

OGLETHORPE UNIVERSITY
STUDENT ORGANIZATION MANUAL
2015-2016

Table of Contents

INTRODUCTION	3
RECOGNITION OF STUDENT ORGANIZATIONS.....	3
ADVISORS.....	4
BENEFITS GRANTED TO STUDENT ORGANIZATIONS.....	4
POLICY ON ADVERTISING ACTIVITIES AND EVENTS.....	5
TLCC Digital Board Advertisements.....	5
Posters, Flier and Bulletin Boards	5
OOHLALA Mobile	6
Stall Wall Weekly.....	6
Student Activities Social Media Pages	6
TLCC Tabling.....	7
Button Maker.....	7
DISCIPLINE OF STUDENT ORGANIZATIONS.....	7
HAZING POLICY.....	Error! Bookmark not defined.
OGLETHORPE STUDENT GOVERNMENT ASSOCIATION (SGA).....	8
SGA Constitution.....	8
Student Activities Fee and the Allocation Process.....	8
How to get funding by SGA	8
How to use SGA Funding.....	9
INTER-CLUB COUNCIL.....	9
EVENT POLICIES.....	11
Alcohol Policy at Events	11

INTRODUCTION

Campus student organizations include activities and clubs recognized through the Oglethorpe Student Government Association, co-curricular groups and honorary societies chartered at the university and fraternities and sororities coordinated by the Interfraternity Council, the Panhellenic Council or the National Pan-Hellenic Council (NPHC). Student organizations are subject to the authority and regulations of the university. Recognition and continuation of a campus student organization requires that the philosophy and purpose of the group's activities be consistent with the philosophy and purpose of the university. National affiliation of student organizations is subject to approval of the university.

Eligibility for membership or active participation in student organizations is limited to currently enrolled students at Oglethorpe University. Eligibility to serve as an officer or in an official capacity in a student organization is restricted to full time, currently registered students in the traditional day program, not on disciplinary probation, with a minimum 2.0 grade point average. Any questions concerning eligibility for membership or holding office in a student organization are subject to final determination by the Vice President for Campus Life. Students enrolled in the evening degree program are eligible for general membership only and may not hold an officer position in a registered student organization.

Each group must renew its status annually by reporting any changes in its name or purpose, as well as the names of its members, officers and adviser to the Coordinator of Student Activities at the beginning of each fall semester, typically within the first two weeks. Failure to comply with these provisions may result in the organization being declared inactive. An organization declared inactive or determined to be defunct must reapply for recognition to be re-activated.

RECOGNITION OF STUDENT ORGANIZATIONS

Groups desiring to form a campus student organization must follow the appropriate process prescribed by the Oglethorpe Student Government Association, the Interfraternity Council, the Panhellenic Council or the university. Generally, recognition of a new student organization requires a proposed constitution that contains a statement of purpose along with a list of members, officers and an adviser. The student recognition body and subsequently the university must approve the charters of new organizations. Currently, only students enrolled in the traditional undergraduate day program may initiate the formation of a new organization. Information, forms and advice on the procedures and process are available from the Coordinator of Student Activities.

Each group must renew its status annually by reporting any changes in its name or purpose, as well as the names of its members, officers and adviser to the Coordinator of Student Activities at the beginning of each fall semester. Failure to comply with these provisions may result in the organization being declared inactive. This allows the organization to receive the benefits awards to student organization. It also provides the organization an opportunity to provide updated officer lists and membership rosters to be used for co-curricular transcripts that each student receives at graduation. An organization declared inactive or determined to be defunct must

reapply for recognition to be re-activated. Typically, groups register at the beginning of each semester.

ADVISORS

All student organizations must have a university faculty or staff advisor. Advisors should take on an active role in the organization, at the discretion of the organization and the advisor. Advisors should be informed of all events and their approval may be required on funding requests and check request forms. In some instances, an advisors attendance may be required at events that the Student Activities Office of Office of Special Events deems to need additional staff support or supervision. Advisors will be notified of all disciplinary issues associated with the student organization. Advisors will receive a separate Student Organization Advisors Manual to aid in their role in the success of student organizations.

Advisors are mandated to report any violations of Title IX (including sexual assault, partner violence, dating violence, etc.) or the student code of conduct in a timely manner to the Title IX Coordinator or the Dean of Students Office.

BENEFITS GRANTED TO STUDENT ORGANIZATIONS

Student Organizations granted recognition by the Student Government Association and the Inter-Club Council may receive many benefits, which include:

- 1) Plan Events and Activities on Campus
 - a. Ability to reserve on-campus spaces for a limited or no fee.
 - b. Permission to publicize events with flyers (in designated areas), OOHLALA mobile, the SOURCE, the Stall Wall Weekly, TLCC Tabling and other medium's deemed appropriate by the Coordinator of Student Activities.
- 2) Recruit on Campus
 - a. Participation in the annual student activity fair held in the fall and spring semesters.
 - b. Inclusion in the on-line directory of student organizations.
- 3) Manage Finances and Fundraising
 - a. Access to the Student Activities Fee (monitored by the Student Government Association) *More information about the Student Activities Fee in the SGA section.*
 - b. Ability to fundraise with specific permission from Campus Life.
- 4) Access Services and Support
 - a. Advising and Support Services from the Office of Campus Life
 - b. Ability to archive organizational materials in University Archives.
 - c. Ability to apply for and/or receive a mailbox, office, or storage space in the Turner Lynch Campus Center.

POLICY ON ADVERTISING ACTIVITIES AND EVENTS

The SOURCE

Student groups may publicize events by including information in The SOURCE, an announcement that is emailed to all students, faculty, board and staff every Monday. Since email is the official vehicle for communication at Oglethorpe University, The SOURCE is the most effective means for publicizing events. Deadline for weekly submissions is Thursday at 5 PM.

TLCC Digital Board Advertisements

Registered student organizations and campus departments may submit advertisements for the digital sign in the student center to the Coordinator of Student Activities via email. All submissions must be submitted using the only form found on the website. All submissions must clearly identify the producing organization and the date and time of the event. Submissions that do not meet this requirement will not be posted.

Posters, Flier and Bulletin Boards

The following regulations regarding the use of campus bulletin boards and kiosks exist to improve communication about campus events while preserving the beauty of the buildings and grounds:

1. Posters should not exceed 8.5” x 14” unless approval is given by the Coordinator of Student Activities or Campus Life Coordinator.
2. There should not be more than one announcement for each event on any bulletin board.
3. All posters must clearly identify the producing organization and the date and time of the event. Posters that do not meet this requirement will be removed.
4. Posters should be put up only on existing bulletin boards. Interior and exterior doors and windows of buildings should be left clear as a matter of safety. All posters put on a bulletin board in the Turner Lynch Campus Center must have approval by the Coordinator of Student Activities or Campus Life Coordinator.
5. Posters and advertisements may not be posted on the walls in the student center or on any campus building, including residence halls. Instead, the bulletin boards in campus buildings and residence halls should be utilized.
6. Individuals and groups may not post on the doors of residence hall rooms without the expressed consent of the residents.
7. Bulletin boards assigned to specific organizations or for specific purposes should be respected.
8. Individuals and groups must get permission from the RA to post on bulletin boards in the residence halls.

9. No one should remove a current poster to replace it with his or her own or cover another poster. But, outdated posters should be removed 24 hours after an event.
10. Exceptions to the regulations concerning the size and location of posters or banners must have advance approval from the Coordinator of Student Activities.
11. Off-campus organizations must obtain prior permission from the Coordinator of Student Activities before putting up posters, advertisements, banners or flyers.
12. Individuals or groups putting up posters are responsible for their removal with 24 hours after a publicized event has taken place.
13. Posters and advertisements are only permitted for the purpose of promoting registered events or activities. Personal statements, with the exception of campaign materials related to a Student Government Association or otherwise sponsored election, are prohibited.
14. Advertisements for off-campus housing are not permitted, with the exception of official Oglethorpe University housing partners..

OOHLALA Mobile

Each student organization will be given their own page on the OOHLALA Mobile app (found by searching Oglethorpe University in the Google Play or iTunes stores). The President will be giving administrative access and can request that other officers/members have the same access. Student groups can post information about their organization and organization-sponsored events through the application. Following the club registration period at the beginning of the semester, each club will automatically receive their organization access on OOHLALA. Typically, the organization president will be listed as the administrator of the page.

Stall Wall Weekly

The Stall Wall Weekly is a weekly newsletter published by the Student Activities Office and posted in each public bathroom stall on campus. The Stall Wall Weekly runs from Wednesday to Wednesday. Any submissions to the SOURCE will automatically be added to the calendar. If a specific event or announcement needs to be included but was not submitted to the SOURCE, a member of the student organization can submit their event by emailing studentactivities@oglethorpe.edu by Monday at 5pm.

Student Activities Social Media Pages

Each student organization is welcome to have their own social media pages, but the Student Activities Office will host Facebook and Instagram pages to represent all events that happen on campus. Events will be published at the discretion of the Coordinator of Student Activities. Images submitted for the Digital Board Advertisements will be used to promote individual events. If an organization would like to be highlighted on the Student Activities social media pages, they can contact the Coordinator of Student Activities by emailing studentactivities@oglethorpe.edu.

TLCC Tabling

All student organizations have the opportunity to reserve tables in the Turner Lynch Campus Center for the use of event publicity, advocacy, fundraising or other club initiatives. All tabling requests must be submitted electronically (link can be found on the Campus Life section at Oglethorpe.edu) Tables are reserved on a first-come, first serve basis. Requests are processed and assignments are granted by the Campus Life Coordinator.

Button Maker

The Office of Campus Life has a button maker that was purchased by the Student Activities Fee, thus making it available to all students and student organization. Student organizations can use the button maker supplies to make up to 50 buttons each semester without charge. In order to make additional buttons, the student organization may have to purchase their own supplies. Designs for buttons can be sent to the Coordinator of Student Activities (studentactivities@oglethorpe.edu) for approval and correct sizing. The use of the machine and supplies must be arranged in advance with the Coordinator of Student Activities.

DISCIPLINE OF STUDENT ORGANIZATIONS

Student organizations exist in a special relationship to the university. In the event that a student organization is accused of violating university rules and regulations, the organization will undergo a judicial process similar to that for individual students and will be accorded the rights of fundamental fairness and presumption of innocence. However, during the time prior to the judicial review process, the Deans of Students may suspend the activities of the organization. The right of privacy guaranteed to individuals by FERPA does not apply to organizations.

A judicial officer may hear the case informally or appoint a judicial panel composed of students, staff and faculty members to hear the case. If the organization is found guilty of violating a university rule or regulation, the judicial officer will impose a sanction. The organization has the right to appeal the sanction in writing to the Deans of Students. The appeal must be made in writing within five business days of the imposition of the sanction.

Hazing Policy

Oglethorpe University does not permit the hazing of a student as a requirement for membership or participation in any student organization, athletic team, Greek chapter, colony, club or group. Hazing is not consistent with the mission of the University and is in opposition to the founding principles of fraternal organizations. The University will not tolerate hazing in any form.

Hazing activities are defined as:

- An action taken or situation created intentionally by an individual or group, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule in another person or group, regardless of the consent of the participants. Any act that interferes with regularly scheduled classes or academic pursuits of a student may also be defined as hazing. Such activities may include but are not limited to the following:
 - Use of alcohol.

- Paddling in any form.
- Creation of excess fatigue.
- Physical and psychological shocks.
- Engaging in disruptive behavior.
- Morally degrading or humiliating games and activities.
- Forced servitude.
- Other such activities that are not consistent with academic achievement, ritual or policy, the regulations or policies of the University or applicable state law.

Complaints or information concerning an alleged violation of the hazing policy should be reported to the dean of students or the director of residence life. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.

OGLETHORPE STUDENT GOVERNMENT ASSOCIATION (SGA)

The Oglethorpe Student Government Association (SGA) is the guiding body for student life at Oglethorpe University. SGA consists of three elected bodies: an executive council, composed of a president, executive vice president, vice president of programming, parliamentarian, secretary, treasurer and presidents of the four classes; the senate, chaired by a vice president and composed of four senators from each class; the programming board, chaired by a vice president and composed of the freshman class president and four elected representatives from each class. All three bodies meet regularly and the meetings are open to the public. SGA administers a student activity fee that is assessed to all full-time traditional students. Additional information can be obtained from the SGA office or Campus Life.

SGA Constitution

The full text of the SGA constitution is available at www.oglethorpe.edu (keyword: SGA). Please reference this document and SGA By-Laws for information on the policies and procedures of Oglethorpe's Student Government Association. Of particular interest to other organizations is the process on becoming a chartered university organization and petitioning for funding from the Student Government Association.

Student Activities Fee and the Allocation Process

At Oglethorpe University, each full-time, traditional undergraduate student pays a Student Activities Fee each semester. 100% of the SAF is controlled by the SGA. Student Organizations that are officially recognized by SGA and regularly attend the monthly Inter-Club Council meetings are eligible to receive funding. An allocations committee, consisting of the SGA Treasurer, SGA Executive Council members and SGA Senators meets weekly to discuss any proposals. To be eligible to be seen at an allocations meeting, the student organization must submit a Proposal Form (located on the SGA page of the Oglethorpe University website) by 5pm two days prior to the allocations meeting.

How to get funding by SGA

The following are requirements to receive SAF funding:

- The student organization must be officially recognized by the SGA and Inter-Club Council.
- The event in which funds are requested for must be open to all students.
- The funds allocated to the event cannot be used to purchase goods that students will then be charged for. Anything purchased using SAF funding must be free to all students.

How to use SGA Funding

1. Turn in a check request form along with all receipts to the SGA box located in the TLCC Student Commons or to the Coordinator of Student Activities. You can find a check request form online at Oglethorpe.edu Keyword: SGA. The treasurer, along with Campus Life, will verify that your club was allocated funds for what was spent, and will turn your check request form into the business office. If the business office approves your check request form, you will be issued a check.
2. Fill in all necessary information on the form (including SSN or Federal Tax ID) and provide all original receipts/invoices. You CANNOT receive money without either a receipt for reimbursement or an invoice to be paid to the actual vendor. If all information is not complete on the form, it will not be approved.
3. The SGA Treasurer OR the SGA President MUST sign the check request for approval. Rebecca Stewart WILL NOT approve it unless one of their signatures is on the request.
4. Bring the signed request to one of the SGA Advisors for a signature. If the amount is over \$500, she will have Dean Hall also sign the form. SGA Advisors will then deliver the check request to the Business Office for processing.
5. If your request is for a vendor, and there is a deadline for payment, you must turn in your request at minimum **7 BUSINESS DAYS** before the deadline if it is to be hand delivered and **14 BUSINESS DAYS** before the deadline if it is to be mailed.

INTER-CLUB COUNCIL

See below portions of the SGA Bylaws concerning the Inter-Club Council.

The Inter-Club Council (heretofore referred to as ICC) is a forum for all organization on campus to work together in coordinating campus-wide events, co-sponsoring events, and creating a university Events Calendar. ICC is designed to minimize conflicts between various organizations in planning. ICC will be chaired by the SGA Secretary.

Standard Guidelines of the Inter-Club Council (ICC)

- One representative from each organization must be present at each ICC meeting in order to 1) Be eligible to request SGA funding and 2) Be recognized on the events calendar.
- When a given organization schedules an event, the representative for that organization is requested to inform the Director of Campus Leadership and Activities.
- The organization representatives are encouraged to bring proposals (intended for Senate approval) to ICC meetings.

Attendance Policy and Meeting Times

- Meetings will be held at least once a semester, with additional meetings held at the discretion of the SGA Secretary.
- One representative and one alternate should be designated from each organization. If neither the club representative nor the alternate can attend the meeting, that organization will not be eligible for financial support that month unless they have notified the SGA Secretary and received permission for the absence.
- A monthly ICC attendance report will be given to the Treasurer for referral when considering proposals for funding.

ICC shall coordinate any informational programs for organization deemed necessary throughout the year (examples: Marketing and Meeting Strategies, Proposal Writing).

EVENT POLICIES

All room reservation and rental requests must be submitted electronically using the wufoo link located on the Campus Life section of Oglethorpe.edu. All reservations made by Greek organizations will be approved by the Coordinator of Greek Life. Requests made by other student organizations will first receive approval from the Coordinator of Student Activities before being passed on to the Office of Special Events, who handles ALL room reservations on campus. Some spaces on campus require additional staff or departmental approval. **Student organizations should not publicize event locations until they have received a confirmation email from specialevents@oglethorpe.edu.** All requests should be submitted at least seven business days prior to the event. Events that conflict with other previously scheduled events may not receive approval and will be asked to change the date or time of the event as 0% over-programming is the goal. Advance planning is strongly advised and will ensure better turn around in reservation completion.

The Student Government Association purchased, with the SAF, a limited number of tables and chairs for the exclusive use of student groups. The Campus Life Office and Student Activities Office will facilitate the check-out process for this equipment. Student organizations are permitted to use many of the supplies found in the Student Activities closet of the Student Commons and, space permitting, may store their event supplies there.

Student organizations should be prepared to assist in event set-up and event break-down and will be held responsible for damages and excessive trash.

Alcohol Policy at Events

On-Campus

The following guidelines apply to events where alcohol is served: the alcohol, which is available to those of legal drinking age who wish to drink, must be served only by licensed bartenders; alternative non-alcoholic beverages must be available in adequate supply; food or snacks should be served; a reasonable time limit to end the party should be set; and any other effort or provision should be made by the host organization to control the function, encourage responsible conduct and monitor problems of intoxication to better ensure a safe, enjoyable event. Those that are served alcoholic beverages may only be allowed one standard drink per hour. Valid complaints of disruptive or unruly behavior, personal injury or damage to property arising from the use of alcohol may subject the organization and the individuals involved to disciplinary action. (University Bulletin 11.2.12.3)

Off-Campus

University guidelines that apply whenever alcoholic beverages are available at off-campus functions sponsored by student organizations include the following: the alcohol, which is available to those of legal drinking age who wish to drink, should be provided only by or through the management of the establishment rented for the function, served only by licensed

bartenders and sold at a reasonable price; alternative non-alcoholic beverages must be available in adequate supply; food or snacks should be served; a reasonable time limit to end the party should be set; sober and safe transportation should be provided to avoid anyone driving while intoxicated; and any other effort or provision should be made by the host organization to control the function, encourage responsible conduct and monitor problems of intoxication to better ensure a safe, enjoyable party. Valid complaints of disruptive or unruly behavior, personal injury or damage to property arising from the use of alcohol may subject the organization and the individuals involved to disciplinary action. (University Bulletin 11.2.12.3)