

**Macon State College Office of Student Life**  
**Recognized Student Organization (RSO) Policies and Procedures Handbook**  
**2011-2012**  
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## **Office of Student Life Mission Statement**

The Office of Student Life, part of the Office of Student Affairs, supports the mission of the College and the retention, progression, and graduation of a diverse student body by providing opportunities through:

- Recognized Student Organizations and Student Life sponsored activities designed to:
  - develop networks of support through positive interactions outside the classroom setting,
  - enhance marketability and quality of life by providing leadership, personal and professional development experiences,
  - and access a wide array of cultural, social, and recreational programs.
- Student Orientation, the purpose of which is to connect new and transfer students with resources needed to be successful in the college community and their academic endeavors.
- Student Media, the purpose of which is to provide students opportunities to develop talents in areas of literature and arts, closed-circuit television, and print; to gain timely and pertinent knowledge of College activities; and to learn skills that can be translated into both their personal and professional lives.

## **Position Statement on the Operation of Recognized Student Organizations (RSOs) at Macon State College**

Macon State College recognizes the importance of co-curricular involvement in activities as a vital component of the college experience. The successful development and maintenance of a recognized student organization (RSO) is a primary element of Student Life. It is the position of the College that the free and open association of students through organizations with purposes and functions that are lawful and consistent with College objectives is necessary and desirable. The philosophical basis for student activities and organizations is to provide education in civic responsibility, leadership development, cooperation, independent thought and action, and participation in the rights and privileges afforded all citizens.

## **Recognized Student Organizations (RSOs) at Macon State College**

1. Every student organization wishing to operate at Macon State College must apply for and secure official recognition status. RSOs must complete the registration process annually in order to maintain recognized status. Officially recognized student organizations shall have the following privileges:
  - a. May use Macon State College's name to identify institutional affiliation.
  - b. May recruit members on campus.
  - c. May use College facilities and equipment for meetings and functions, subject to College and Board of Regents' policies and approval by the Office of Student Life.
  - d. Will have access to publicity on Macon State College campuses.
  - e. Will have equal access to the resources of the Office of Student Life.
  - f. Will be eligible to apply for student activities monies subject to Board of Regents' policies, College regulations governing allocation of student activities fees, and availability of funds.
2. In order to obtain and maintain official recognition as an RSO, all Macon State College student organizations must:
  - a. Present evidence that all proposed activities will be in conformance with the stated purpose of the organization.
  - b. Present evidence that its purpose and activities are lawful and consistent with College objectives.
  - c. Present evidence that its membership is open to all eligible students, regardless of race, national origin, color, sex, age, religion, or disability.
  - d. Conduct its affairs in accordance with its constitution and College regulations.
  - e. Conduct its financial affairs in accordance with sound business procedures and appropriate College requirements.
  - f. Have a primary advisor who is a faculty, staff, or administrative member of the Macon State College Faculty Senate and who has the approval of his/her Dean or supervisor. All RSOs must maintain an active advisor to maintain active status.
3. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and missions of the College and of the Office of Student Life. Recognition shall be denied or revoked if any evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:
  - a. The regular and orderly operation of the College.
  - b. The requirements of appropriate discipline within the College community.
  - c. The academic pursuits of teaching, learning and other campus activities.
  - d. The laws of public policies of the State of Georgia and the United States.
  - e. The statutes and regulations of the College and the policies of the Board of Regents.
  - f. The operation of an existing Recognized Student Organization.

## **RSO Officer/Student Leader Responsibilities and Expectations**

The Macon State College Office of Student Life supports the additional time and energy that students serving as officers and leaders dedicate to their organizations. The Office of Student Life staff recognizes the importance of learning opportunities outside of the typical classroom and commits to working closely with all RSO officers, leaders, members, and advisors to insure that these students receive the benefits of serving in such important roles.

As with all Macon State College students, the primary expectations of all RSO officers/leaders are integrity and civility.

All RSO officers/leaders are expected to read, understand, and abide by the Macon State College Student Code of Conduct as found in the Macon State College Student Handbook, in addition to the policies and procedures outlined in this RSO Policies and Procedures Handbook. The Student Handbook can be found online at [www.maconstate.edu/studentlife/studenthandbook.pdf](http://www.maconstate.edu/studentlife/studenthandbook.pdf). A limited supply of the printed Student Handbook is also available through the Office of Student Life.

All officers/leaders will be expected to work and communicate with the RSO advisor(s), as well as with the Office of Student Life, regarding all proposed events, activities and fundraisers. No event, activity or fundraiser will occur without the support and approval of both the RSO advisor(s) and the Office of Student Life.

**Failure to follow any and all policies and procedures could result in an event, trip/travel, or fundraiser being considered not sanctioned by the College, and therefore, open the advisor(s) and the student leaders to individual liability.**

All minutes of meetings should be posted and accessible to anyone requesting access to said minutes.

The Office of Student Life reserves the right to request a meeting with the officers/student leaders and advisor(s) of the RSO sponsoring an event or activity, either before or after the event, to discuss how to improve future events, to discuss any problems that may have occurred during the course of the event, and/or to discuss leadership lessons that may have taken place.

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organizational activities is prohibited and the sponsoring RSO shall be responsible for any and all damage.

Any equipment or supplies borrowed by the organization should be returned to the office from which the equipment or supplies were borrowed in good, clean, working order. Any damaged equipment will be repaired or replaced by the sponsoring organization.

As with all aspects of event planning and fundraising, goal setting and appropriate preparation are the keys to success. The Office of Student Life supports and encourages proper event planning and preparation.

Documented officers/leaders of all RSOs will also be members of the Student Leadership Council, or other similar group, as sponsored by the Office of Student Life and the Office of Student Affairs.

## RSO Advisor Responsibilities and Expectations

The role of the faculty/staff advisor is to promote student development, retention, promotion, and graduation occurring beyond the traditional academic classroom environment. This additional commitment of time and energy extends a great opportunity for personal growth for the advisor and the students.

It is the policy of the Macon State College Office of Student Life that all recognized student organizations have at least one faculty/staff advisor. The minimum criteria to be an advisor to an RSO are:

- The advisor must be a member of the Macon State College Academic Assembly.
- The advisor must have the approval of his/her Dean, Department Chair, or direct supervisor via the [Advisor Intent Form](#), which is then submitted to the Office of Student Life.
- The advisor is subject to the approval of the Dean of Students, Vice President for Academic Affairs, and the Executive Committee of the Macon State College Faculty Senate.
- Participation in a mandatory training session sponsored by the Office of Student Life and compliance with the policies and procedures reviewed in the session as well as outlined in this Handbook.

RSOs may have a community advisor, with the approval of the Office of Student Life. A community advisor is a person, who is not a member of the College community, who has an affiliation to an organization related to the functioning of the student organization. Community advisors will be expected to follow the same policies and procedures but have no financial or approval authority over the student organization. A community advisor's participation does not supersede the responsibilities and expectations of the faculty/staff advisor.

Some organizations may meet frequently, which can be inconvenient to a single advisor. Therefore, it is recommended that more active organizations have more than one advisor, if possible. This will assure the group more attention from its advisors and permit the benefits of advisorship to accrue to other faculty and staff members. Co-advisors should maintain open communication with each other regarding the activities and status of the student organization.

As faculty/staff members serving as advisors to RSOs are assuming additional responsibilities outside of their original position descriptions, it is important that they know and understand the policies and procedures related to RSOs and maintain open communication with the Director of Student Life and the Office of Student Life on issues related to the student organization.

**Failure to follow any and all policies and procedures could result in an event, trip/travel, or fundraiser being considered not sanctioned by the College, and therefore, open the advisor(s) and the student leaders to individual liability.**

## EXPECTATIONS OF AN ADVISOR

The Office of Student Life views the position of student organization advisor as integral to the organization's continued success. This is an exceptional opportunity to work with college-aged men and women in an environment outside the typical classroom and should be viewed in a serious manner. The Office of Student Life commits to making every effort to supporting, encouraging, and working with advisors as opportunities arise.

1. The advisor should ensure that all proposed organizational activities and communications are in conformance with the goals and mission of the organization, the Office of Student Life and Macon State College.
2. The advisor should be aware of the organization's meetings and activities. He/She need not attend all organizational meetings, although attendance is encouraged. An advisor must be in attendance at any after-hours event the organization hosts while utilizing the facilities of Macon State College.
3. The advisor should meet with the officers/student leaders of the organization on a regular basis (at least once a month). Meetings of this type are an ideal arena to establish a meaningful working relationship with the students and to exercise effective advising/mentoring.
4. The advisor should request minutes and an agenda for all organizational meetings.
5. The advisor should have complete officer contact information, to include addresses, phone numbers, and student email addresses. Likewise, the advisor should have an up-to-date list of all currently active members of the student organization and be able to provide this list to the Office of Student Life upon request.
6. The advisor should receive and review monthly financial reports from the organization's treasurer. The advisor must also approve all organizational COA allocations by signature or other agreement with the Office of Student Life. The advisor should understand that under no circumstances will student activities funds be used to purchase or reimburse anyone for alcoholic beverages.
7. If an RSO invites a guest/vendor to campus who is to be paid for services rendered, the advisor is responsible for securing appropriate documentation from the guest in advance of the proposed date of the service/event. All documentation should be submitted to the Office of Student Life for completion of agreement/contract and request of payment of guest, at least two weeks prior to the proposed event. Requests for payment of a guest or vendor that fail to follow this requirement run the risk of not being considered. Documentation may include (but may not be limited to):
  - a. A guest agreement/contract signed by the guest or vendor.
    - i. No advisor should ever sign the guest agreement.
  - b. A completed W-9 form.
  - c. A completed vendor information form.
8. The advisor should also review and approve all deposits of dues or fundraising monies into the organization's dues account.
9. The advisor should encourage the officers/leaders of the organization to distribute written reports (such as financial reports or minutes of meetings) to the general membership on a regular basis.

10. The advisor should be knowledgeable of the organization's purpose, constitution, by-laws, and mission statement and assist the membership of the organization in adherence to them.
11. Advisors for student organizations with dues accounts will be asked to sign an "[Agency Fund Agreement](#)" form each fall semester. This form re-states the advisor's agreement to serve in an advisory role for the student organization and to comply with the business practices of the College in matters related to monies collected or distributed by the student organization. This form serves as a "signature card" for the Macon State College Business Office on all financial requests from the organization's dues account. The Office of Student Life will be responsible for collecting and forwarding these forms to the Business Office.
12. While it is expected that an advisor will develop relationships with students, the College considers it inappropriate for faculty members and others in a position to evaluate students to have amorous or sexual relations with those students currently enrolled in their classes or supervised by them. Furthermore, it is the responsibility of all advisors to avoid such relationships that result in conflicts of interest with students over whom they are in a position of authority by virtue of their teaching, research, committee assignments, administrative assignments, and advising.

## **PURPOSE OF AN ADVISOR**

In addition to the meaningful educational relationships gained that can develop between advisors and student organizations, there are other benefits to be derived from serving as an advisor:

1. Advisors can offer organizations their professional experience to assist in the growth and development of leadership within the organization.
2. Advisors provide a degree of continuity to student organizations whose compositions may necessarily change from year to year as new students enter and others graduate.
3. An advisor's knowledge of College operations, policies, and procedures should enable them to assist organizations in facilitating organizational programs and the achievement of organizational goals.
4. As an employee of the College, the advisor is in a position to safeguard the College as well as the organization by working with groups, particularly the Office of Student Life, to assure that organizational programs and activities are educational in nature, that they contribute to the total educational mission of the College, and the organization is worthy of continuing recognition and association.
5. Advisors can and should guide the organization in its activities and its relationship with the College and with the Office of Student Life. Advisors should be a "compass" for the student organization, not the "rudder".
6. Likewise, advisors should not set policy for the organization, but should take an active role in its formation through active interaction with group members.

# RECOGNITION OF STUDENT ORGANIZATIONS

## Policy

The Office of Student Life will be responsible for assisting students interested in forming a new student organization or reviving a previously recognized student organization. Proposed student organizations should not duplicate or compete with existing student organizations with similar missions. Recognition of student organizations will only be considered during two time periods:

- Fall Semester – from the first day of fall semester classes to the last College business day in September.
- Spring Semester – from the first day of spring semester classes to the last College business day in February.

Special consideration for recognition of student organizations beyond these two time periods may be made at the recommendation of the Dean of Students, and/or his/her designee.

## Procedure

1. Students interested in forming a new student organization are encouraged to talk with a member of the Office of Student Life (Director of Student Life or Student Life Program Coordinator) to determine if a similar organization is already active, if a similar organization has been previously recognized and is currently inactive, or if the proposed organization fits the mission statement and goals of the Office of Student Life and of Macon State College.
2. Being that all student organizations should be student driven, the student(s) making contact with the Office of Student Life will be acknowledged as the student representative(s) of the proposed organization during the recognition process. Faculty members proposing a new student organization should identify student(s) to serve as the student representative(s) during the recognition process. The student representative(s) will be expected to abide by the policies and procedures set forth by the Office of Student Life, Macon State College and the University System of Georgia.

Note that beginning fall semester 2010, all sports clubs will fall under the authority of the Macon State College Recreation and Wellness Program. However, all sports clubs will be expected to follow many of the same guidelines, policies and procedures as all other recognized student organizations.

3. Should the student(s) decide to pursue official recognition of a new student organization or the reactivation of a previously recognized student organization, the student representative(s) and the faculty advisor will need to complete and submit four initial documents to the Office of Student Life. Please note that these forms/documents are available online at <http://www.maconstate.edu/studentlife/studentorgforms.aspx> and include:

- [Advisor Intent Form](#) – signed by the proposed advisor and his/her supervisor.
  - Advisors for extracurricular organizations must come from members of the Macon State College Faculty Senate.
  - Advisors for co-curricular organizations must come from the faculty of the specific school/division/department related to the organization.

- [Petition of Support](#) – petition signed by at least fifty current students who would support the formation of the proposed organization; these students are not saying they would necessarily become members but, the reason for this form is to have a base of potential membership.
- [RSO Application](#) – give the basic information for the organization.
- [Proposed Constitution](#) – the basic framework of the purpose and functioning of the organization; the sample constitution gives the basic information that the Office of Student Life requires of all student organizations. Both a paper copy and an electronic copy should be provided to the Office of Student Life.

4. Upon receipt of the initial documents, a member of the Office of Student Life will provide the student(s) with a RSO Checklist and Receipt Form, which will be used to track the progress of the recognition process.

5. All documents will be reviewed by the Director of Student Life, or his/her designee, who will make corrections/suggestions and/or will forward the proposal to the Student Government Association.

6. The Student Government Association will review the proposed student organization and may make suggestions/corrections, request a meeting with the student representative(s) and advisor, or endorse the proposed organization as is.

7. Once endorsed by the Student Government Association, all documentation is forwarded to the Dean of Students for final approval. The Dean of Students may also make suggestions or corrections, request a meeting with the student representative(s) and advisor, or approve the proposed organization for provisional status as a student organization.

Beginning Fall Semester 2010, provisional status will be given to all newly formed or re-activated student organizations for a period of one year. During the provisional period, student officers/leaders and advisors must complete the mandatory RSO training session and must comply with the policies and procedures required of all recognized student organizations. Provisional RSOs will have the same privileges as officially recognized student organizations with limitations on applying for student activities monies.

8. After successfully completing one year of provisional status, the student organization will be officially recognized and will be required to follow the procedures to register as a recognized and active student organization.

9. If the proposed student organization does not receive recognition by either the Student Government Association or the Dean of Students, the organization may appeal the decision to the Dean of Students or the President of the College, respectively. The person hearing the appeal shall review all documentation and affirm, reverse, or modify the decision. The appeal shall be in such form as the Dean of Student or the President may require.

10. Exceptions to the recognition time periods can be made at the recommendation of the Dean of Students.

## **Policies and Procedures Related to RSOs**

### **Appropriate Use Policy**

Students involved in or operating as a representative of any recognized student organization will be expected to know and abide by the Macon State College Appropriate Use Policy, which can be found in its entirety at <http://www.maconstate.edu/technology/policies.aspx>.

### **Catering/Food Service Policy**

#### **Policy**

Unless otherwise approved in advance by the Director of Student Life, all requests for catering or food service will be directed to the College's cafeteria service.

#### **Procedure**

Requests for food or catering at any on-campus event or activity sponsored by a recognized student organization should be coordinated through the Director of Student Life to assure compliance with policy and proper payment of services.

Recognized student organizations may provide pre-packaged items (chips, candy bars, soft drinks, etc.) for events or meetings, not to exceed \$100 per semester. Events or activities that require consistent or regular requests for food service (for example, weekly or monthly meetings) should be directed to the College's cafeteria services. Recognized student organizations should not request outside catering without the permission of their advisor and the approval of the Director of Student Life or his/her designee. Once approval is given, any food purchased from an off-campus vendor should come from a business with a license to sell and serve food.

The College's cafeteria services has the first right of refusal for all on-campus catering or food service requests.

Under no circumstances should a recognized student organization include home-made food items as a part of any event.

### **Consensual Relationships Policy**

Recognizing that Macon State College faculty members are professionals whose conduct must not jeopardize the trust and confidence of the students they serve or the general public which supports the institution, the College considers it inappropriate for faculty members and others in positions to evaluate students to have amorous or sexual relations with those students currently enrolled in their classes or supervised by them.

The Consensual Relationships Policy can be found in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Drug-Free Campus Policy**

Macon State College recognizes and supports local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere. The Drug-Free Campus Policy can be found in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Eligibility for Participation in Student Life Activities Policy**

Macon State College takes great pride in having students participate in collegiate activities of both non-competitive and competitive nature. For this reason, any student seeking to participate in such activities (recognized student organizations, recreational/intramural tournaments, outdoor recreation trips, etc.) must comply with eligibility guidelines. The Eligibility for Participation in Student Life Activities Policy can be found in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. Information about FERPA can be found in its entirety in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Nondiscrimination Policy**

Macon State College is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, age, religion, and disability are not considered in the admission or treatment of students or in employment, in accordance with Federal and State laws and regulations. It is the intent of the institution to comply with the Title VII of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

The Nondiscrimination Policy and Student Grievance Procedures can be found in their entirety in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Party Policy**

#### **Policy**

In order to continue to provide positive experiences for students involved in extra- and co-curricular activities, the Macon State College Office of Student Life has officially implemented the following procedure related to events sponsored by recognized student organizations. Please be assured that this policy is not designed to decrease social activity of Macon State College students but rather, to better manage the activity and to ensure the safety and security of all participants attending events at the College.

### Procedure

Recognized student organizations wishing to sponsor parties on campus must abide by the following guidelines:

- A “party” will be defined as a social event that occurs on campus beyond regular business hours for which invitations are issued to individuals beyond the regular student membership of the organization.
- The advisor(s) of the recognized student organization must agree that the proposed activity meets the mission of the organization and of the College.
- The advisor(s) will agree to present for the duration of the event.
- The population targeted to attend the event should include only Macon State College students, faculty, and staff, their guests, and students from other institutions of higher education.
- All participants must show valid student I.D. cards in order to be admitted to the event, in addition to any price of admission.
- Students who bring a guest(s) must accept responsibility for the behavior of their guest(s).
- Individuals not sponsored by a student should not be admitted to the event.
- All participants must sign-in and acknowledge sponsorship of their guest(s). The advisor should retain the Sign-In Sheet, forwarding a copy of said sheet to the Director of Student Life.
- The Office of Student Life will work with the Office of Public Safety to secure the services of additional security officers, as needed for the duration of the event.

### **Posting and Publicity Policy**

#### Policy

The Office of Student Life will assist all recognized student organizations in the posting and promoting of events and activities, provided notification is given in a timely and accurate manner, generally two weeks from the date of the event.

#### Procedure

All publicity and promotional material for on- and off-campus events and activities, including but not limited to posters, notices, and banners, must be pre-approved by the staff of the Office of Student Life on the Macon Campus or the staff of the Warner Robins Campus Office of Student Life and must carry the Student Life Approved Stamp before being posted. Stamped items may be posted by the Office of Student Life.

All publicity and promotional material must carry the name of the sponsoring organization or individual responsible for the event or activity, as well as the date(s), time(s), location(s) and contact information, either phone number or email address. Signs and flyers should not contain lewd or offensive words, symbols, and pictures.

Any material posted in unapproved locations, not bearing the Student Life Approved Stamp, or otherwise not in compliance with these regulations may be removed.

The Office of Student Life will copy and post flyers in approved locations for RSOs, given that the RSO provides a clean white copy of the flyer at least two weeks, or ten College business days, prior to the actual event.

## **Press Release Policy**

### **Policy**

The Office of Student Life will assist all recognized student organizations in the posting and promoting of events and activities, provided notification is given in a timely and accurate manner, generally a minimum of ten College business days, recognizing that some news/press agencies may require more notice.

### **Procedure**

Recognized student organizations wishing to promote or advertise an event or activity that is open to the public must submit a request to the Office of Student Life at least two weeks prior to the event. The request should include the name of the sponsoring organization, date, time, location, and appropriate contact information. Photographs and biographical information on speakers should be provided as well. The Office of Student Life will forward the information to the Office of Institutional Advancement, and request that they share the information with appropriate media sources outside of the College.

Recognized student organizations are encouraged to work internally with Student Life and Student Media to promote on-campus, via:

- MSC-TV
- The Macon Statement, the College's student newspaper
- Calendar announcements
- Weekly Blue Storm Reports

These requests should be directed to the Student Media Coordinator and/or the Director of Student Life.

Under no circumstances should members of any recognized student organization submit information directly to external media outlets without the consent and knowledge of the Office of Student Life and the Office of Institutional Advancement.

## **Regents' Statement on Disruptive Behavior**

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98, BR Policy Manual, Section 1902).

## **Reserving Space/Facilities and Event Registration Policy**

### **Policy**

Recognized student organizations and student organizations in the formation or provisional stages of recognition may request College facilities for meetings and activities. Space is available on a first-come, first-serve basis, with academic programs and activities taking precedent over all other requests.

### **Procedure**

- As with all aspects of event planning and fundraising, goal setting and appropriate planning and preparation are the keys to success for any event or activity.
- Officers/Student leaders and/or advisors of recognized student organizations may request the use of College facilities via the Facilities Request and Event Registration Form found online at [http://www.maconstate.edu/studentlife/organization\\_request.aspx](http://www.maconstate.edu/studentlife/organization_request.aspx).
- It is strongly recommended that all requests be made at least ten College business days or two weeks in advance of the proposed event.
- The Office of Student Life will receive the request, confirm availability, and forward the confirmed request to appropriate offices/departments on campus, including but not limited to Public Safety, Plant Operations, Continuing Education, and Academic Affairs.
- Use of facilities, equipment and other College property shall be subject to availability and reasonable scheduling by the Office of Student Life to promote fair sharing of their use. Unusual requests for equipment, to include piano usage, will be at the discretion of the Director of Student Life or her designee. Any costs, up to and including repair, associated with such requests shall be the financial responsibility of the requesting student organization.
- The Office of Student Life will also forward a confirmation to the officer/student leader(s) and the appropriate advisor(s).
- The Office of Student Life may request a meeting with the officer/student leader(s) and advisor(s) before the propose event to discuss:
  - Safety and security concerns
  - Issues of liability
  - Risk management
  - Planning and Implementation
  - Issues of responsibility
- Likewise, the Office of Student Life may request a meeting after the event to discuss
  - How successful was the event?
  - How might the event or the planning/implementation process be improved?
  - Are there any issues or problems that may have developed that need to be resolved?
  - What did the student responsible for the event learn and what can he/she apply in the future?
- Unauthorized use or malicious damage to the property of the College or other persons or entities resulting from organizational activities is prohibited and the recognized student organization shall be responsible for any damages.
- Any equipment or supplies borrowed by the organization shall be returned to the office from which it was borrowed in good, clean, working order. Any damaged equipment will be repaired or replaced by the organization as required.

## **RSO Annual Registration Policy**

### **Policy**

In order for any student group to operate as an officially recognized student organization (RSO) at Macon State College, the group must successfully complete the recognition process. In order for a recognized student organization to maintain active status, they must provide the Office of Student Life with documentation to signify their intent to be active.

### **Procedure**

All recognized student organizations planning to be active during the academic year should present the following forms/documentation to the Office of Student Life in the beginning weeks of each fall semester:

- [RSO Officer and Advisor Roster](#)
- [Acknowledgement of Macon State College Drug-Free Campus Policy](#) (one for each proposed officer or leader of the organization)
- Updated [Advisor Intent Form](#)
- Updated [Agency Fund Agreement Form](#)
- A current copy of the organization's constitution and/or by-laws (hard copy and electronic), if there have been any changes or additions made.

These documents can be found at: <http://www.maconstate.edu/studentlife/studentorgforms.aspx>.

In addition, all RSOs must work with the Office of Student Life to schedule, confirm, execute and promote all proposed activities for the semester and/or year and should use the online [Facilities Request and Event Registration Form](#) in this process. Failure to use this form to request use of space may result in the cancellation or postponement of the proposed activity. This form can be found at [http://www.maconstate.edu/studentlife/organization\\_request.aspx](http://www.maconstate.edu/studentlife/organization_request.aspx).

## **RSO Financial Responsibility Policy**

### **Policy**

All recognized student organizations at Macon State College will be expected to follow standard operating procedures in regards to their financial responsibility and practice. All financial transactions will conform to the purposes and practices approved by the University System of Georgia, the Board of Regents, the Macon State College Business Office, and the Office of Student Life.

### **Procedure**

- Agency Accounts or “Dues” Accounts
  - Every recognized student organization has the opportunity to establish, upon request, an agency account with the College. This agency account, or “dues” account, will contain any and all funds collected from membership dues,

- fundraisers, donations, etc. Student organizations are not permitted to establish outside bank accounts for management of these funds.
- Student organizations wishing to establish an agency account should make their request to the Director of Student Life, who will coordinate with the organization's advisor(s).
  - Once the account has been established, the Director of Student Life and/or the Business Office will provide the advisor with the account number. This number may then be used on the following RSO financial forms:
    - [Agency Account Balance Inquiry](#) – used to determine the balance of the account.
    - [Agency Account Deposit Form](#) – used to deposit any and all funds into the account.
    - [Agency Account Check Request](#) – used to request payment of services or invoices (must be accompanied by an approved contract, W-9 form, and/or Vendor Information Form)
  - No financial transaction will be processed without the proper documentation bearing the signature of the faculty advisor.
  - Under no circumstance should a faculty advisor or a student officer/leader sign any contract for services. All contracts should be forwarded to the Office of Student Life who will request the signature of the Vice President for Fiscal Affairs.
  - While the Office of Student Life retains the right to check balances on all RSO agency accounts, it is the responsibility of the officers and advisor(s) of the RSO to monitor this account on a regular basis. RSOs should refrain from using the Agency Account Balance Inquiry more than once each semester.
  - No “slush funds” or “petty cash funds” should be kept by any member or advisor of the RSO. All dues and fundraising monies should be deposited with the Macon State College Business Office as quickly as possible.
  - COA Funds
    - The Macon State College Council on Organizational Activities (COA) fund has been established to provide RSOs access to seed monies with which to develop approved projects and activities. This seed money comes from a portion of the student activities fees collected each semester.
    - Funding requests are due during the fall semester of each year, with specific deadlines set by the Office of Student Life.
    - COA funds are considered a separate account from the organization's agency account and are managed by the Office of Student Life and Office of Student Affairs, in conjunction with the Business Office. Inquiries on the balance of an RSO's COA funds should be directed to the Office of Student Life.
    - While COA funds, once approved and allocated, are available from fall semester to the end of June, the Office of Student Life reserves the right to request all funding and/or payment requests be made by the last College business day in May for bookkeeping and end of the year financial purposes. These allocated funds may only be used on the events/activities/supplies included on the initial request. Residual funds cannot be used for any purposed not outlined on the Request for COA Funds.

- COA funds not used by the RSO are not transferable to the following year. For example, any residual 2011 funds cannot be used for an event or expense which occurs in Fall Semester 2012.
- COA allocations are intended to supplement and complement the fundraising efforts of RSOs. It is not now, nor has it ever been, intended to supplant organizational responsibility for fundraising, nor be the sole source of funding for the organization's activities.
- The criteria for considering all RSO COA funding requests are:
  - Completion of annual RSO advisor and student leader training prior to submission of the application.
  - Documented history of service to student members, as well as to the Macon State College community and the Middle Georgia community.
    - *Does the RSO promote events/activities that can be viewed as open and beneficial to the entire Macon State College student body?*
    - *If so, how?*
  - Documented history of compliance with the policies and procedures of the Office of Student Life
    - *Are facilities and all other requests made in a timely fashion (i.e. two weeks or ten College business days in advance of event)*
    - *Does the organization collaborate with other organizations on-campus?*
  - Length of active existence at Macon State College.
  - Vigorous fundraising efforts by student members.
  - Active participation of student members in events sponsored by the Office of Student Life and by the College including, but not limited to, bi-annual club fairs/Club Rush, student orientations, Honors Convocation, Student Life Leadership Workshops, and Graduation Convocation.
  - Membership requirements.
    - *Is the organization a member of or affiliated with a larger national, state, or local organization?*
  - Nature of the organization
    - *Is the organization co-curricular (tied to a program/department/school within the College) or extra-curricular?*
    - *Is the organization competitive in nature?*
  - Preferential consideration will be given to requests for funding that clearly demonstrate benefit to the larger student body of the College.
- When making COA requests, all RSOs should consider whether or not the proposed event or activity is for the benefit of the larger student body, as COA funds come from a portion of the student activities fees.
  - Possible suggestions include, but are not limited to:
    - Travel requests for students
    - Conference fees (particularly when the student can be expected to bring the information back and share it with other students)
    - Guest speakers for events that are open to the entire student body and campus community

- Events or activities that are open to the entire student body and campus community
  - Seed money for fundraising activities
  - Inappropriate requests for COA funding include, but are not limited to:
    - Charitable donations of any type
    - Equipment for use in an academic school, program or division
    - Any item that could be construed as being for individual gain (i.e. t-shirts for officers only or recreational travel for a specific group)
    - Travel for faculty/advisors only
    - Gifts for advisors, officers/leaders or guest speakers
    - Trophies, awards or plaques or any individualized recognition
- Fundraising
  - Fundraising by RSOs is encouraged in order to offset the cost of travel, fees, supplies, events, etc.
  - Before beginning any fundraising effort, the RSO must secure administrative approval. Advisors must apply to the Office of Student Life in advance of the requested date for facilities, equipment, and event approval. Once approved, fundraisers shall not compete with other RSO fundraisers for same or like products or items.
  - Required periodic evaluation of, and changes in, this policy will remain the responsibility of the Dean of Students, or his/her designee.
  - To request approval for fundraising by an RSO:
    - The advisor must apply to the Director of Student Life at least ten College business days or two weeks in advance of the proposed activity via email, with all pertinent information related to the proposal to include but not limited to: dates, location, associated costs or fees, potential risks or liabilities, petty cash funds, etc.
    - The Director of Student Life will have the responsibility for securing approval from the Dean of Students and/or the Vice President for Fiscal Affairs for any fundraising effort, as needed.
    - The Director of Student Life, or his/her designee, shall have the responsibility for coordinating facilities and equipment needs with Plant Operations.
    - All monies collected are to be immediately deposited into the RSO's Dues Account with the Macon State College Business Office. All related expenses are to be paid through the Dues Account or COA account. Expenses should not be paid from the monies collected.
  - Appropriate fundraising ideas include, but are not limited to:
    - Selling of pre-packaged foods or coupons for same, when the selling is not considered to be in direct competition with existing auxiliary services.
    - Selling of t-shirts
    - Tournaments or competitions
    - Yard Sale
  - Inappropriate fundraising ideas include, but are not limited to:
    - Bake Sales, to include the selling or giving away of homemade food items
    - Selling of a ticket for a chance to win a prize (raffles)

- Any event that directly competes with the auxiliary services of the College (i.e. Cafeteria, Coffee Shop, and Bookstore) or that competes with previously approved fundraisers by other RSOs, as determined by the Director of Student Life.
- Non-compliance with this policy may result in the loss of recognized status.
- Under no circumstance should any member of an RSO solicit donations without the prior approval of the advisor. The advisor will secure approval from the Director of Student Life.
- As “slush funds” are prohibited, RSOs can request a maximum of fifty dollars (\$50), along with a cash box, from the Office of Student Life, provided this request is a part of the original request for approval, at least ten College business days in advance of the event.
- The use of RSO Dues Account monies must conform to the purposes and practices approved by the Board of Regents, the Macon State College Business Office, and the Office of Student Life.

### **RSO Officer/Student Leader Policy**

#### Policy

Any student who holds an elected or appointed position of leadership must maintain a minimum 2.0 cumulative grade point average (GPA). Recognized student organizations may increase the minimum GPA requirement. Additionally, a student who holds an elected or appointed position of leadership must also be enrolled at Macon State College during the length of service and participation.

#### Procedure

Using the RSO Officer and Advisor Roster, the Office of Student Life will confirm eligibility for each officer/student leader for each RSO.

### **Soliciting and Selling Policy**

Soliciting and selling for personal profit are not permitted on any Macon State College campus. Recognized student organizations proposing fund-raising projects must follow the Fundraising guidelines previously mentioned. Likewise, recognized student organizations will be expected to comply with the RSO Financial Responsibility Policy previously mentioned.

### **Special Procedures for Adjudicating Cases involving RSOs**

#### Policy

It is expected that all recognized student organizations or RSOs will abide by the policies and procedures of the Office of Student Life, Macon State College, and the University System of Georgia. Failure to do so may result in adjudication and the imposing of sanctions on the RSO.

#### Procedure

Should a complaint be filed against a recognized student organization (RSO), the Director of Student Life or his/her designee will conduct an investigation and may impose the following sanctions if necessary:

- Cancellation of recognized status

- Imposition of monetary fines, withholding or withdrawal of allocated COA funds and/or Dues Account Funds
- Imposition of restitution of damages
- Removal of any of the RSO's officers or members from the RSO or its activities
- Restriction of any of the privileges or rights enjoyed by the RSO

An RSO may appeal any sanction imposed by the Director of Student Life and his/her designee provided relevant grounds for appeal are cited. (See the Macon State College Student Code of Conduct found in the Macon State College Student Handbook at <http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>, under "Appeal Procedures for Suspension/Expulsion", section 2b.)

Written notification of the decision to appeal and the grounds for appeal must be received by the Director of Student Life within 48 hours after the original decision is communicated to the RSO.

Appeal proceedings will begin within five College business days of the receipt of the written notification from the RSO. Appeal will be heard by the Assistant Dean of Students.

The RSO may request an appeal of the findings of the Assistant Dean of Students to the Dean of Students provided relevant grounds for appeal are cited. The written notification must be submitted to the Dean of Students within 48 hours of the decision of the Assistant Dean of Students being communicated to the RSO.

The Dean of Students constitutes the final court of appeal in all cases not involving suspension or expulsion of individuals from the institution.

### **Student Email Policy**

Macon State College students are provided an e-mail account free of charge. The College considers this account an official means of communication. The Student Email Policy can be found in the Macon State College Student Handbook (<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>).

### **Student Media Policy**

The purpose of the Student Media Program at Macon State College is to provide interested students with opportunities to learn about the art and craft of creative endeavors, journalism and new media via three primary outlets – an annual literary/art journal, a campus closed-circuit television lab, and a newspaper. The Student Media policy can be found in the Student Media bylaws ([http://www.maconstate.edu/studentlife/docs/StudentMediaBylawsfinal9-23-08\\_000.doc](http://www.maconstate.edu/studentlife/docs/StudentMediaBylawsfinal9-23-08_000.doc)).

### **Student Organization Responsibility for Drug Abuse**

Official Code of Georgia Annotated Section 20-3-90 et seq., provides that any student organization functioning at any university system institution which knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or a dangerous drug when such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a

student organization withdrawn and shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt. The organization shall also be prohibited from the use of all property and facilities of the university system institution with which it is affiliated. These disciplinary actions are subject to administrative review and hearing procedures as are provided in the code.

## **Student Travel Policy**

### Policy

Students participating in extra- and co-curricular travel should complete all necessary travel forms prior to departure. It is the responsibility of the advisor and/or sponsor of the travel opportunity to make sure all forms are completed and forwarded to the Office of Student Life at least five College business days prior to departure.

### Procedure

All students participating in extra- and co-curricular travel are required to complete the following forms:

- [Registration Form](#)
- [Student Travel Agreement](#)
- [Macon State College Drug-Free Campus Policy](#)
- [Consent, Release, Waiver of Liability and Covenant Not to Sue](#)

These four forms can be found together at

<http://www.maconstate.edu/studentlife/docs/STARform.pdf>.

It is the responsibility of the advisor or designated sponsor of the travel opportunity to submit all required travel forms, in addition to a [Student Travel Roster](#), to the Office of Student Life, at least five College business days before the departure date. All travel forms will be kept on file for a minimum of five years from the date of travel.

Failure to submit all required travel forms in advance of the travel opportunity may mean that the advisor or designated sponsor is operating outside of documented policies and procedures of the Office of Student Life and Macon State College and therefore may be subject to individual liability and not covered by the College.

When students travel related to extra- and co-curricular activities, they should know that the point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus.

Students should be aware that they are responsible for abiding by the Drug-Free Campus Policy and they may be held liable, both civilly and criminally, in the case that they are found in violation.

It is the practice of the Office of Student Life to accommodate students of the same gender in hotel rooms and to provide equity in room assignments and accommodations.

## **Vehicle Request Policy**

### Policy

Advisors for recognized student organizations may request the use of designated College vehicles for the purpose of extra- and co-curricular student travel. Students are not allowed to drive designated College vehicles.

### Procedure

Advisors requesting the use of designated College vehicles for extra- and co-curricular student travel should complete the online Vehicle Request Form found at <http://www.maconstate.edu/studentlife/vehiclerequest.aspx>.

Prior to submission of the online Vehicle Request Form, advisors must have completed the “Auto Liability” program as required by the Georgia Department of Administrative Services (DOAS) found at <http://www.doas.georgia.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>. Advisors should watch the video entitled “Auto Liability” and then verify that he/she has completed the FY 2010 online “Auto Liability” program as required by DOAS.

The completed request form will be forwarded to the Office of Student Life. The Office of Student Life will direct the request to the Office of the Vice President for Fiscal Affairs for confirmation of availability. Once confirmed, the Office of Student Life will forward confirmation back to the faculty/staff advisor.

The advisor will be expected to read and understand the “Employee Responsibilities” in relation to driving a designated College vehicle, as found on the Vehicle Request Form and included in the confirmation email.

### **Web Posting Policy**

#### Policy

Faculty advisors of recognized student organizations (RSOs) may request that the RSO receive space on the Macon State College website for posting of approved material.

Additionally, the advisor(s) of the RSO will maintain responsibility for the content of the material posted on websites related to or sponsored by the RSO.

#### Procedure

An RSO requesting space on the Macon State College website should make the initial request to the Director of Student Life who will forward all requests to the Office of Technology for appropriate action.