgiaSouthern](#) account and then, selecting the Eagle Engage link located under "Campus Life." section. Student organizations are required to utilize Eagle Engage to keep track of essential components of their registration with the Office of Student Activities, including organizational rosters, registration renewals, and constitutions/bylaws. The system also contains features for enhanced organization functioning, such as event posting and service hour tracking.

2.6 (a) - Organization Status

Student organizations can be classified as one of four statuses at any given time.

Active student organizations are up-to-date with their renewal registration, and are in good standing with OSA and the University. In Eagle Engage, the following privileges apply to **active** student organizations:

- The organization **IS** visible on the Organization Directory, and **CAN** be accessed by existing members/officers.
- Only **officers** or **administrators** can make adjustments to the organization's site.
- Officers **CAN** submit content (forms, registrations, finance requests, etc.) on behalf of the organization.
- Additionally, active student organizations have access to reserve space on campus. See section 3.1(c) for more information.

Frozen student organizations have not completed the renewal process by the deadline or are temporarily (usually lasting 5-10 business days) not in good standing with OSA or the University. In Eagle Engage, the following applies for "*Frozen*" organizations:

- The organization is **NOT** visible on the organization directory, and **CANNOT** be accessed by existing members/officers.

- **Officers** or **administrators** **CANNOT** make adjustments to the organization’s site or have access to the organization’s content.
- Officers **CAN** submit renewal registration on behalf of the organization. If your organization is rechartering a frozen organization, please reach out to OSA for access to your Eagle Engage page to submit a registration.
- Additionally, frozen student organizations do not have access to reserve space on campus. See section 3.1 (c) for more information.

Inactive student organizations are organizations that have been “Frozen” for a year or more. In Eagle Engage, the following privileges apply to inactive student organizations:

- All active/current memberships on the organization roster are immediately ended.
- The organization is **NOT** visible on the organization directory site and **CANNOT** be accessed by anyone.
- Only administrators can reactivate or edit the organization's profile
- Past member service hours requests for the organization **CAN** still be fulfilled.
- Additionally, inactive student organizations do not have access to reserve space on campus. See section 3.1 (c) for more information.

2.6 (b) - Rosters

Student organizations are expected to maintain a current and accurate roster on Eagle Engage including, 4 student leaders, a primary advisor and all active members. Organizations are required to update their Eagle Engage roster should there be a change to any of the aforementioned positions. **If needing to change the position of Primary Student Leader/President or Primary Advisor, the organization will need to work with their respective OSA staff liaison to submit a new agreement and for the OSA staff member to make that change in Eagle Engage and in the Eagle Space Reservation System.**

- A-C Organizations | Dr. Robert Bryant | rbryant@georgiasouthern.edu
- D-H Organizations | Sam Peebles | speebles@georgiasouthern.edu
- I-O Organizations | Adrianna Holloway | aholloway@georgiasouthern.edu
- P-R Organizations | Dezrae Lockett | dlockett@georgiasouthern.edu
- S-Z Organizations | Cat Hoopagh | cmbishop@georgiasouthern.edu

2.6 (c) - Registration Renewals

Every year, beginning in March, student organizations are required to renew their organization through Eagle Engage by submitting a registration renewal form. Student organizations will receive advance notice of the registration renewal process and instructions on completing the process from the Office of Student Activities. More information on the student organization renewal process can be found in section 2.4 (b) of this handbook.

2.6 (d) - Constitutions/Bylaws

All registered student organizations are required to have a current, valid (reference Obligations of Registered Student Organizations 2.4 (a)) constitution/bylaws uploaded and visible to their Eagle Engage organization profile at all times. Organizations must operate based on the current, uploaded version of their constitution/bylaws, and they can and will be held accountable to functioning according to that document at any given time.

Any changes in an organization’s constitution/bylaws, after initial approval from their advisor, must be reviewed and approved by their OSA Organization Processor and then uploaded to the organization’s Eagle Engage profile.

2.6 (e) - Event Posting

Posting student organization events on Eagle Engage is highly encouraged by the Office of Student Activities and includes many benefits for organizations, including attendance tracking, invitation management, and event marketing.

Organizations can submit events by working through their Eagle Engage profile, under the “Events” tab. When submitting events, organizations must include the event name, date, time, **campus**, location, a brief description, primary contact name and phone number, event image, and “event tags”.

When adding tags to events in Eagle Engage, it's important to select tags aligned with your event to give participants a better idea of what to expect.

- Virtual or In-Person
- Campus: Is your event in-person on one campus? Tag the campus your event is being held on!
 - If your virtual event is only for students on a specific campus, select the campus as well!
- Type of Event: Mark whether you're hosting an info table/session, a social event, or even a service event.
- If you're giving away any items whether it be free food or free stuff, you can select those tags as well!
- When listing your event name, remember to use proper capitalization and avoid using acronyms.
- When adding your event description, make sure you are detailed about what's happening at your event. You should add what attendees can expect from the event and re-iterate your date, time, location and contact information.
- Make sure your primary contact person for the event can provide adequate details about the event they are listed for.

The event can be “Members Only Check-In” and/or “Hidden from Non-Members”. Also, don’t forget to add a cover photo, logo or flyer to advertise your event and to make it more visible. Cover photos should be 960x375 pixels.

Organizations must also examine the risk associated with their events. Resources are available to help with risk assessment and management on the [Office of Student Activities Resource Center](#), under the “Event Planning” tab. Examining all elements of the event, organizations must rate the risk associated with their event, considering all physical, mental and reputational risks, when planning.

***Please note: All events can be removed at the discretion of the Office of Student Activities if it violates this handbook or the Student Code of Conduct (see section 3.1 (e)).**

Section 3: Events & Activities

3.1 - Publicity and Advertising

3.1 (a) - General Advertising and Solicitation

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. Requests 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 view the policy at <http://bf.georgiasouthern.edu/advertising/>.

3.1 (b) - Distribution of Materials

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 registered 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 in the Designated Public Forum 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 advertising materials must bear the identification of the publishing custodial fund 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.

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.

3.1 (c) – Space Reservations

All active student organizations may use Eagle Space Reservation System (ESRS) to reserve any reservable space on campus. All requests are processed on a first-come, first-served basis. Depending on where you are planning to host your event, each scheduling office might have their own policies for how an organization receives confirmation. ESRS access is available through your MyGeorgiaSouthern portal and uses your same login credentials. All event requests will be sent to the organization’s advisor as an FYI and acknowledgement of the occurrence.

If you don’t see your organization listed, or your advisor is not receiving the email notifications, please contact the Office of Student Activities. Please note organizations who are **frozen**, or **inactive** are not granted access to ESRS. If your organization has an officer(s) or Advisor change outside of the annual renewal period, you should contact the Office of Student Activities so that your new officer(s) and advisor can be given access to ESRS. You will also need to ensure your Eagle Engage roster is updated and reflects your new officers. Failure to update the Office of Student Activities can result in your organization not being able to reserve space on campus.

All requests for space should be submitted at least 2-weeks prior to the event. ESRS does not permit requests inside of that window. Last minute reservations are never guaranteed. If the space is available on ESRS, you can contact the scheduling office or go through ESRS to reserve the space. However, you will only be granted three last-minute reservations.

Any organization wishing to cook and/or grill anywhere on campus must submit an [Open Flames Request Form](#).

3.1 (d) - Eagle Engage

Organizations who have active status can utilize Eagle Engage to post information about their events. For more details regarding how to post events to Eagle Engage, please see section 2.6 (e).

3.1 (e) - Removal of Advertisement

The Office of Student Activities, or a Student Affairs designee, may remove any sign that violates any of the rules outlined in the Armstrong and Statesboro campus’ advertisement policies, 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. 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. "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. In determining what constitutes obscene material, a three-part test applies:
 - a. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
 - b. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
 - c. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Advertisement Violations Sanction Chart

<i>Infraction</i>	<i>Associated Penalty</i>
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	Referral to the Office of Student Conduct

3.1 (f) - Copyrights and Trademarks

Registered student organizations wishing to use the University’s logos, trademark or service mark must gain permission from the Director of Brand Management and Licensing, Amy Hughes. She can be contacted via email at: ahughes@georgiasouthern.edu.

3.2 - Film Policy

Registered student organizations and campus departments 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 and campus departments must obtain permission from the individuals who have the rights to the film prior to showing the film. Remember that your student organization/department may not charge any money nor accept any donations for the showing of a film.

In order to show a movie in any campus location, please remember that it is required that rights be purchased. The Office of Student Activities works with SWANK Motion Pictures Inc to purchase the rights to movies that are shown. The cost of movie rights tends to range from \$400-\$1,400. You can see a list of available movies at [SWANK Motion Pictures, Inc.](#) **Note:** individual subscriptions to streaming services does not supersede this policy.

For more information about obtaining rights to films, please contact the Office of Student Activities.

3.3 - Assembly, Demonstrations and Freedom of Expression

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 their views by the University or its students, faculty, or staff.

Sponsored Speakers

Any registered student organization may host speakers/political candidates on 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 **two (2) weeks** prior to the date and time of the reservation.

Freedom of Expression

Students, faculty, staff, and their invited guests 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 in the Designated Public Forum 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, demonstrations and freedom of expression on University property or at University sponsored events.

1. When hosting political candidates:
 - Registered student organizations can host a political candidate even for partisan political purposes.
 - The student organization must make clear that there is no institutional endorsement of the candidate.
 - There can be no political fundraising with the event.
2. Assemblies and demonstrations must be conducted in compliance with these rules and other applicable University policy and must not:
 - Result in a breach of peace or violation of law;
 - Negatively impact the security, health, and safety of persons and/or property on campus;
 - Interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into University buildings;
 - Materially disrupt or interfere with the normal activities of the University;
 - Damage or destroy University property.
3. 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 seeing it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
4. 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.

5. Persons and groups not affiliated with the University may assemble and demonstrate only within the hours of operation of the facility adjacent to the Designated Public Forum Area, as long as the assembly and/or demonstration adheres to the provisions of Item 1. A Designated Public Forum Area Request Form (links below) must be submitted to reserve space. If the form is not submitted 48 hours in advance, the reservation cannot be guaranteed. This advance notice allows the University the opportunity to avoid simultaneous or competing assemblies/demonstrations and to arrange for adequate staffing. Only one organization or cause representative may occupy the Designated Public Forum Area at one time. The online Designated Public Forum Area Request Form requires the applicant to provide a contact name, address, and phone number.
 - [Designated Public Forum Area Request Form – Armstrong Campus](#)
 - [Designated Public Forum Area Request Form – Liberty Campus](#)
 - [Designated Public Forum Area Request Form – Statesboro Campus](#)

3.4 - Statesboro Campus Advertising Opportunities *(Statesboro Campus Only)*

- Sheet signs
- Chalking
- Flyers/Posters/Banners
- Digital Signage
- Opportunities for Involvement

3.4 (a) - Statesboro 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 discarded. 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 8/18/24.)
- Sheet signs should be hung using rope or string. Do not nail or tack the signs to trees.
- The bottom of the sheet sign may not be higher than 3 feet from the ground, and the top may not be higher than 10 feet from the ground.
- 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 may only be hung in approved locations (see 3.1 (d) (i))
- Signs removed by Physical Plant, Russell Union or the Office of Student Activities will be discarded.
- Sheet signs at the Rotunda are only permitted with a reserved tabling event. A string and step stool will be provided by the information desk to hang the sign. Signs must be signed in at the information desk at the time of check-in. If the sign is left after the event is over, there will be a fee to have it and/or string removed.

3.4 (a) (i) - Campus Sheet Sign Locations

Signs are only permitted in following locations on the Statesboro Campus:

- Forest Drive (to the right of the old Health Services building)
- Russell Union Entrance Roadway (Closest to Chandler and Fair Road Entrance)
- Chandler Road (next to Centennial Place)

- Russell Union Rotunda (only when hosted a tabling event with a confirmed reservation)

3.4 (b) - Campus Chalking

While chalking is a great way to publicize specific events and activities, chalk is not permitted on any **red brick** surfaces at the University. This includes brick pavers. Chalking is also not permitted on any University facilities, including but 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 Bandshell – 8/28/16.)
- All chalking must be removed by noon on the work day after the event.

3.4 (c) - Flyers, Posters & Banners Policy

Registered student organizations may promote events using flyers and posters on the bulletin boards in the Russell Union. These boards are not intended for commercial advertising. ***Flyers must be turned into the Russell Union Information Desk for approval. If not in the Russell Union, the use of bulletin boards is up to the discretion of the building supervisor and/or department.*** Flyers must include Georgia Southern University, the sponsoring organization’s name, event date and time. Flyers will be posted for up to two weeks.

Student organizations wishing to display a banner inside may do so on the upstairs balcony in the Russell Union. Banners must be made of paper, cloth or plastic and may be no more than 3 feet in length and 5 feet wide. Banners should have **NO GLITTER**. Banners must promote events open to all of the Georgia Southern community and must have the name of the sponsoring organization, and the date and time of the event.

For more specific policies regarding flyers, posters and banners in the Russell Union, please see the Russell Union policies page at <https://students.georgiasouthern.edu/union/reservations/> under the “Policies” section.

For all other buildings on campus, please check with the building managers for specific policies for those buildings. ***Flyers and/or stickers are not permitted on benches, light poles, windows, buildings, building signs, or trees.**

3.4 (d) - Digital Signage Policy

Digital Signage is only permitted for University Departments and Active student organizations. Submit your request for Digital Signage online at <http://students.georgiasouthern.edu/union/digital-signage-request/>. Submit all requests at least 48 business hours in advance of the date you would like your signage posted. A digital ad may run for no more than fourteen (14) consecutive days.

Tips for Digital Signage:

- Files must be 1200 x 900
- Use minimal words and large fonts so that your file is readable and not looked over.
- Eye-Catching Graphics

3.4 (e) – Opportunities for Involvement - Statesboro Campus

Opportunities for Involvement is a weekly highlight of activities going on at GA Southern and in the surrounding communities. Student Organizations may submit activity information on the [Opportunities for Involvement form on Eagle Engage located here](#) Submissions should not exceed 3-5 sentences and should include the sponsoring organization’s name, date, time, location of the event and flyer (if applicable) must be saved as a jpeg or png file.

3.4 (f) - Russell Union Facilities & Event Services

For all events and activities using the Russell Union Student Center, Williams Center (Student Organization Center and Multipurpose Room), Rotunda, Williams Center Plaza, Southeast Plaza, student organizations must abide by the Russell Union Facilities & Event Services Facilities Operations Manual.

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—6.04

Please refer to the Facilities and Event Services website at <http://students.georgiasouthern.edu/union/> for all other policies including area specific policies and event reservation fees.

3.5 - Armstrong Campus Advertising Opportunities

(Armstrong Campus Only)

- Posting and Promotion Policy
- Flyers/Posters/Banners
- Sheet signs
- Opportunities for Involvement E-Newsletter
- Digital Signage

3.5 (a) - Posting and Promotion Policy - Armstrong Campus

Registered student organizations may promote events using flyers and posters on the bulletin boards in the Memorial College Center. These boards are not intended for commercial advertising. If not in the Memorial College Center, the use of bulletin boards is up to the discretion of the building supervisor and/or department. Flyers must include Georgia Southern University, the sponsoring organization’s name, event date and time. Flyers will be posted for up to two weeks. Housing will also hang posters in their buildings, but permission must be granted through their office.

Student Union

- Student organizations wishing to display flyers in the Student Union must have their flyers approved by Student Union staff on the Armstrong Campus. Their office is located in the Memorial College Center, room 206. Flyers must be contained to the Union bulletin boards. All flyers must say “Georgia Southern University” somewhere and can only stay up for two weeks before needing to be renewed.
- Student organizations wishing to display a banner or sheet sign may do so on the upstairs indoor rails in the Student Union. You must submit a request to have your banner hung within two weeks of the event to armunion@georgiasouthern.edu. Upon receiving approval, you will be instructed to bring the banner to the Student Union office.
- Banners must be made of paper, cloth or plastic and may be no more than 3 feet in length and 5 feet wide. Sheet signs should be no bigger than a standard twin size bed sheet (66" x 96") Banners and sheet signs should have **NO GLITTER**. They must promote events open to all of the Georgia Southern community and must have the name of the sponsoring organization and the date and time of the event.

University Housing

- Only University Housing staff are permitted to post fliers:
 - University Housing must approve any postings in university residential areas. For approval, fliers must be taken to the University Housing main office.

Other Campus Buildings

- Only advertisements for Armstrong sponsored events are permitted for posting. Non-Armstrong event sponsors are encouraged to advertise in the George-Anne: Inkwell, (344-3252).
- Use only masking tape to hang fliers and posters. No scotch tape, double-sided tape, or any other adhesive should be used.
- Do not post on painted surfaces. Notices posted on these surfaces will be removed.
- Use only push-pins of thumbtacks (no staples or tape) to post on bulletin boards.
- Use only bulletin boards designated for campus notices. Do not post items on departmental bulletin boards.
- Materials should be taken down immediately after the advertised event has occurred. If the responsible party does not remove outdated materials, posting rights may be revoked.
- Fliers/notices can be distributed directly to others by hand but cannot be placed on vehicles in any manner. This includes Residence Hall parking lots.
- Organizations and departments are encouraged to use the campus newspaper (The Inkwell: 344-3252) and the weekly email newsletter, **Opportunities for Involvement (See section 3.5 (b) to advertise.**
- Chalk may only be used on uncovered concrete surfaces. **Do NOT** use chalk on slate surfaces (i.e., steps of Memorial College Center (MCC), the Memorial fountain (next to the Residential Plaza), University Hall Plaza, or the covered stage in Shearouse Plaza.
- Outdoor banners, displays, lawn signs, posters, fliers, or other notices must be approved by the Grounds Superintendent (344-2545) before posting.
- ***Fliers and/or stickers are not permitted on benches, light poles, windows, buildings, building signs, or trees.**

3.5 (b) - Opportunities for Involvement - Armstrong Campus

Opportunities for Involvement is a weekly highlight of activities going on at GA Southern and in the surrounding communities. Student Organizations may submit activity information on the [Opportunities for Involvement form on Eagle Engage is located here](#). Submissions should not exceed 3-5 sentences and should include the sponsoring organization's name, date, time, location of the event and flier (if applicable) must be saved as a jpeg or png file.

3.5 (c) - Digital Signage Policy - Armstrong Campus

Digital Signage is only permitted for University Departments and Active student organizations. Submit your request for Digital Signage via email to tsmith@georgiasouthern.edu Files must be 1200 x 900 and in png or jpeg format. Submit all requests at least two (2) business days in advance of the date you would like your signage posted. A digital ad may run for no more than fourteen (14) consecutive days.

Section 4: Risk Management

4.1 - General Information

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 physical risk (injury), reputational risk, emotional risk, financial risk, risk to facilities used, and risk violation of institutional rules, and regulations.

4.1 (a) - Risk Management in Event Planning

Risk Management is the process of avoiding/reducing potential and perceived risks involved in your activities, including organization functioning and events. It also includes supervising organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. The goal of these risk management guidelines is to ensure that student organizations plan and host events that uphold their mission, vision, and values and allow everyone involved to have a safe and positive experience. It is important to take precautions and carefully plan your activities so you can avoid situations that may jeopardize your members and group.

4.1 (a) (i) - Values-Based Risk Management

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.

4.1 (a) (ii) - Proactive Risk Management

While student organizations are compelled to plan their activities and events in such a way as to avert a 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 organization's 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, the Armstrong Campus Police Department at (912) 344-3333 or 911.
- Notify your advisor if he/she was not part of the activity.
- Gather statements about the accident/incident.
- If appropriate, address the situation with all organization members in a meeting to confirm facts and evaluate your emergency process afterwards.

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

Event Activities	Possible Risks	Level of Risk	Mitigating Strategies	Values
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<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>
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For more information on risk management and resources available, please visit our [Student Organization Resources page](#) under the “Event Planning” tab and click “Risk Management Resources”.

4.1 (b) - Date Auctions

Statement on Date Auctions

The Office of Student Activities **strongly does not** recommend any registered student organization to coordinate, sponsor, and/or participate in fundraising events or activities that involve the sale of persons or services (e.g., date auctions). Such events and activities go against OSA’s value of Inclusivity by presenting negative consequences, including but not limited to: racial insensitivity, gender insensitivity, and physical threat/harm. If your organization has considered or is exploring holding a date auction, please reference the Fundraising Organization Resource on our website for better fundraising alternatives. In order for your organization to host a date auction, a representative from your organization must schedule a consultation with a staff member from OSA to discuss your organization’s risk management plans for the event.

Section 5: Finances

5.1 - Financial Guidelines

5.1 (a) - Georgia Southern University Banking Policy

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 the 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, GS, GA Southern, Armstrong, or Liberty 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.)

Student organizations recognized by the Office of Student Activities and having an already established Custodial Fund Account through the Office of Financial Accounting may continue utilizing these accounts after Fall 2023. 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 Georgia Southern’s [Cash Management Policy](#) for guidance on cash management practices, internal controls management and safeguards over cash and cash equivalents. Registered student organization Custodial Accountholders should also follow the [USG Business Procedures Manual](#).

5.1 (b) - General Banking Information

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 interest generated by savings accounts and certain checking accounts. Please check with your financial institution to see if interest will be generated on your account. Your organization is responsible for paying these taxes.
- Organizations that apply for and obtain an EIN must [fill out the 990-N tax e-postcard form each year](#), which can also be found on the [IRS website](#).
- If collecting organization monies of any kind, a non-personal financial institution must be established (PayPay, Cash App, Venmo, etc. will not be accepted as an official account, but may be used as long as the account is linked to the organizations bank account.).
- 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 Student Activity 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.
- Organization funds **should not** be kept in a lockbox by a person (within or outside of the organization).

5.1 (c) - Employer Identification Number (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business/organization entity. (Please note an EIN is different from a "tax-exempt" status.)

- 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 off-campus bank accounts must apply for an Employee Identification Number (EIN) by completing the SS-4 form "Application for Employer Identification Number" published by the Department of the Treasury. Organizations wishing to only have an on-campus, custodial fund account will **not** need to apply for an EIN.

Please note, the Office of Student Activities does not keep a record of these numbers on file. Should this number be lost or misplaced, you will need to [visit the IRS website](#) for the proper actions.

5.1 (d) – Custodial (formerly agency) Fund Accounts

Custodial funds are monies held by Georgia Southern University as custodian or fiscal agent for an outside custodial fund. The funds belong to an outside custodial fund and Georgia Southern provides accounting and other services for that custodial fund. Custodial funds shall not be used to hold monies for profit making activities, or payroll.

Custodial accounts are established for student clubs, student organizations, other student groups or affiliated group activities. Funds deposited in these accounts should represent funds earned or raised by the student organization or the affiliates. Funds allocated to the student organization from institutional funds, such as student activities fees (i.e. funds requested/received from the Student Government Association), are **not** permitted to be deposited into on-campus custodial accounts. Effective Summer 2020, organizations wishing to only have an on-campus, custodial account will not need to apply for an EIN.

New custodial accounts cannot be created after Fall 2023. Organizations that have active accounts will be allowed to continue using those accounts.

5.2 - Sponsorship

The Office of Student Activities encourages registered student organizations to work collaboratively with other student organizations, university entities, and businesses for events and programs. Registered student organizations may seek sponsorship for events with other student organizations, faculty or staff organizations, university departments, or local and outside businesses. To ensure that these collaborations and sponsorships are mutually beneficial and do not negatively affect the experience of other students, the Office of Student Activities encourages the use of the following flowchart anytime your organization is considering a sponsorship.



While registered student organizations are permitted to obtain sponsorships from external entities, sponsorships shall not violate the University’s Solicitation Policy. Solicitation is defined as any undertaking of a group which attempts to promote the sale or use of a particular product or service. (**Note:** Registered student organizations are not allowed to invite off-campus businesses that sponsor them on-campus to table, host events, etc.)

Prohibited sponsorship/collaborative events/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 (e.g. an apartment complex working with an organization to come on campus to solicit to students);
- An event that reserves a room or space for the use of an off-campus person, business, or organization (e.g. student organization reserves the Russell Union Ballroom for a Statesboro business to meet in); and/or
- An event that operates for the benefit of an off-campus person, business or organization, except for solicitation of charitable contributions (e.g. event to fundraise for a non-profit outside of the university).
- An event that invites an individual entrepreneur (includes student entrepreneurs), off-campus person, business or organization on campus to sell products or services (i.e. pop-up shops and food trucks). Any

registered student organization that wishes to host a related event must have the event sponsored by a campus department.

We strongly encourage student organizations to consult with the Office of Student Activities during the planning process in order to avoid engaging in prohibited sponsorship/collaboration.

5.3 - Fundraising

The Office of Student Activities acknowledges registered student organizations' need to independently raise money in order to augment their ability to sponsor activities and events. Fundraisers include any activity in which funds are raised for the organization (i.e: selling tickets to participate in any aspect of an event, charging an entry fee, bake sales, etc).

A Student Organization Fundraising Form must be submitted for every on-campus fundraiser held by a registered student organization. The form should be completed **as a part of** making your ESRS reservation. The fundraising (and space) request must be submitted **2 weeks prior** to the event in order to allow for sufficient review. If your fundraiser is approved, the form will be routed to the appropriate building manager for your space reservation request to be approved. ***Last minute fundraising requests, i.e. within 2 weeks of the fundraiser event date, are not allowed.**

When planning a fundraiser, please consider the following guidelines:

- All fundraisers must be sponsored by a registered 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 entity.
- Student organizations are not permitted to host pop-up shops, to benefit local businesses or student entrepreneurs.
- Student organizations are not permitted to invite off-campus businesses or vendors to campus to sell items of any sort.
- Contact the Office of Student Activities if you need clarification on appropriate fundraising activities or need help brainstorming alternative fundraising events.

5.3 (a) - Raffles

Only non-profit, tax-exempt registered student organizations may conduct raffles, provided that certain guidelines are followed and Sheriff-issued approval is obtained. A “raffle” is defined as:

Any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such a prize. Such terms shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded. - Georgia Code - Crimes and Offenses - Title 16, Section 16-12-22.1

See the special section on tax-exemption for student organizations below. In order for your organization to host a raffle on campus, you must complete the following steps:

- Submit a reservation for space on campus using ESRS, and note that the event is a fundraiser. NOTE: Space requests must be completed 2 weeks prior to the event.

- Complete the Fundraiser Request questions within the ESRS reservation request form to identify your event as a fundraiser. *This includes if you are charging admission to your on-campus event, selling tickets on-campus, etc.
- Go to the respective County’s Sheriff’s Office or visit their websites: [Chatham County](#) | [Bulloch County](#).
 - Chatham County: (In-Person or Mail-In | Allow 3-5 business days for processing)
 - Complete the background check process. Note: Whoever is overseeing the collection of funds or coordinating the raffle must do a background check.
 - Must complete the [Release/Waiver Form](#) found on the website and mail to the sheriff’s office.
 - Include a copy of your driver's license and a \$15.00 money order or cashier's check. (made payable to Chatham County Sheriff's Office).
- Bulloch County:
 - Complete the [raffle packet](#).
 - In the packet, there is a Raffle Form that needs to be signed by the Sheriff’s office.
 - Also, the person submitting the form must pass a background check prior to getting their signature.
 - Turn the signed Raffle Form and proof of non-profit status into the Office of Student Activities.

The Office of Student Activities will then approve or deny your Fundraising Request Form. If approved, the Office of Student Activities will send that approval to the appropriate building manager for your reservation request to be approved. These approved forms will be kept on record while the raffle is conducted. **Raffles are limited to 30 days in length.**

5.3 (b) - Tax Exemption

Registered 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. An organization may apply for non-profit/tax-exempt status and obtain an Employer Identification Number (EIN) through the [IRS website](#). Step-by-step instructions can be found under the “Financial” tab on our [Student Organization Resource page](#).

- Note: Organizations that apply for and obtain an EIN must [fill out the 990-N tax e-postcard form each year](#), which can also be found on the IRS website.
- An organization that is affiliated with a national organization should check whether their national organization’s non-profit status can be extended for the student organization. If so, they may request their EIN to provide. Becoming a tax-exempt organization involves complex legal work, so it might be helpful to consult an attorney before doing so.

5.3 (c) - Requesting Funds from the Student Government Association

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. You can request funds from the Student Government Association by [going to their website](#) and filling out the proper form (individual or organization).

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

- Sports Clubs
- Athletic Teams which receive money from the University Athletic Department
- Any organization, office, or program receiving Student Activity Fee 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. Funds allocated to the student organization from the Student Government Association are not permitted to be deposited in a custodial fund account. The SGA funding request forms are located on the [SGA website](#).

5.3 (d) - Financial Distress

While the University and/or the Division of Student Affairs 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 it is deemed that the organization did not follow financial procedures, outlined by the student organization's Constitution.

Section 6: Advisors

6.1 - Role of the Advisor

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. Some organizations, if closely connected with the activities/functions of campus departments of the institution may, in some cases, receive special help, increased direction and added supervision from those departments (i.e: Student Affairs Sponsored Organizations). 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 and other university expectations. Due to the nature of the advisor-student organization relationship, faculty/staff members are only permitted to advise **no more than 4** student organizations per academic year. If a faculty/staff member wishes to advise additional organizations they must receive approval from the Office of Student Activities.

All organizations are required to notify the Office of Student Activities upon changing their advisor(s) and ensure their new advisor's accurate contact information is reflected on the organization's roster on Eagle Engage.

Some possible responsibilities for the advisor to consider in determining his/her responsibility to the organization are listed below. 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 Organization Advisors

- Guide the group in accordance with the purposes and educational objectives of the University.
- Provide guidance and general oversight of the financial procedures defined by the organization in handling its funds (see section 5 above). Please see Georgia Southern's [Cash Management Policy](#) for guidance on cash management practices, internal controls management and safeguards over cash and cash equivalents. Registered student organization Custodial Account Holders should also follow the [USG Business Procedures Manual](#). Should you have any questions regarding the status of your account, please contact Budget Analyst, Sara Friedel at: sfriedel@georgiasouthern.edu.
- 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.

6.1 (a) - Legal Responsibilities - Duty to Care

As an advisor to a student organization at a public institution, one is legally responsible for a *duty to care*. This legal responsibility represents the minimum standards for which all advisors are legally responsible. Simply described, there are 4 duties maintained within the *duty to care*:

1. Duty to train
2. Duty to supervise
3. Duty to warn of impending danger
4. Duty to maintain facilities and equipment

It is crucial, with all of these duties, to document as much as possible. Should an advisor be thought of as negligent in any of these duties, they may be held legally responsible, but documentation of an advisor's due diligence in upholding their *duty to care* could help to protect them in their role.

6.1 (b) - Responsibilities to the Group

- 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 group's programs, meetings or events as possible. Please note that by approving a space reservation you are assuming responsibility for the event.
- 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.

6.1 (c) - Responsibilities to the Individuals

- 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.

6.1 (d) - What an Advisor May Expect of a Student Officer

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

6.1 (e) - What a Student Officer May Expect of an Advisor

- 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.
- Provide guidance and general oversight of the financial procedures.

**For more information available to Advisors and resources, please visit
[the Office of Student Activities website.](#)**

Glossary of Terms

Advertising Board/Sandwich Board– 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)

Custodial Bank Account - Account serviced by Georgia Southern University. This type of account is subject to rules by the University.

Digital Signage – A digital monitor used to display ads

Eagle Engage – 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

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

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– please refer to the Student Code of Conduct for a detailed definition at <https://digitalcommons.georgiasouthern.edu/student-affairs/9/>

Hazing – Any act, intentional or unintentional, which endangers the emotional, mental, financial, 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; Any act, intentional or unintentional, which causes physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above participation in Hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of Hazing (Definition from the Georgia Southern University Student Code of Conduct.)

Information Desk – The desk located within the Russell Union Student Center, across from the monumental staircase

Non-Profit- an organization whose purposes are other than making a profit

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

Organization – An active, registered student organization

Presence – An online system powering Eagle Engage through MyGeorgiaSouthern

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 – Solicitation is defined as any undertaking of a group which attempts to promote the sale or use of a particular product or service. This includes conducting an unauthorized sales campaign in a residence hall, classroom, administrative building, or any other campus location. Solicitation also includes placing door hangers, flyers and/or stickers on cars that are parked on campus, in on-campus residential facilities, or on other campus properties.

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

Student Organization – All Georgia Southern University registered 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.

Title IX - The University's Office of Equal Opportunity & Title IX website and a link to report an issue can be found [here](#). Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination. It reads in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance."

- Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault. This Office administers the University System of Georgia Board of Regents' [Sexual Misconduct Policy](#). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Georgia Southern University does not discriminate on the basis of sex, race, color, sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. If you or someone you know has an issue, please use the [Equal Opportunity and Title IX Report Form](#).

University – Georgia Southern University

University Group – A recognized student, faculty, or staff organization

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

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.

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.