



April 10, 2010

Student Organization Members and Advisors,

Welcome to another exciting year at the University of Georgia! The Department of Campus Life and the Center for Student Organizations Office are honored to provide UGA students the opportunity to build community, gain leadership and interpersonal skills, and contribute to the campus community (and beyond) by registering student organizations.

Student Organizations are an integral part of the UGA experience. Each year student organizations raise hundreds of thousands of dollars for a variety of causes; compete on a national and international level; provide community service and sponsor programs locally and nationally; and provide a niche for students to grow physically, mentally, socially, spiritually, and academically. As many individuals will tell you, students who are involved on campus are more academically successful, have higher satisfaction with their college experience, and have higher graduation rates. However, as a former college student who was involved in a number of campus activities, I can tell you that the benefits that I readily identified from my involvement were the friendships and sense of community that I developed with my peers. It is our goal to provide those same experiences for each student here at UGA.

This Resource Guide has been developed in order to introduce you to the rights and responsibilities of being a student organization at the University of Georgia, as well as to guide you through the process of student organization registration. Along the way we hope to answer many of your questions regarding being a registered student organization at UGA. While the Resource Guide is designed to be a summary of points of interest; it is not a comprehensive listing of all rules and regulations that pertain to student organizations. The rights and responsibilities outlined in this Resource Guide are intended to clarify the University's relationship to registered student organizations, and to serve as a guiding document for each student organization to achieve success.

More resources and detailed information are available at the CSO website at: www.uga.edu/stuorgs and we encourage you to review that site on a regular basis. Please review all the materials in this manual and pass the information along to the members of your organization. If at any point you have questions, please feel free to contact the CSO offices 706.542.8584 or stop by our office, located on the first floor of the Tate Student Center.

Good luck and Go DAWGS!
Joshua Podvin

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www.uga.edu/stuorgs

Center for Student Organizations

Contact Information

Center for Student Organizations
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CSO Staff members are available to help with your student organization during the course of the year. Staff drop-in hours are Monday-Friday from 8AM to 5PM. To set up an appointment with a staff member please email stuorgs@uga.edu or call 542-8584. We encourage you to contact our office for answers, directions, assistance and any other need you may have as a student group.

Mission Statement

The mission of the Department of Campus Life is to encourage the intellectual and social development of students, individually and through student groups. The programs, services, and facilities provided by Campus Life are designed to serve students by:

- Stimulating an interchange of ideas, attitudes, and opinions.
- Providing opportunities for leadership and development of organizational and interpersonal skills.
- Involving students in designing and implementing their own programs.
- Providing places for students to meet, relax, learn, and be entertained.
- Contributing to a satisfying and enjoyable campus environment.

Our central belief is that students who are actively involved in campus life will find their experience at the University of Georgia to be more satisfying and successful.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Student Organization General Policies

What is the purpose of Student Organization Registration?

The purpose of registered student organizations at UGA is to complement academic programs of study, and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities. Registration of student groups is necessary before University facilities and/or services will be available. Registration is facilitated through the Center for Student Organizations (located on the first floor of the Tate Student Center).

Registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Board of Regents. It is also important to note that registration as a student organization at the University of Georgia is a privilege and not a right.

Eligible organizations are permitted to register and maintain registration during the priority registration periods unless the university finds that the organization:

1. seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
3. seeks personal gain; or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
5. refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or university rules and regulations.

In denying or revoking registration, The University of Georgia considers among other factors:

- Failure to provide all necessary information to CSO
- Individual members' past conduct
- The organization's past conduct
- The organization's stated objectives
- Failure to meet financial obligations to the university.
- Failure to adhere to University policy or Local, State, or National laws

Registration may be denied or revoked at any point in time. An organization whose registration has been revoked loses all privileges of registered student organizations. If registration is denied or revoked by the Center for Student Organizations, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Student Organization Registration

What Is A Student Organization?

A student organization is a group of at least six (6) currently enrolled students joined together for a common cause. There may be additional non-student members (no more than 50% of membership), but the majority of the organization must be currently enrolled students. All officers listed on the CSO Registration Page must be currently enrolled, full-time students (12 or more credit hours for undergraduate students and 9 or more credit hours for graduate students). Additional officer requirements are expected to be set by the organization.

It is strongly recommended, but not required, that student organizations have an advisor.

How Do I Register A New Or Existing Organization?

Student organizations must register **annually** with the Center for Student Organizations in order to receive the benefits of being a student organization. Priority registration is typically between April 15 and September 15 each year. Additional registration sessions are held twice a month between October 1st and February 28th. Organizations that fail to fully complete registration by March 11th must register in the next academic year. New and existing organizations must register using the online registration process found at the Center for Student Organizations website: <http://www.uga.edu/stuorgs>.

What Are The Registered Student Organization Requirements?

- Organization registration is an **ANNUAL** process with the Center for Student Organizations
- Each organization must send a student representative to the *Registration* Information Session
 - Only students who attend the information session will be granted access to the online registration system
- Each organization must then complete the online registration process located at: <http://www.uga.edu/stuorgs>.
- Each organization must annually verify that they have reviewed and agree with several University Policies, including:
 - The Center for Student Organizations Resource Guide
 - Liability and Hazing Policy
 - Example Constitution
 - Campus Advertising and Solicitation Policies
 - Logo and Trademark Policy
- Each student organization must have at least 6 currently enrolled student members
 - Non-student members may join the organization; however, 50% of the organizations general body must consist of full time students.
- Each student organization must have at least 3 officers at the time of registration
 - All officers listed on the CSO Registration page must be enrolled as full time students during the term of office.
 - A full time student is defined as an undergraduate student enrolled in 12 or more credit hours per semester or a graduate student enrolled in 9 or more credit hours per semester.
- Each student organization must have an approved constitution
 - To gain approval all constitutions must have:
 - A purpose statement
 - The University of Georgia student organizations Non-Discrimination Policy:
 - Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. *However* Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.
 - Officer election and removal procedures
 - Quorum standards (percentage of members necessary to conduct business)
 - A process for making amendments to the constitution

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

An example constitution can be found in the manual appendix and online

What Happens After I Complete The Online Registration or Re-registration process?

- After completing the registration form, you will be taken to a submission confirmation page (**NOTE:** your organization is not yet officially registered). Please print this page for your records.
- You will receive confirmation of your organization's status via email. In some instances the Center for Student Organizations may require changes to your registration submission. No organization is considered official until the Center for Student Organizations approves the registration with an official email **AND** the organization is listed on the online directory.
- If changes need to be made, the Center for Student Organizations will inform the organization officers via email. Detailed instructions will be included if changes need to be made.
- Please note that it can take 3-5 business days to process a student organization registration. Please be patient.

Why Should I Register A Student Organization?

- List the organization's name, purpose statement, and contact information in the Student Organization online directory
- Reserve space in areas such as the Tate Student Center, the Student Learning Center, and the Chapel
- Fundraise on campus (upon approval)
- Apply for Office, Cubicle and Storage space
- Check out resources from the Student Organization Library
- Utilize resources in the Center for Student Organization offices
- Advertise on campus: post flyers on approved posting locations, print buscards, and banners
- Increase visibility and accessibility for current and future students
- Be eligible for a UGA organizational email address
- Be eligible for webspace through the University
- Appear on mailing labels list for other communications from other sources
- Allows students, staff, faculty, and outside sources to find organizations that may be of interest
- Establish a University account with Campus Life Business Office, which may enable your club to direct bill certain charges
- Post events and receive updates via the Student Organization Listserv
- Apply for funds via College, Small Clubs Allocations Committee (handled by SGA), or annual allocation process
- Opportunity to participate in the Fall and Winter Activities Fairs
- Increase leadership skills through the Center for Student Organizations Information Sessions

What Are The Responsibilities Of A Student Organization at UGA?

- Register your group annually
- Accept responsibility for sponsoring and supervision of programs
- Be familiar with the rights and responsibilities outlined in the Student Organization Resource Manual
- Accept responsibility of the safe operation of all programs
- Accept responsibility for ensuring that facilities are used in accordance with University policy
- Accept responsibility for reimbursing the University of Georgia for damage to University property or facilities including such items as clean-up costs, damaged property, or other contingencies related to the utilization of the facility
- Ensure that all promotion and advertising of events are in line with the University Advertising Policy
- Ensure that all solicitation and fundraising requests are in line with the University Solicitation Policy and have been approved by the Center for Student Organizations
- Take reasonable steps to ensure that all activities of the organization comply with local, state, and national laws as well as University policies and regulations
- Abide by the University Logo and Trademark Policy

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- Maintain active, up-to-date files with the Department of Campus Life, Center for Student Organizations (membership roster, constitution, and related registration materials)

What Classifications Of Student Organizations Are At UGA?

The Center for Student Organizations uses a classification system in order to assist you with finding organizations of interest. Organizations self select their classification; however, the Center for Student Organizations reserves the right to reclassify groups in order to assist the general campus community in finding an organization. **Please note that classification is used purely in assisting individuals in finding student groups and does not define the sole purpose of the organization.**

- **Academic:** An organization representing a specific academic area or college
- **Advocacy:** An organization whose membership is interested in advancing political goals or social issues that concern not only UGA but institutions outside the University as well
- **Art/Music/Theater:** Any organization dedicated to the encouragement of the arts
- **Cultural/International:** An organization whose membership is to provide social and cultural awareness and/or adjustment activities for international student
- **Fraternity:** A social, fraternal organization composed of all male members. An organization in this classification must be a member of the University of Georgia Interfraternity Council, National Pan-Hellenic Council, or MultiCultural Greek Council
- **Honors Societies:** An organization whose membership is based on academic achievement and whose purpose is to recognize such
- **Media:** An organization whose primary function is to communicate via the media
- **Political:** An organization associated with a political party or advancing a political candidate
- **Professional:** An organization representing a specific profession
- **Programming/Activities:** Organizations that are directly supported by University departments to carry out their missions and activities for the student body
- **Religious:** An organization whose purpose is religious instruction and fellowship
- **Representative Council:** An organization whose purpose is to coordinate activity for or govern a group of organizations or students
- **Service:** An organization whose chief function is service to the campus and/or community
- **Sorority:** A social, fraternal organization composed of all female members. An organization in this classification must be a member of the University of Georgia Panhellenic Council, National Pan-Hellenic Council or MultiCultural Greek Council
- **Special Interest:** An organization whose chief purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest
- **Sports/Recreation:** An organization whose purpose is to encourage participation and engage its members in competitive, extramural sports. This category also includes those that are recreation-based activities.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Student Organization General Information

How Does The Center For Student Organizations Communicate With Student Groups?

Email

The email address that a student organization registers will often be utilized throughout the academic year. It is important for this email address to be accurate and checked often. This email address will be:

- On the Center for Student Organizations Listserv
- Used for any communication with the Center for Student Organization staff
- Listed on the Student Organization directory webpage as the organizational contact

The CSO Listserv is sent out each Monday to provide the UGA community information about the upcoming programming for student organizations and students. All officers listed on the organization registration page will receive this email. Others may add their email address from the CSO website. Organizations are encouraged to submit announcements via the CSO website.

Website

In addition to email, the Center for Student Organizations will also use the CSO website to communicate with student organizations. The website is one of the most important resources as it is updated often. Be sure to check the website regularly for important information regarding registration and funding deadlines, news regarding upcoming information sessions and activities fairs, and other events of concern to student organizations.

Mailbox

All student organizations will be required to provide the Center for Student Organizations with an **on-campus** mailing address. All organizations are strongly encouraged to utilize the free mailbox that the Center for Student Organizations provides for them. Other forms of acceptable on-campus mailing addresses include a departmental mailbox or an advisor's mailbox. Please note that Greek Houses and Religious Centers typically do not receive campus mail and therefore are not considered "on campus" addresses. Student Organizations will receive campus and postal mail, as well as information from other Student Organizations or Campus Departments in their designated mailbox. All organizations that choose to have a CSO mailbox will be required to check it regularly.

- Please have all organizational mail labeled as follows:
Organization Name
102 Tate Student Center
Box Number:
Athens, GA 30602

What Technological Resources Are Available For Organizations?

Webspace

- Enterprise Information Technology Services (EITS) offers resources and services student organizations.
- Departments and organizations developing WWW pages on EITS-provided facilities are expected to maintain the currency of their page content and conform to the University of Georgia computer usage policies.
 - Computer ethics guidelines are available at <http://www.uga.edu/compsec>.
- Each organization is required to have a Unit Administrator responsible for the allotted webspace. It is preferred that the Unit Administrator be a staff or faculty member. If this is not possible, a faculty or staff member must sponsor the Unit Administrator.
- More information about the Unit Administrator as well as other WWW policies and regulations are available at <http://www.eits.uga.edu>. All student organizations must adhere to the policies outlined by EITS.
- To request organizational webspace, fill out the form at <http://www.eits.uga.edu>.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Email

- Registered student organizations have the ability to establish organizational email accounts providing that the work of a student organization relates directly to or is in support of University of Georgia or University System of Georgia sponsored activities. To request an organization email address, call Enterprise Information Technology Services help desk at 706-542-3106.

Listserv

- A Listserv is an electronic mail facility which allows users to participate in electronic discussion groups on thousands of topics. The University of Georgia hosts over 2000 lists for faculty, administrators, and student organizations, in support of the University System of Georgia mission. By using a UGA Listserv, student organizations can use one email address to send information to all subscribed members. For more information or to establish an organizational listserv, visit <http://listserv.uga.edu>.

What spaces are available for Student Organizations in the Tate Center?

The Center for Student Organizations provides various options for student org space. The student organization space is fully equipped with conference tables, computer access, office supplies and more. This space is available for all student organization usage. Students may apply for office, cubicle or storage space in the months of March/April. Space allocations are for one academic year and must be applied for each year. Previous occupancy does not guarantee renewal of the space. The CSO website provides details about the types of space options and the application process.

How Do Organizations Relate To The Student Code Of Conduct?

Student Organizations are expected to adhere to the policies outlined by the University of Georgia, as well as those in the Student Handbook. Visit <http://www.uga.edu/campuslife/handbook.html> to read the policies.

The topics include:

- General Statement of Student Organizations
- Registration Procedures
- Denial of the Privileges of Registration
- Guidelines Regarding Authorized use of University Facilities
- Student Organization Solicitation
- Services Provided to Student Organizations

In addition, Student Organizations are also responsible for the information published in the Student Code of Conduct. The Student Code of Conduct can be found at www.uga.edu/judicialprograms/code.htm.

Possible Student Organization sanctions for violating University policy or the code of conduct include:

- Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
- Revocation of University Registration: Permanent severance of the organization's relationship with the University.
- Suspension of University Registration: Temporary severance of the organization's relationship with the University for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the hearing panel.
- Probation: Notice that further finding of responsibility for the violation of any University conduct regulation(s) as specified in the decision of the hearing panel or informal resolution agreement will likely result in suspension or revocation of University Registration. The period of probation shall be specified in the decision of the Hearing Panel or the informal resolution agreement.
- Reprimand: Stated disapproval or warning issued to the student organization.
- Restitution: Reimbursement for a loss caused by the organization's actions.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- **Community Service:** Assignment to work a specific number of hours at a community service site determined by the judicial body and/or the Office of Judicial Programs. Community Service locations exist on and off campus.
- **Restrictions:** Restriction of some or all of the organization's activities or privileges, including, but not limited to, social privileges and recruitment privileges.
- **Other Educational Sanctions:** Projects or assignments designed to educate an organization in connection with the effect of its member's actions. Educational assignments include, but are not limited to, alcohol awareness programs, and/or risk management programs.
- **Other sanctions** modified to meet the particular circumstances of a given situation

What Is Hazing?

All student organizations at the University of Georgia are required to adhere to the University's no-hazing policy. During the registration process each organization's chief officer (or member who fills out the registration form) agrees that they have read, and will abide by, the no-hazing policy. It is the responsibility of the individual registering the organization to ensure that all members of the organization are aware and agree to the no-hazing policy.

The University of Georgia does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- "Treeings";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time
- Performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc);
- Forcing or requiring the violation of University policies, federal, state or local law.

Additional information regarding hazing may be found on the Vice President of Student Affairs' Website:

<http://www.uga.edu/studentaffairs/news/hazing.shtml>

How Do I Report A Hazing Incident

If you are a victim of hazing, or if you need to report a hazing activity you have witnessed please call:

UGA Greek Life Hazing Hotline - (706) 207-0779 or (706) 542-4612

UGA Police - (706) 542-2200

VP for Student Affairs Office - (706) 542-3564

Office of Student Support Services - (706) 542-8220

Office of Judicial Programs - (706) 542-1131

Center for Student Organizations — (706) 542-8584

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Financial Resources and Policies

There are a variety of ways that student organizations can fund their efforts. Student organizations are not simply given funding when they register. The CSO staff will meet with any student group looking to explore the different funding options available.

What Are The General Activity Fee Guidelines?

- The following guidelines apply to all student organizations receiving an Activity Fee allocation.
 - Student Activity Fee funds are allocated only to registered clubs and organizations whose programs will directly benefit or serve a large segment of the student body. Programs and activities funded in whole or in part by Student Activity Fee Allocations must be open to any interested student.
 - Categories of clubs and organizations have been established with different request processes and operating procedures in order to accommodate the diversity of size, complexity, and purpose for the various campus organizations and programs. Each club or organization requesting funding must submit a budget proposal on current forms to the appropriate office as follows:
 - Academically related clubs and organizations should obtain budget request packets from the office of the dean of their respective school or college. Organizations should follow the request due dates and specific guidelines established by the school/college committee.
 - International clubs and organizations should contact the Office of International Student Life, located in Memorial Hall, and follow the request process established by the International Organization Council.
 - Club sports should apply through the Sports Clubs Council under the auspices of the Department of Recreational Sports, located in the Ramsey Student Center.
 - Programs and activities with Campus wide emphasis and non-academically related clubs and organizations should contact the Campus Life Business Office in January to obtain appropriate budget request materials to be considered for line-item funding during the allocation process each spring.
 - Each club or organization requesting funding must comply with the request process established by the applicable recommending committee for the category.
 - Student Activity Fee funds may be used to fund worthwhile programs of clubs and organizations. This does not include the ordinary operational expenses of denominational or sectarian religious activities, partisan political activities, social fraternities and sororities, nor charitable causes or contributions or events that are purely social in nature. However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the University community. In addition, student activity fee funds may not be used to purchase recognition awards and banquets.
 - Student organizations whose active membership includes non-university students (this is not to exclude duly elected faculty advisors) shall receive Student Activity Fee fund allocations only for student members.
 - All organizations which receive line allocations must deposit all receipts through the Campus Life Business Office and make all expenditures through that office. This specifically excludes line item organizations from maintaining private bank accounts. Any proposed exception must have written approval of the Vice President for Student Affairs or the cognizant academic dean.
 - Any allocated organizations which generate income from the sale of tickets or merchandise must use the Campus Life Business Office as the sole point of sale and are prohibited from selling such items on their own or through other outlets.
 - Student Activity Fee funds may be used to fund student travel to conventions, conferences, and team competitive events. Guidelines may be developed by the various recommending committees that

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limit the number of individuals funded to attend a single conference or convention, the number of trips funded, the dollar amounts reimbursed, and/or restrict the types of travel expenses funded. However, travel reimbursements may not exceed the applicable University travel expense limitations.

- No Student Activity Fee funds shall be used to fund scholarships.
- Student Activity Fee funds shall not be used routinely for capital outlays. This is not to exclude routine equipment or maintenance.
- Requests for checks and purchases by an organization having Student Activity Fee funds credited to its account should be signed by a designated student member of the organization and the organization advisor. Where this requirement might impede prompt payment of obligations, organizational records must be maintained to support organizational approval of the expenditure.
- No transfers may be made from one account to another without the approval of the Vice President for Student Affairs.
- Unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Unexpended Funds account.

How Do Student Organizations Fundraise?

Use of University facilities or grounds for fundraising must be approved by the Director of the Center for Student Organizations. Requests for approval must be submitted online to the office of the Center for Student Organizations **at least 10 business days** in advance of the event. Fundraising as it pertains to student organizations is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.

Willful failure to comply with these rules will be grounds for denial of future requests to use the Tate Student Center.

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

- Projects may not in any way interfere with normal academic programs or functions.
- Fundraising requests should be submitted to the Center for Student Organizations **at least ten days prior** to the proposed event. The appropriate form for making a request can be obtained online at: www.uga.edu/stuorgs
- In addition to filling out the fundraising request, student organizations must gain approval for the use of university space. It is recommended that student organizations take care of both responsibilities simultaneously.
 - Fundraising approval DOES NOT constitute space allocation approval
- The proposed fundraising project must not interfere with existing University-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing University-operated service or through a University contract with a commercial vendor, may be subject to the policy "Operation of Business Enterprises on Campus," Attachment A to The University of Georgia Solicitation Policy, and must not violate related state laws and local ordinances.
- Fundraising requests will not be granted for the personal benefit of an individual
- Priority for requests will be given to fundraising activities that are:
 - educational in nature or directly related to the curriculum
 - for philanthropic purposes
 - for the benefit of a large segment of the University population.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- A contract, if applicable, may not be signed by an organization for a fundraising activity conducted on campus until it has been approved.
- A separate request must be submitted for fundraising activities that differ in nature. If you are submitting the exact same event with different dates, you only need to submit one request.

The following actions are prohibited when fundraising:

- Door-to-door residence hall contact
- Fundraising for personal gain
- Use of the campus mail service
- Fundraising in buildings and other closed areas. Fundraising may be conducted only in such open areas as designated by the Center for Student Organizations.
- The use of coercive acts that might intimidate those persons from whom support is sought.

NOTE: The Athens/Clarke Commission must approve all street closings for fundraising events such as street dances, road races, or any other activity taking place on city streets. The request should be forwarded to the Council 45 days before the event. Persons making the request should consult the Athens Police Department prior to submitting.

How Do Student Organizations Obtain and Use University Funding?

In addition to fundraising for your organization, there are a variety of ways that your organization can receive funds from the University. Each of these Accounts/Allocations Processes carries with them a variety of responsibilities and expectations. In order for your organization to be eligible for these funds you must comply with all Campus Life Business Offices Procedures/Policies.

Agency Accounts:

Agency Accounts are slightly different from Allocated Funds Accounts in that these accounts are reserved primarily for organizations that are raising funds (not utilizing Activities Fee monies). This account operates similar to a traditional checking account in that funds carry over from year to year. Please contact the Campus Life Business Office for a full list of the expectations for organizations holding Agency Accounts.

Allocated Funds Accounts:

Organizations that receive funding from the All Campus Allocations process are required to have an Allocated Funds Account. Since these accounts are established with Activities Fees, the organizations that hold Allocated Funds Accounts are subject to all General Activity Fee Guidelines. Additionally, because these accounts are established with Activity Fee monies, all unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Unexpended Funds account.

What Are The Benefits of Having an Allocated Funds Account?

Organizations that have Allocated Funds Accounts may be able to take advantage of the following resources/privileges:

- | | |
|--|---|
| <input type="radio"/> Intradepartmental Direct Charges | <input type="radio"/> Procurement Card |
| <input type="radio"/> Intra-University Payments | <input type="radio"/> Purchase Order |
| <input type="radio"/> Check Request | <input type="radio"/> Professional Services |
| <input type="radio"/> Petty Cash | |

Additional information regarding the benefits listed above can be found on the Campus Life Business Office website:

<http://www.uga.edu/campuslife/services/businessoffice/index.html>.

Not all organizations will be eligible to utilize the aforementioned resources; for details on each of the privileges listed above, please feel free to visit the Campus Life Business Office located on the third floor of the Tate Student Center.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Student Government Association (SGA) Small Clubs Allocations:

The Student Government Association receives funding to allocate to student organizations. All new organizations are required to go in front of SGA Small Clubs Allocations for two years prior to requesting All-Campus Allocations. This helps familiarize student organizations with the funding request process here at UGA. To find out more information about Small Clubs Allocations please visit the Student Government website: <http://www.uga.edu/~sga>

Programming and Event Planning Resources and Policies

Where Do I Go To Make Reservations Or Plan Events?

Campus Reservations

- The Campus Reservations Office oversees the reservation of all space in the Tate Student Center (including the Tate Plaza and Lawn, North Lawn, and Legion Field). The office also oversees reservations Memorial Hall, several academic spaces on campus (including the Miller Learning Center), the Chapel, and most outdoor places on campus (including Herty Field, New College Lawn, President's Garden, DW Brooks Mall, and Jaworski Amphitheater).
- In addition to facility space, the Campus Reservations Office also handles promotional space such as all outdoor banner areas, electronic marquees in the Tate Student Center, and promotional table reservations.
- The reservation process can be conducted online in Virtual EMS. You can check availability in real time, find room set up information and submit room requests. This system is accessible from the Campus Reservations website.
- The chief officer of the organization will be carbon copied on all reservations in order to ensure that space is being reserved for student organizations purposes.
- The office is located in 121 Tate Student Center.
- The phone number is 706-583-8020 and the web address is <http://www.reservations.uga.edu/>.

How Far In Advance Can I Request Space On Campus?

- Student Affairs departmentally advised student organizations may request reservations one year in advance of the event in Campus Life facilities.
 - Check with the Center for Student Organizations if you are unsure whether or not your organization is a Student Affairs departmentally advised student organization
- All officially registered student organizations may request reservations six months in advance of the event in Campus Life Facilities.
- Non-Campus Life facilities are released at various times throughout the year. Please watch the CSO website and listserv for the latest room release information.

What Are The Amplified Sound Policies?

Outdoor

- Any event with amplified sound must end by 11:00 pm.
- Sound reinforcement of live music may not include subwoofers, long throw speakers, woofers larger than 15 inches, or heavy percussion including large drums and heavy bass.
- Campus Life reserves the right to restrict/deny the use of or turn off any amplified sound system that interferes with the normal operations of the Tate Student Center, the Tate Plaza, Memorial Hall or surrounding areas and buildings.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- Live music is not allowed on Memorial Hall Plaza due to the proximity of the nearby classroom buildings.
- No amplified sound is allowed on Tate Lawn.

Indoor

- No amplified sound is allowed in meeting rooms.
- Limited amplified sound is allowed in Reception Hall due to proximity to meeting rooms.

Are Fees Charged For Facility And Equipment Rentals?

- Yes, there are fees associated with many facility and equipment rentals for student organizations at UGA. Please consult the Campus Reservations Office for more information about these fees and payment instructions.
- The Campus Reservations Office website includes all fee guidelines, policies, and procedures in a print friendly format

What Is Prohibited In Campus Life Facilities?

- The following are prohibited in the use of Campus Life facilities: alcohol, tobacco products, microwaves, any open flame, and animals (except service animals). Candles are allowed if set on a stationary object (i.e.: table) AND inside a globe which covers the flame.
- Anything that could damage facilities, including, but not limited to, painting, taping, gluing, and the use of glitter, is prohibited.
- A full list of the guidelines for the use of Campus Life Facilities are available in PDF form at the following web address: <http://www.uga.edu/emo/policies/index.html>
- The Campus Reservations Office reserves the right to fine any student organizing found in violating of these policies.

What Are The UGA Food Policies?

- Food is allowed in Campus Life facilities, but the room is to be left clean and trash-free. A fee will be charged if cleaning is required.
- A great deal of care should be taken when providing food for organization members and others. Prepackaged goods are always a wise choice for a bake sale. Please use appropriate heating and cooling when serving food with your organization event.
- Outside catering (food brought in by anyone other than Tate Center Catering, including self-catering) must be approved in advance and have no access to UGA Food Services water, facilities or equipment. Visit Campus Reservations in 121 Tate Student Center for approval procedures and information.
- There have been a number of changes in the UGA food policy. A detailed food policy information can be found on the Campus Life Business Office website at http://www.uga.edu/campuslife/services/businessoffice/food_purchase.html

What Are the UGA Alcohol Policies?

- Alcohol is prohibited in Campus Life Facilities
- For more information about UGA Alcohol Policies visit: <http://www.uga.edu/provost/polproc/aapm/fop/fop501.htm#5013>.

What Are The Event Security Policies?

- Based on the nature of a planned event, security (i.e. security guards and/or police offers) may be required at the expense of the student organization. Call Campus Reservations at 706-582-8020 for more information on security policies.
- Student organizations using University facilities are responsible for seeing that entrances and exits are free of obstructions and handicap accessible.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- Failure to comply with Campus Life and University policies or Federal, State and local law may result in the cancellation of future reservations and/or restriction from the use of Campus Life facilities. Discrimination in the use of these facilities regarding disability, race, religion, nationality or sexual orientation is prohibited.

How Can I Sell Tickets To A Student Organization Event?

- The Department of Campus Life Business Office is responsible for the sale of any and all tickets to programs and events sponsored by registered student organizations when these student organizations intend to deposit ticket revenue into a University account.
- All revenue from ticket sales must be deposited into an official University of Georgia business account.
- Tickets are sold at the Campus Life Business Office on the 3rd floor of Tate Student Center, behind the information desk.
- To sell tickets via the Business Office, stop by the desk and fill out a Ticket Request form at least one week in advance of the ticket sale date. Ticket sale policies are also available there.

How Can My Organization Show a Movie?

Student organizations must obtain permissions from the copyright owner or obtain a license. Owning your own copy of a movie does not grant you these permissions. The following two companies contract films for public viewing:

Swank Motion Pictures	http://www.swank.com/college/index.html	1-800-876-5577
Criterion, USA	http://criterionpicusa.com/cplusa/lcl criterionusamain.html	1-800-890-9494

Use the websites to search for the film you wish to show. They both give more information on obtaining these licenses. By renting your movie through one of these companies, you buy the license to show the film to a large group. Prices can range from \$200-\$800 depending on when the film was released and how popular it is.

How Does My Organization Host a 5K Race?

The University of Georgia and the Ramsey Center has an approved 5K course that registered Student Organizations are permitted to utilize. An organization may request permission to use the course by contacting the staff at the Ramsey Center. There are several signatures that registered student organizations must procure prior to being granted approval for using the 5K course. Additionally, if your organization plans to charge an entry fee in order to participate in the 5K race you must receive fundraising approval from the Center for Student Organizations.

NOTE: The Athens/Clarke Commission must approve all street closings for fundraising events such as street dances, road races, or any other activity taking place on city streets. The request should be forwarded to the Council 45 days before the event. Persons making the request should consult the Athens Police Department prior to submitting.

Freedom of Speech

No rights are more highly regarded at the University of Georgia than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University of Georgia remains committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operation of the University. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the University being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the University can assure equal

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

opportunity for all persons, preserve order within the University community, protect and preserve the University property, and provide a secure environment to individuals exercising freedom of expression.

What Are The UGA Free Speech Policies?

In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval:

- Events which may obstruct vehicular, pedestrian or other traffic must be approved at least 48 hours in advance by the Director of Campus Life, 325 Tate Student Center.
- Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Department of Campus Life.
- There must be no obstruction of entrances or exits to buildings.
- There must be no interference with educational activities inside or outside of buildings.
- There must be no impediment of passersby or other disruptions of normal activities.
- There must be no interference with scheduled University ceremonies, events or activities.
- Malicious or unwarranted damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff or guests of the University is prohibited. Persons or organizations causing such damage may be held financially responsible.
- Persons or organizations responsible for a demonstration or other expressive event must remove all resulting signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- No camping is allowed and temporary structures (tents, etc.) are prohibited.
- There must be compliance with all applicable state and federal laws and University policies, rules and regulations.
- Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

Questions about this policy may be directed to the Director of the Tate Student Center, via phone at 706-542-7774.

Where Can I Hold Speeches And Demonstrations?

- The areas designated as "Free Expression Areas" for speeches and demonstrations are the Tate Student Center Plaza and the Memorial Hall Plaza which are generally available for this purpose between 8:00 a.m. and 9:00 p.m., Monday through Friday. Use of these areas for speaking, demonstrating and other forms of expression will be scheduled through the Department of Campus Life to best accommodate all interested users. Other areas of the campus and other times are occasionally used for speeches and demonstrations. Plans for speeches and demonstrations in other areas and times must be approved by the Director of Campus Life at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality. Contact Willie Banks, the Director of the Tate Student Center at 706-542-7774.

How Can I Distribute Written Materials?

- Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. No stand, table or booth shall be used in distribution except in the Tate Student Center Plaza and the Memorial Hall Plaza and only with the permission of the Director of the Tate Student Center. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. The distribution of commercial materials and publications is covered by the Campus Solicitation Policy.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

What Are The Policies Regarding Marches?

- Marches may take place on streets and sidewalks of the campus. Plans for an event of this nature must be approved by the Director of the Tate Student Center at least 48 hours in advance. **IF** your organization plans to march off-campus you must receive approval from the City of Athens.

Advertising and Publicity Resources and Policies

What Are The Posting Regulations And Policies?

- Advertisements must promote an event sponsored by a registered student organization.
- Commercial advertising is not permitted on campus. If your event is co-sponsored by a commercial business, the name/logo of that organization must be printed in type that is significantly smaller than the name/logo of the campus organization and the event information. If you have questions regarding commercial co-sponsorship or advertising contact Mike Ward at dmward2@uga.edu.
- Events occurring at off campus, private establishments must feature the name of the sponsoring student organization in a significantly larger font size than the name or logo of the venue.
- The name of the sponsoring organization or department **MUST** appear on each poster. "Teaser" advertisements may be used, but the sponsoring organization must be identified on the fliers. Teasers are defined as ads which give little information except an eye-catching slogan or logo, which will be replaced later by a more informational ad.
- Glitter, telephone number tabs, card pouches, tear-off cards and other such materials are not permitted in most areas because of the litter problems they create. **Please inquire at the individual department offices in each building for specific limitations.**
- If the flyer is printed in a language other than English, English subtitles must be listed to identify the name of the organization, the subject of the flyer, and the time and place of the event.
- Advertisements may not advertise alcohol in any form on campus. If an event occurs off campus, no references may be made to alcohol in any form, drink prices or drink specials.
- "Late Night Events" are those happening after normal building hours in Campus Life facilities. These events must include on all advertising the statements, "no alcoholic beverages allowed, ID required, and no one under 18 permitted."
- Student organizations may hand out non-commercial handbills on a person to person basis on the Tate Plaza; however, handbills may not be left on chairs, tables, desks, etc. of the Tate Student Center or Memorial Hall, or any other building on campus.

What Do I Need To Know About Posting Flyers?

Flyers may only be posted:

- **Tate Center and Memorial Hall:** Up to seven 8x11 posters may be submitted from any group, club, or organization registered with the Center for Student Organizations. Posters or fliers posted in the Tate Student Center and Memorial Hall **MUST** be approved by the Information Desk or Information Desk Supervisor. All posters in these buildings will be posted by employees of the Information Desk. Any posters that are posted without the approval of the Information Desk will be removed and discarded. Brochures or pamphlets may also be submitted to the Information Desk Supervisor to be placed in brochure racks. Poster-sized advertisements may be placed in glass display cases as space permits. The Information Desk has the right to deny any flyers, ads, brochures, etc.
- **Interior bulletin boards:** Interior bulletin boards are subject to the approval of the department overseeing the bulletin board. Boards that are specified for use by certain groups or departments are not available for general posting. Check with the department office of each building for poster approval.
- **Exterior bulletin boards:** Exterior bulletin boards are located at various locations around campus. Some boards may have names of campus groups on them that reserves that board for that group. No

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

advertisements may be placed on reservable banner boards in front of the Tate Student Center, Memorial Hall, or Physics building without a reservation, and only banners may be placed on those boards.

- **Residence halls:** Student Organizations may leave literature on a designated distribution table in each residence hall community. The literature will be discarded every two weeks. Student organizations may submit signs for posting in the primary posting area in each building. All signs must be presented at the office in each residence hall community for approval by the respective Residence Life Coordinator. Signs must be removed within 24 hours following the program or activity date. Any and all unapproved signs found posted in UGA residence halls will be removed.

*****Nothing may be posted on any surface that is not an approved bulletin board:**

Bus shelters, trash cans, walls, railings, bathroom stalls, benches, light posts, staircases, windows, doors, newspaper boxes, etc. are **NOT** approved posting locations, and anything posted in these areas will be immediately removed. Organizations that violate this policy can be subject to fines and/or sanctions.

Where Can I Post Banners?

- Banner boards are large boards that student organizations can reserve to place banners to advertise their events. The Department of Campus Life has 9 banner boards for use by student organizations: 2 boards are located in front of Memorial Hall, 2 in front of the Physics Building, 1 inside the Tate Student Center, 2 on the Tate Plaza, one next to Sanford Bridge and one at the first floor entrance of the Tate Student Center. Generally, student groups make these banners with supplies from the Campus Life. Professionally-made banners may be displayed on the breezeway between the Tate Student Center and the University Bookstore. See the Campus Reservations Office located on the 1st floor of the Tate Student Center for information and pricing (583-8020 or www.reservations.uga.edu). Professionally-made banners can be ordered at the Tate Print & Copy Services. For prices and more information call 542-8493, or visit 375 Tate Student Center.

How Can I Send A Bulk Email?

- The Center for Student Organizations maintains a listserv for all student organizations with weekly update emails. In addition to information from the Center for Student Organizations, this listserv can be used by registered student organizations to advertise events and send information to other student organization leaders. To send information via the Center for Student Organizations listserv, please fill out the form available on the CSO website.

Where Can I Create And Post A Buscard?

- All Buscard requests are handled through Print & Copy Services, Room 375 Tate Student Center. All Buscards must advertise an event sponsored by a registered student organization. The name of the sponsoring organization must appear on each poster. The Department of Campus Life reserves the right to deny any Buscard. All Buscards will be posted by employees of the Print & Copy Services.
- Buscard reservations can be made when copy or camera-ready copy is submitted and an order form is completed. Space is given on a first-come, first-serve basis. Payment or a charge account number is expected at order time. Reservations are for a two week period. Ordinarily, BUS CARDS will be posted Sunday nights on approximately 41 UGA buses.
- Buscards are 11" by 17" (horizontal format), laminated, and trimmed to fit slots.
- For more information call 706-542-8493 or <http://www.uga.edu/campuslife/services/buscard.html>

What Are The Campus Publications That I Can Use For Advertisements?

Red and Black

- Student organizations may advertise in the UGA Today section of the *Red & Black* at no charge (as space permits) or they may choose to pay for guaranteed advertising in the paper. Items for UGA Today must be submitted in writing at least two days before the date it is to be published. Submit items to The Red & Black

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

office at 540 Baxter St. (706-433-3002) or visit their website at www.redandblack.com for more information about advertising rates or advertising on the website.

Columns

- *Columns*, the weekly faculty/staff newspaper, will print announcements from campus-based organizations whose membership includes UGA faculty and/or staff. All announcements should be sent via E-mail two to three weeks in advance to columns@uga.edu. Student organizations can also send announcements through campus mail to Columns, A205 Stegeman Coliseum Athens, Georgia 30602 or call 706-542-8077.

Athens Banner-Herald

- The *Athens Banner-Herald*, the daily local newspaper, hosts a community calendar, listing events happening in the Athens area (often for free). They also sell advertising space based on the size of your advertisement. To contact the Athens Banner-Herald, call 706-549-3278 or visit the website at www.onlineathens.com. The website lists advertising rates, policies, and tips, and you can also submit advertisements electronically.

Flagpole

- *Flagpole* is a local, weekly newspaper that is available for free on-campus and in the Athens community. Organizations can submit advertisements to *Flagpole* for publication. To contact *Flagpole*, call 706-549-9523 or e-mail them at mail@flagpole.com. More information about advertising rates can be found at www.flagpole.com.

What Is The Chalking Policy?

- To prevent defacing of University property (Conduct Regulations for Student Organizations, Section I., "Damage to Property", UGA Student Handbook), the use of chalk to write messages, advertisements, etc. is prohibited in and around Department of Campus Life facilities. This includes the sidewalks and walls adjacent to the Tate Student Center, Tate Plaza, Memorial Hall, Memorial Hall Plaza and Legion Field and Pool. Any organization identified as having used chalk on the sidewalks, plaza, walls, etc. of these Campus Life facilities and adjacent areas will be assessed an appropriate clean-up charge and may face organizational sanctions.

How Do I Reserve The Electric Marquees?

- Electronic Marquees are located on the 1st and 3rd floors of the Tate Student Center. To post a message on an electronic marquee, visit <http://www.uga.edu/emo/electronic%20marquee.pdf> and complete the form provided. For additional information, contact the Event Management Office by phone 706-583-8020.

How Can I Utilize The Electronic Signs On Campus?

- The electronic message board in front of the track is programmed on a daily basis by the Athletic Association. Please call the Sports Promotions office at 706-542-9039 for additional information.

How Can I Use The Master Calendar?

- Student organizations can advertise UGA Sponsored events on the University of Georgia Master Calendar. The calendar can be viewed at <https://db.uga.edu/mastercalendar/>. Click the link in the upper right corner to submit an event.

What Are The Policies Regarding Bulk Mailings?

- Postal Service regulations and Department of University Housing policies govern the placement of materials in student mailboxes. Mailings from student organizations will be placed in student mailboxes only when individually addressed with the room number and hall designation. In addition, all mailings must be posted through the U.S. Postal Service.
- To send a mass mailing to other student organizations, items must be individually addressed and processed according to guidelines published by Campus Mail found at <http://www.busfin.uga.edu/mail/addressing.html>. Contact Campus Mail at 706-542-7312 for more information about this process.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

- Registered student organizations may purchase a mailing list of all student groups from the Student Organizations Administrative Assistant in room 102U Tate Student Center. Student organizations may distribute flyers by hand in the student organization mailboxes located in 102 Tate Student Center during regular business hours.

How Do I Reserve A Promotion Table?

- Student organizations may rent table spaces at Tate. Groups can increase their visibility to the campus by staffing a table during peak hours. In addition, the Tate Plaza and Stage and the Memorial Hall Plaza can be reserved for student organization functions. For information or to rent a table space, contact the Campus Reservations Office in Tate Student Center (706-583-8020).

What Radio Station Resources Are Available?

WUOG 90.5FM

- WUOG is the student-run radio station on-campus, broadcasted from Memorial Hall. Student organizations can submit public service announcements for airing on WUOG by filling out a form located at the Tate Student Center Information Desk or 150 Tate Student Center. WUOG will air as many public service announcements as possible, but reserve the right to determine whether or not an announcement will be used as well as edit announcements for content, time, or other reasons. Visit www.wuog.org or call 706-542-7100 for more information.

WUGA 91.7/97.9

- WUGA is the public radio station that operates from the Georgia Center for Continuing Education. For more information regarding airing a public service announcement for a student organization call 706-542-9842 or visit <http://www.wuga.org/>

How Do I Get Permission To Paint The Street?

- Registered Student organizations may also advertise by painting a section of Sanford Drive near Hooper Street. Water-soluble (tempura) paint must be used. The organization will be subject to a fee if permanent paint is used. The organization is responsible for coordinating a date and time for painting through the Campus Reservations Office (202 of the Tate Student Center or 706-583-8020) and calling the UGA Police (706-542-5813) at least 24 hours before the painting project to let them know you will be on the street. Weekend hours are preferred, due to lower traffic. The hours between 12 midnight and 7 am are the most suitable times of day. There is no charge for advertising in this space.

Are There Television Resources At UGA?

University Housing

- University Housing operates a student-run television channel, Housing 12. Housing 12 accepts ads for their bulletin of University events. Contact 706-542-7295 for information or e-mail hsg12@arches.uga.edu.

University Cablevision

- University Cablevision is the University-run cable operator which broadcasts on campus, as well as a channel on the local Athens cable system. University Cablevision will air information only for events and activities related to the University of Georgia. To post ads on University Cablevision, mail, or fax the information to University Cablevision, OISD- University of Georgia, Instructional Plaza - South, Athens, GA 30602-3015, (fax) 706-542-0518 or call 706-542-1582 for details.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Restrictions on the UGA Logo and Trademark

As a student organization, you are allowed to use images, logos, words, and marks of the university. However, it is imperative that you receive the proper approval. Even if you are not sure if the image, logo, work or mark needs approval, it is better to err on the side of caution and make the appropriate contact. This includes university logos and self created artwork that depicts university images.

Steps for seeking approval for usage of a logo or trademark

1. Finalize the artwork, logo or image in the exact manner that it will appear to the public.
2. Complete the University of Georgia approval form found on the CSO website.
3. Email Mary Beth Crumley (mcrumley@uga.edu) the final artwork and completed approval form.
4. Wait for the approval email that will include a signed copy of the approval form.
5. Use the logo only in the manner approved by the University.
6. Seek approval any time you plan to use the image, logo, word or mark it in a different manner. Note, the University of Georgia does not allow alterations of its marks, images, logo etc. Meaning you cannot put your student organization name, photo etc over any of the University of Georgia marks.

The University of Georgia Logo and Trademark policy serves to protect the visual representation of the character of the institution. The logo system and associated policies give the University a consistent visual image that makes it easy for our many audiences to recognize the institution and to clearly identify specific policies associated with the University. The policy incorporates several University of Georgia attributes: history and tradition through the use of the Arch, the founding date of the University, the colors red, black, and silver gray, and academics, through use of the words "The University of Georgia."

For a complete list of UGA Logos and Trademarks email Mary Beth Crumley at mcrumley@uga.edu.

What Are The Logo Usage Guidelines For Student Organizations?

- The student organization must complete the University of Georgia marks and logo's approval form (see appendix) and submit to Mary Beth Crumley of the Financial Services Office at mcrumley@uga.edu.
- If the design includes an athletic mark, Financial Services will submit the design to the Athletic Association for approval to use the mark. If the design has been created, Financial Services will submit the design to the University of Georgia Office of Public Affairs for approval.
- The Athletic Association does not permit the use of the "G" logo on any Club Sport if the Athletic Association sponsors that sport on the varsity level. Varsity Sports include football, baseball, women's softball, basketball, gymnastics, equestrian, golf, women's soccer, swimming, diving, tennis, track, cross country; as well as auxiliary units, such as cheerleading and dance/pom team.
- All other campus organizations interested in using the Athletic Association marks, including the super "G" logo, may be permitted upon approval; however, the following guidelines must be followed:
 - The organization must be an officially registered club through the University of Georgia.
 - The organization may not use any athletic marks on uniforms or any other merchandise if a sponsor is listed in any way.
 - The organization may not use any athletic marks on merchandise, uniforms or any other products that are to be sold solely for profit.
- Once the design has been approved, the school, college or campus organization must go through a licensed vendor to produce the merchandise. The Financial Services office can provide a list of licensed vendors/manufacturers. Contact Mary Beth Crumley at mcrumley@uga.edu for this list.
- If it is the intention of the school, college, or campus organization to use the merchandise as promotional materials, give-aways, or for the sole use of people within their unit or organization, the Financial Services

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

office will provide the group with a letter to the vendor/manufacturer allowing the merchandise to be produced “royalty free.”

- If it is the intention of the school, college, or campus organization to sell the merchandise as a money-making project, the merchandise will be subject to royalties.

What Are The Logo System Policies?

- The official seal of the University of Georgia is not a part of the logo system, and is not interchangeable with UGA logos. The seal should be used only on formal and official institutional documents, such as diplomas and proclamations.
- The symbols of the logo system cannot be modified or altered in any way. Logos should always be reproduced from high-resolution digital files in order to maintain high quality.
- Logos must be reproduced in official colors.
- No competing departmental, school, college, or other logos or symbols may appear on official University of Georgia letterhead or stationery items.
- This logo system is recommended for all visual representations of the University—for signs, video productions, exhibit materials, vehicles, and the like, in addition to printed publications and Web sites.

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

Appendix

Sample UGA Hazing Compliance Form

**Please note that this is a sample document for the internal use of your organization.
You DO NOT need to send this document to the Center for Student Organizations**

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, **regardless of the willingness of the participant.**

Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "Treeing" (tying someone up and throwing food or other substances on them);
5. Paddle swats
6. Line-ups (yelling at people in any formation or harassing them);
7. Forcing or requiring the theft of any property;
8. Road trips (dropping someone off to find his own way back);
9. Scavenger hunts
10. Permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. Nudity at any time;
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. Requiring the violation of University, Federal, State or local law.

HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW.

I understand all components of the UGA Hazing Policy, I understand the reasons why this policy was adopted by the University of Georgia.

I agree to support the policy and its implementations. Participation in hazing activities or the failure to report such activities (had prior knowledge of hazing violations and did not take the necessary steps to stop hazing from occurring) may cause action to be brought against myself and the chapter.

Any hazing activities will result in an automatic referral to the Office of Judicial Programs.

I have read, understand, and agree to adhere to the UGA Hazing Policy.

(Print full name)

(Signature)

(Date of Birth)

(Student Organization)

(Date)

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

CSO GUIDELINES FOR STUDENT ORGANIZATIONS FORMING A CONSTITUTION

All student organizations wishing to register with the Department of Campus Life are required to submit a constitution and/or by-laws. The constitution on file with CSO serves as the official governing document for the organization. In the absence of a constitution, a set of operational guidelines will be required that state the organization's purpose, membership requirements, the University of Georgia's Non-Discrimination Policy, and election/removal procedures for officers. It is imperative that you update your online organization profile when you amend your constitution so that the constitution can be reviewed and approved by CSO staff. This information is kept on file in the Student Activities and Organizations Offices, 102U Tate Student Center, and is available to students upon request.

It is recommended that each officer of your organization have an up-to date copy of the constitution and by-laws. Additionally, all members of the organization should be familiar with the document. This information will help to ensure that all members are aware of how the organizations functions.

If you need any additional information or if you have any questions, please do not hesitate to contact the Center for Student Organizations, 102U Tate Student Center, or call 542-8584

CONSTITUTION STRUCTURE

*****DENOTES REQUIRED SECTIONS OF CONSTITUTION**

Preamble

We the members of (name of organization), and subscribing to the regulations and policies of the University of Georgia, establish this Constitution to govern the matters within our organization.

ARTICLE I: Name***

- a. The name of this organization or association is:** please provide the full, official name of the organization, as well as any acronyms the organizations may use.
- b.** This is the appropriate place to list any national or local affiliations.

ARTICLE II: Purpose/Mission***

Enter a comprehensive, yet concise statement of purpose. This statement may have several ideas or objectives. Be as precise as possible, as this statement outlines the overarching objectives of your organization.

- a.** The purpose/mission of _____ shall be _____.

ARTICLE III: Membership

This article should include a sufficient number of sections to cover all information and requirements about membership including, but not limited to: **types** (active, associate, honorary, and others), **qualifications** (grade point average, areas of interest, etc.), **election or selection**, and **method of application**.

Included in an appropriate Article or Articles shall be information as follows:

- a.** Membership shall be limited to regularly enrolled University of Georgia students, faculty, and/or staff members.
- b.** Any dues or payment necessary to be a member of the organization (when dues are collected: yearly, semesterly, etc.)

ARTICLE IV: Non-Discrimination***

a. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

b. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. However, religious student organizations will not be

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denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. Title IX of the Higher Education Amendments Act of 1972, Section 101.14, makes an exception for social fraternities and sororities in regard to gender, for membership criteria. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of sex or handicap in most educational programs and activities within the University.

ARTICLE V: Officers (qualifications; terms; election and removal)***

This section should contain the officer positions (at least 3: Chief Officer and Treasurer and an organizational contact for registration) and the duration of terms. All officers listed on the CSO Registration page must be currently enrolled full time students at the University of Georgia. Additionally, provisions should be made for election, removal, and vacancy of office (typically accomplished through voting).

Note: Names should never appear in the constitution, only the positions.

- a. The officers of this organization shall consist of: (state the number of officers, their titles, and their general duties and responsibilities. Officers must be UGA students).
- b. Qualifications for office, if any (GPA, previous experience, etc.).
- c. Terms of office (state the period of time that an office will be held).
- d. Term limits (state the number of terms that an individual may be allowed to hold a particular office)
- e. **Election***** (state the method and frequency of electing officers, as well as vote required to take office)
- f. Provisions for **removal***** (state how an officer is removed, how the process is initiated, voting requirements, and what steps for an appeal).
- g. Provisions for officer vacancies

ARTICLE VI: Meetings***

This article should state the provisions for setting up a regular meeting time, any provisions to be made for calling a special meeting, and stipulations for quorum; the officer position which has the authority to call meetings should also be stated here.

Note: Locations and/or specific dates should not be listed here as they are typically subject to change.

- a. Meetings shall be held (weekly, bi-weekly, monthly, etc.; specify person responsible for notifying members of upcoming meetings and method of notification).
- b. Stipulations for **quorum***** (a quorum shall consist of (x) voting members or a percentage of voting members present at any meeting)
 - a. A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization (elections, amendments, fiscal decisions, etc.)

ARTICLE VII: Amendments***

Amending the constitution should not be too simple a process for the sake of the stability of the organization. All amendments must be decided on carefully; it is recommended that all amendments are subject for final approval by the general membership of the organization.

- a. The constitution may be **amended by a vote of***** (be specific—majority, 2/3, etc. be sure to include any requirements for the form/manner in which the amendment is written, process for presenting and/or ratifying an amendment, and what margin of votes an amendment shall be required to receive for passage).

ARTICLE VIII: Advisors

While advisors are not a requirement to be a student organization at UGA, those organizations that do have advisors should set guidelines as to the **role of the advisor** in the student organization. Additionally, some organizations will have specialized advisors/coaches; regulations regarding the recruitment, selection, and dismissal of these individuals should be highlighted in your constitution.

- a. There shall be (1, 2, etc.) faculty/staff/community member advisor who shall be the members ex-officio with no voting privileges
- b. Method of selection of advisors
- c. Duties and responsibilities of advisor (include expectations for involvement)
- d. Method of removing advisors

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

BY-LAWS:

Bylaws are not a necessary requirement for your constitution; however, they do provide the opportunity to be more specific regarding constitutional requirements. Typically bylaws are intended to establish rules or procedures necessary to carry out the constitution. It is important to note that your bylaws must not change, amend, or conflict with your constitution.

1. More detailed material concerning members, rights, duties expulsion, and resignation procedure.
2. Provisions for honorary members/associate members, if the group so desires.
3. Provisions for membership fee, dues and assessments, if there are to be any, should be set down in detail.
4. Detailed description of the officer positions, if desired.
5. Duties, authority, and responsibility of the Executive Committee.
6. Name of the standing committees, if any, and the method of selection of committee chair:
 - a. The duties of the committee(s) should also be stated.
 - b. Provisions for creation of new committees
7. A provision for some accepted rules of order for parliamentary procedure (i.e. Robert's Rules of Order).
8. A method to amend the by-laws, typically a majority vote (Required should you choose to have bylaws).

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.

**Approval Form for the use of
The University of Georgia Marks and Logos**

Organization: _____ Date: _____

Is this organization affiliated with UGA? yes no

Contact: _____ Title _____

Phone number: (____)- ____ - ____ E-mail: _____

Purpose for logo usage: _____

Logo(s) Requested: _____

Vendor Information: _____

Address: _____

Phone Number: (____)- ____ - ____ Contact: _____

Quantity: _____ Length of Use: _____

For internal/non-profit use? yes no For retail/profit use? yes no

Sponsors, if any: _____

Comments: _____

Please complete the form, print it out, and send it to Mary Beth Crumley- fax: (706) 542-4919
or campus mail: Milledge Centre Suite 100, 394 South Milledge.

***** Artwork must be attached for approval *****

Once the request is submitted we will notify you via email within 48 hours.

FOR INTERNAL USE ONLY:

Date: _____ Approved _____ Disapproved _____

One time Use: _____ Other: _____

Comments: _____

Approval Signature: _____

If you have any questions about the above information, please contact the Center for Student Organizations
at 706.542.8584 or stuorgs@uga.edu.

CSO REGISTRATION NOTES

If you have any questions about the above information, please contact the Center for Student Organizations at 706.542.8584 or stuorgs@uga.edu.