AT THE UNIVERSITY OF WEST GEORGIA
We’re not bound by tradition.
When everyone else is going east,
we Go West – to a world of unfettered opportunity.
We are blazing trails to new possibilities
for scholarly achievement, creative expression
and service to humanity.
Every day, our students and faculty prove that
amazing things happen when you
Go West.
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Notice:
The policies and procedures presented in this handbook are subject to change. Any changes in policy will be forwarded to registered clubs and organizations.

This handbook is a compilation of policies and procedures from various University departments. Please contact these departments if you have specific questions about these policies.
Center for Student Involvement

MISSION STATEMENT: The Center for Student Involvement facilitates student engagement, leadership and involvement through a variety of programs and services.

The Center for Student Involvement offers a number of programs and services to fulfill its mission. CSI seeks to be the ultimate connection to student life for UWG students. The Center for Student Involvement oversees University Programming, Greek Life, Student Government Association, Student Leadership Development Programs, and Student Organizations. The Center is responsible for advisement of the following groups:

- Student Government Association
- Interfraternity Council (IFC)
- Panhellenic Council
- National Pan-Hellenic Council (NPHC)
- Greek Council
- Student Activities Council (SAC)
- Leadership Advisory Board
- Order of Omega (Greek Leadership Honorary)
- Rho Lambda (Panhellenic Honor Society)

Events such as the Welcome Back Blast, Homecoming, LEAD Weekend, Greek Week, and the Spring Fling are just a few of the activities sponsored by these groups. CSI also provides workshops, lectures and cultural programs throughout the year. Below is a list of services provided by the department.

UNIVERSITY PROGRAMMING
The Student Activities Council (SAC) is a group of students whose purpose is to provide co-curricular activities for the university community. Their mission is to provide a number of diverse cultural, recreational, social, and entertainment programs through its program committees. These committees are University Traditions, Multicultural Programs, Live Music, Comedy Presentations, Special Events, Homecoming, and Issues and Ideas.

GREEK LIFE
The Center for Student Involvement provides advisement and consultation to all of the nationally recognized social fraternities and sororities and their governing bodies, which are the National Association of Latino Fraternal Organizations, National Multicultural Greek Council, National APIA Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, and Panhellenic Council. In addition, advisement is provided to Order of Omega (a leadership honorary for Greeks) and Rho Lambda (Panhellenic Honor Society.) The Center assists all groups in recruitment, membership intake, and organizational development.

STUDENT ORGANIZATIONS
The Center for Student Involvement coordinates the entire registration process for all student groups to become registered student organizations. Each group is afforded advisement, consultation, professional guidance, personal and/or organizational assistance.
LEADERSHIP EDUCATION AND DEVELOPMENT

Student leadership is greatly emphasized in many of the programs and services offered by the Center for Student Involvement. UWG LEAD (Leadership Education and Development) is a comprehensive leadership program that offers involvement, training and resources to all students seeking to strengthen their leadership skills. Some of these programs include Leadership to Go, LeaderShape Scholarships, Lead Lunches, and Leadership in the Wilderness.

FOR MORE INFORMATION CONTACT:
Center for Student Involvement
Campus Center 304
UNIVERSITY OF WEST GEORGIA
Carrollton, Georgia 30118
(678) 839-6526
www.westga.edu/CSI
CHAPTER I. GENERAL PROVISIONS

Sec. 101 DEFINITIONS
In these regulations, unless the context requires a different meaning,
(A) “advisor” means a member of the general faculty or administrative staff who is recognized by the Center for Student Involvement to counsel organizations;
(B) “class day” means any day on which classes are scheduled;
(C) “student” means a person enrolled in the University of West Georgia;
(D) “President” means President of the University of West Georgia;
(E) “Student Involvement” means the Center for Student Involvement which is responsible for co-curricular activities;
(F) “university” means the University of West Georgia; and
(G) “university facility” means classrooms, auditoriums, residence halls, and any other area of the campus.
(H.) “president” means president of a student organization

CHAPTER II. CENTER FOR STUDENT INVOLVEMENT

Sec. 201. JURISDICTION OVER STUDENT ORGANIZATIONS
The Center for Student Involvement in conjunction with SAEM exercises jurisdiction over all registered student organizations and the organization registration process.

Sec. 202. GENERAL DUTIES OF Center for Student Involvement
The Center for Student Involvement shall:
(A) review applications, rules, bylaws, and constitutions of all organizations that apply for registration on campus.
(B) determine whether they meet the eligibility requirements stipulated in Chapter III, are active, and conduct their affairs in accordance with regulations and administrative rules, and
(C) the Center for Student Involvement may determine that the organization does not meet the registration criteria and if re-registering be removed from the list of registered organizations.

CHAPTER III. REGISTRATION

Sec. 301. REGISTRATION
(A) An organization or group may be registered if its actions or activities are in accordance with the educational purpose and mission of the university, and it meets the terms of Sections 302, 303, and 404.
Sec. 302. ELIGIBILITY
Membership is limited to those individuals that are affiliated with the University of West Georgia. A group is eligible for registration if:

(A) its membership is limited
   1. to students (85%); and
   2. to faculty and staff (15%);
   3. is not an auxiliary group (i.e. Little Sisters, Big-Brothers)
   4. and has at least five members

(B) membership practices do not violate university, state, or federal laws or guidelines;

(C) it has a full time faculty/administrative staff advisor;

(D) it is not under disciplinary penalty prohibiting registration;

(E) it conducts its affairs in accordance with university regulation and administrative rules;

(F) its purposes are in accordance with the stated purposes and goals of the university.

Sec. 303. APPLICATION
A group shall apply to register in a manner prescribed by the Center for Student Involvement. Information required for registration includes:

(A) the name and a local mailing address of the proposed organization;

(B) the name and signature of its officers and advisor;

(C) a signed copy of the university hazing policy;

(D) a copy of its constitution, bylaws, charter, and its purpose statement;

(E) a signed copy of the Civil Rights/Title IX statement;

(F) a signed copy of the university alcohol policy;

(G) a roster of all members;

(H) a listing of last year’s activities;

(I) a UWG e-mail address

(J) other application information required by the Center for Student Involvement.

Sec. 304. ACTION ON APPLICATION
(A) In considering an application, the Center for Student Involvement shall register the organization unless it is ineligible under Section 302.

(B) The Center for Student Involvement shall notify an organization in writing as to the acceptance of registration.

Sec. 305. UNACCEPTED REGISTRATION
(A) If registration is denied the organization may petition in writing the Center for Student Involvement, requesting him/her to grant registration provided they have met all the requirements set forth in Section 301, 302, 303, 402.

(B) If registration is denied, and upon request of the organization, the Director shall furnish it with a copy of a written statement of the reasons for refusal.

(C) If registration is again denied, the organization may file an appeal with the Vice President for Student Affairs and Enrollment Management.
CHAPTER IV. RIGHTS AND DUTIES

Sec. 401. RECOGNITION AND ACTIVITIES
A registered organization is entitled:
(A) to be listed as a student organization;
(B) to sponsor or present a public performance on university property when:
   1. a university facility has been properly reserved; and
   2. university regulations and administrative rules are followed;
(C) to raise funds or make other permissible solicitations on university property in accordance with university regulations and administrative rules;
(D) to reserve the use of university facilities;
(E) to post signs and distribute literature in accordance with university regulations;
(F) to use campus mail services.

Sec. 402. MEMBERSHIP
Membership practices cannot violate university, state, or federal laws or guidelines.

Sec. 403. MEETINGS
(A) An organization shall give its members and advisors reasonable advance notice of its meetings.
(B) An organization shall conduct its meetings in accordance with its charter and constitution.

Sec. 404. REQUIREMENTS
(A) Every student organization shall furnish to the Center for Student Involvement at the beginning of each Fall Semester a complete list of officers (including a local mailing address and UWG e-mail address) and any members of the organization who are authorized to receive official notices, e-mails, directives, or information from the university. Such lists shall be kept current and accurate throughout the year by the organization, and it shall be presumed that officers and members whose names appear on the list most recently filed are authorized to speak for and represent the organization in its relations with the university. Officers must be enrolled students. Organizations will also furnish a list of members and of the past year’s activities.
(B) University Police official(s) will be required for large scale events which are open to the public or have unrestricted access. Organizations must complete the Large Events Policy and Procedure form for any large event.
(C) Organizations shall follow all university policies and procedures as outlined in the Conduct Code for Student Organizations.
(D) Social Greek Organizations shall follow all policies and procedures included in the Social Greek Organization Handbook.
CONDUCT CODE AND DISCIPLINARY PROCEDURES FOR STUDENT ORGANIZATIONS

Student organizations may be charged with violations of the Student Conduct Code and the Conduct Code for Student Organizations. (The term “student organization” means a number of people who have complied with University requirements for registration.) A student organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of its leaders, officers, or spokespersons. Individuals charged with conduct code violations arising out of their affiliation with student organizations shall have their cases settled according to procedures outlined in the Student Conduct Code. Student Organizations should realize that they may be held accountable through the university discipline system for their behavior, whether on or off campus, when an offense is directed at the university, a member of the university community, campus visitor, or another student organization and is a violation of the Student Conduct Code or the Registered Student Organization Code of Conduct.

The officers, leaders or any identifiable spokespersons for a student organization may be directed by the Vice President for Student Affairs and Enrollment Management, his/her designee, advisor or university official acting on his/her behalf, to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in its behalf. Failure to make reasonable efforts to comply with the Vice President’s directive shall be considered a violation of this code, both by the officers, leaders or spokespersons for the organization and by the organization itself. Organizations may be administratively suspended pending the outcome of an investigation or hearing.

Disciplinary action directed towards student organizations shall be afforded according to procedures published annually by the Center for Student Involvement and distributed to all registered student organizations.

PROHIBITED CONDUCT FOR STUDENT ORGANIZATIONS

The following misconduct is subject to disciplinary action. Attempts to commit acts prohibited by this code shall be dealt with in the same manner as completed violations.

1.00 Damage to Property

Malicious or unwarranted damage or destruction of property owned or rented by the University, its student organizations, the faculty, staff, or the Carrollton community and its individual residents.

2.00 Disorderly Conduct

.01 Obstructing the free movement of other students about the campus, interfer-
ing with the use of University facilities, or preventing the normal operation of
the University.
.02 Acting in a manner which can reasonably be expected to disturb the academic
pursuits, or infringe upon the privacy, rights, privileges, health or safety of stu-
dents or the University community.
.03 Intentionally harassing others. Harassment includes, but is not limited to, threaten-
ing, intimidating, verbally abusing, impeding, telephoning, following or persist-
tently bothering or annoying.
.04 Physical assault, including sexual assault.
.05 Engaging in obscene or indecent conduct.
.06 Failure to comply with administrative policies enacted by the University.
.07 Failure to comply with the directions of University officials or authorized
agents acting in the performance of their duties.

3.00 Theft, Disregard for Property
.01 Theft of property or services belonging to other individuals or organizations.
.02 Maintaining possession of property belonging to individuals or other organiza-
tions.

4.00 Alcohol and Drug Abuse
Violations of the University Alcohol Policies, Student Conduct Code, including but not limited to:
.01 Furnishing or causing to be furnished any alcoholic beverages to any person
under the legal drinking age.
.02 Sale of alcohol.
.03 Furnishing or causing to be furnished any alcoholic beverage to any person in a
state of noticeable intoxication.
.04 Unauthorized manufacture, distribution or possession for purposes of distribu-
tion of any controlled substance or illegal drug.
.05 Use or possession of any illegal drug or controlled substance (without valid
prescription).

5.00 Unauthorized Entry
Unauthorized entry, attempted entry, or remaining in restricted areas of University,
organizational, or community facilities.

6.00 Gambling
Conducting, organizing or participating in any activity involving gambling in any form
(including but not limited to calcuttas, raffles and lotteries).

7.00 Hazing
Hazing in any form. See the complete University policy on hazing in Appendix B of
the Student Handbook.

8.00 Fire Safety and Sanitation
.01 Malicious or unwarranted tampering with or damage to fire safety equipment
belonging to another student or organization, the University, or the Carrollton community.

.02 Causing, condoning, or encouraging the creation of any situation involving fire which reasonably may result in danger to individuals, The University of West Georgia, or the Carrollton community.

.03 Possession or use of incendiary devices, dangerous explosives, or illegal fireworks.

.04 Failure to maintain a student organization’s facilities or property (or surrounding property) so as to create a potential danger to the health and safety of the occupants or members of The University of West Georgia and Carrollton community.

.05 Fire Hazards including incense, candles, explosives, gasoline, potpourri burners, and incendiary devices of any kind are not permitted in campus facilities unless approved in writing by Director of Auxiliary Services and Risk Management.

9.00 Falsification of Records/Information

Providing false, misleading, or incomplete information to any University official or office or falsification of student organization registration information.

10.00 Social Events

.01 Crowd size which exceeds such limits so as to infringe upon the rights of others or endanger those in attendance.

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

.03 Failure to provide adequate security personnel or other security measures in order to insure the safety of those in attendance.

.04 Conducting any event which interferes with the normal progress of academic events or other University activities.

11.00 Policies

Failure to adhere to policies of their national organizations/headquarters, governing bodies (i.e., NPHC, Interfraternity Council, Panhellenic, etc.).

12.00 Student Conduct Code

Violations of the University Student Conduct Code.

13.00 Published University Regulations

Violation of university regulations or policies, as approved and published by various units of the university. These include the university policy prohibiting sexual harassment, the university tailgating policy, and policies administered by the Center for Student Involvement, Housing and Residence Life and the Division of Student Affairs and Enrollment Management.

14.00 Violation of University statutes, rules, policies, procedures, and/or state, federal or local law.
15.00 National Revocation
Revocation of recognition/charter, suspension or denial of recognition/charter by
the organization’s national office or headquarters

CASE REFERRALS
Any person, including students, faculty and staff, who has information regarding
what he/she considers a regulation violation may file a complaint with the Director
of the Center for Student Involvement or Judicial Affairs, or his/her designee. Each
complaint shall contain a statement of facts outlining each alleged act of misconduct
and will normally be expected to participate in proceedings conducted to resolve
the case.

A student organization may be subject to disciplinary action if one or more of the
following is true:
1. An offense is alleged to have been committed by one or more members of
an organization and is sanctioned by or participated in by an officer of the
organization.
2. An offense is alleged to have been committed by one or more members of an
organization and organizational funds are used to finance the venture.
3. An offense is alleged to have been committed by one or more members of
an organization and is related to an organizational process or function. These
include, but are not limited to, recruitment, initiation and pledgeship.
4. An offense is alleged to have occurred as a result of a function sponsored by a
student organization.
5. An offense is alleged to have been committed by one or more members of an
organization and is supported by a substantial number of the organization’s
membership.

PROCEDURES
When a student organization is charged with violation of the Student Organiza-
tional Conduct Code, disposition of the student organization’s case shall follow the
procedures outlined below.
1. Staff members in the Office of Student Judicial Affairs will investigate referrals
and determine if disciplinary charges should be filed.
2. Written notices of the charges and the date, time and place of the hearing will
be given to the President or an official representative of the organization. The
notice of the hearing must be received by the student organization at least five
business days prior to the hearing. The student organization may waive this five-
day requirement so long as the waiver is in writing.
3. Organizational hearings will be conducted by the Student Organization Judicial
Committee.
4. Students in organizational disciplinary hearings are assured the following proce-
dural safeguards:
   a. Adequate written notice of the hearing and the specific charges against
      them.
b. The right to produce evidence, call and question witnesses, and raise questions as to procedure.
c. The right to be present at the hearing without academic action resulting from class absence.
d. The right to have an advisor present. This advisor may be the organization’s advisor as registered with the Center for Student Involvement or a member of the University community chosen by members of the organization.
e. The right of access to an audio tape recording or written summary of the proceedings, which will be made available at the student organization’s expense if requested at least twenty-four hours before the hearing.
f. The right to appeal disciplinary decisions.

RESOLUTION OF DISCIPLINARY CASES
Student organizations referred to the Assistant Dean of Students shall be offered a choice of an Administrative Hearing, a Student Organization Judicial Committee Hearing, or an Informal Disciplinary Conference.

STUDENT ORGANIZATION JUDICIAL COMMITTEE (SOJC) HEARINGS
These hearings will be conducted by a committee, appointed annually and consisting of three members of the faculty/staff and two students, which recommends outcomes to the appropriate University official.
The faculty/staff members and alternates and the chair shall be appointed by the appropriate University official, and the student representatives and alternates will be appointed by the Chief Student Justice from within the ranks of approved members of the Student Judicial Commission.

AGENDA FOR STUDENT ORGANIZATION JUDICIAL COMMITTEE HEARINGS
1. Chair calls the meeting to order. Explains that a tape recording is being made and asks that all present introduce themselves.
2. Chair introduces the case by naming the organization defendant and listing the alleged violations of the Conduct Code for Student Organizations.
3. Chair asks the Student Organization representative how the organization pleads to the alleged violations. The representative will then respond with a plea of guilty or not guilty to each alleged violation.
4. A representative of the University will present the case and supporting evidence, including calling witnesses. Committee members and the organization representative may ask questions of the university representative and of each witness.
5. The representative of the organization presents the organization’s case and supporting evidence, including calling witnesses. Committee members and the University representative may ask questions of the representative and of each witness.
6. The University representative and the organization representative are given an opportunity to make closing statements.
7. Chair adjourns the hearing, which is followed by a period of discussion and deliberation by the committee.

**ADMINISTRATIVE HEARINGS**
The Vice President for Student Affairs and Enrollment Management or a designated administrator conducts these disciplinary hearings and renders a decision.

**AD HOC BOARD HEARINGS**
Such boards may be appointed by the Vice President for Student Affairs and Enrollment Management when the SOJC is unable to obtain a quorum or is otherwise unable to hear the cases in a timely manner. Each ad hoc board shall be composed of a minimum of three members including at least one student. Ad hoc boards recommend outcomes to the Vice President for Student Affairs and Enrollment Management. If the charges under question have already been adjudicated by another recognized committee of the University (such as one of the Greek system judiciary boards), the Vice President for Student Affairs and Enrollment Management may accept the decision of that committee as an outcome.

**INTERPRETATION OF REGULATIONS**
Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

**INHERENT AUTHORITY**
The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

**SHARED RESPONSIBILITY**
Student organizations are responsible at all times for any violations of University regulations by their guests. Student organizational members who knowingly act in concert to violate University regulations may be held individually and jointly responsible, along with their respective student organizations. Members of student organizations who knowingly condone, encourage, or require behavior which violates University regulations may be held individually and jointly responsible, along with their respective organizations.

**LEGAL COUNSEL**
Individual students appearing in organizational disciplinary hearings may be accompanied by legal counsel if they have concurrent criminal charges pending against them. The role of counsel in the meeting shall be limited to consulting with the individual student. Students who will be accompanied by counsel must inform the Center for Student Involvement or Judicial Affairs in writing at least two business days prior to the scheduled date of the hearing.
DISCIPLINARY SANCTIONS

The following measures are disciplinary sanctions which may be imposed against a student organization for a violation of student organization regulations. This list is not exhaustive or in order of severity and may be enlarged or modified to meet particular circumstances.

1. Recommendation for Charter Revocation - An official request to a national office that the local chapter's charter be revoked.

2. Revocation of University Registration - Permanent severance of the organization's relationship with UWG.

3. Suspension of University Registration - Temporary severance of the organization's relationship with UWG for a specified period of time. The period of time is to be specified in the decision of the hearing body.

4. Restitution - Reimbursement for a loss caused by the organization's actions.

5. Community Service - Assignment to work a specific number of hours of community service.

6. Restrictions - Restriction of some or all of the organization's activities or privileges, including, but not limited to, social functions and rush privileges. Social restrictions placed on organizations may vary, based on the nature of the offense.

7. Oral Reprimand - An oral statement of disapproval issued to the organization by the hearing body or a person designated by the hearing body.

8. Written Reprimand - A written statement of disapproval delivered to the organization.

9. Probationary Status - Probationary status is defined as a period of time during which the organization cannot violate any policies (including those of the University, its national organization, or local governing bodies). Violation of probation will normally result in more severe sanctions.

10. Other - Alcohol awareness programs, risk management programs, etc.

APPEALS

Requests for appeals must be in writing to the appropriate University official within five business days. Appeals must be specific and detailed as to the nature and substance of the student organization's complaint and must clearly indicate what action is requested. Cases will not be reheard on appeal, but rather will be decided based upon the record of the original proceeding. Mere dissatisfaction with the decision is not grounds for an appeal. The President may appoint a committee or utilize the services of an existing committee to review the case and make a recommendation regarding the appeal. The President's decision shall be final insofar as the institution is concerned.

See Appendix K of the Student Handbook, for information about appeals to the Board of Regents of the University System of Georgia.
Policies and Guidelines

SECTION I

Get a change of perspective. GO WEST.
POLICIES AND GUIDELINES

POSTING/DISPLAY POLICIES

I. GENERAL PROVISIONS

1. Departments and officially registered student organizations may post notices, handbills, non-commercial advertisements, and posters on the bulletin boards located in the following places: Martha Munro, UCC, Campus Center, TLC Building, Food Service Building (Z-6), the Education Center, Callaway, Social Science Building, Math-Physics Building, the Humanities Building, the Library, Biology, Geography, and Business Building.

2. Posting in residence halls must be approved by the Department of Housing and Residence Life.

3. Notices, handbills, posters, and banners are to be placed only on bulletin boards. They may not be taped to doors, windows, light posts or walls (interior or exterior of buildings), or stapled to trees or placed on cars. Large banners may be taped to the “Library Wall” or tied to the UCC railing. Nothing may be posted on the railings inside the UCC. Banners may be tied to railings outside the UCC after approval from CSI.

4. Organizations desiring to post notices, flyers, posters, banners, etc. must have them approved by the Center for Student Involvement. Departments do not need approval to post flyers.

5. All materials must have the name of the sponsoring department/student organization and the date of the event clearly printed on all materials. All materials advertising social events must have beginning and ending times listed.

6. There is a two week maximum posting time unless approval is given for an extension by the Center for Student Involvement. NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization will be allowed to use these bulletin boards.

7. NO GLITTER. Flyers, posters, banners etc. with glitter will not be approved and should not be brought to the office.

8. Laminated materials will not be approved.

9. A maximum of thirty flyers may be posted by any organization at one time.

The following restrictions will apply to ALL registered student organizations.

A. All the materials to be posted or distributed by any registered student organization must be submitted for approval a minimum of 24 hours prior to the posting.

B. Due to limited posting space, each organization will be allowed to post only in designated areas. Any registered student organization found in violation of the posting policies of UWG will be subject to the following.

1st Violation - Student organization and advisor will receive a written warning.
**2nd Violation** - Student organization will not be allowed to post on campus for one semester.

**3rd Violation** - Student organization will be restricted from posting for one academic year.

II. **POSTERS**

1. Posters are defined as standard poster boards 11" x 17" or larger.
2. Placement of posters is restricted to bulletin boards and must be fastened with masking tape, tacks, or staples.

III. **DISPLAYS**

1. There are five display areas for student organizations on campus: the Campus Center, one outside and one inside the University Community Center, the steps of the Library, and the steps of the Humanities Building. Displays can include any group of posters, photographs, or other materials.
2. Use of the display area must be approved in advance (at least 48 hours) by the office reserving that space.
3. A member of the organization must be with the display at all times while it is set up.

IV. **HANDBILLS**

1. Handbills are any printed matter 8 1/2" x 11" or smaller.
2. Handbills may be handed out on campus or, after approval, posted on bulletin boards.
3. Handbills may not be placed on cars.

V. **BANNERS**

1. Banners are defined as materials (paper, plastic, vinyl, etc.) that are larger than posters, but cannot exceed the size of the location.
2. Banners can be hung on the UCC railings or inside the Campus Center after approval from CSI.

VI. **POSTING BY OFF-CAMPUS GROUPS**

1. Off-campus groups may ONLY distribute handbills (printed material 8 1/2"x 11" or smaller). Off campus groups/individuals may not post handbills, posters, flyers or any other material anywhere on the UWG campus, including but not limited to walls, doors, bulletin boards, sidewalks, cars, trees, etc.
2. Displays by non-campus groups are not permitted, unless they are vendors approved by Auxiliary Services and in accordance with the Advertising, Solicitation and Selling Policy.
3. Commercial advertising is not permitted.

VII. **POSTING BY INDIVIDUALS**

1. The privilege to post is extended to officially registered campus organizations and departments only. Individual posting is not allowed.
VIII. CHALKING GUIDELINES

1. It is permissible for University Departments and registered student organizations to chalk on designated university sidewalks. Those designated concrete sidewalks are in front of the Library, the Food Service Building (Z-6), the University Community Center, the quad area surrounded by the Pafford Social Sciences Building, the Boyd Math-Physics Building, the Humanities Building, TLC Building, on the walkway from the Library to the University Community Center, and in front of the Campus Center.

2. Only concrete walkways can be chalked. Absolutely no chalking on bricks, walls, floors or other surfaces, or outside of Residence Halls.

3. Chalking is to be done primarily to make announcements about departmental and organizational activities.

4. Spray chalk is not permitted.

IX. TABLE TENTS

While the University of West Georgia supports the First Amendment Right regarding the expression of freedom of speech, the university reserves the right to regulate Time, Place & Manner of expression. The following provisions and regulations shall apply to the posting of Table Tents on campus:

1. Only Registered Student Organizations and University Departments (including Aramark) may put table tents on the tables at Z-6, UCC Centre Café, & Wolves Den Food Court.

2. Registered Student Organizations must have Table Tents pre-approved by the Center for Student Involvement.

3. Registered Student Organizations must present Table Tents intended for posting in food service locations to Auxiliary Services for final approval.

4. Registered Student Organizations may not place Table Tents on campus more than 3 times per semester.

5. Organizations are limited to one (1) Tent per Table at one time; not to exceed 75 at Z-6, 30 at UCC Centre Café, and 30 in the Wolves Den Food Court.

6. Table Tents will be limited in size to no more than 8½ x 14 paper folded into a trifold configuration.

7. All approved Table Tents must include the event Name, Time, Place, the Name of the Sponsoring Organization, date Table Tents posted and dates they expire.

8. All approved Table Tents must include a disclaimer stating that the views and opinions expressed on this communication piece do not necessarily reflect the position, nor have the endorsement of, the University of West Georgia.

9. No more than two (2) Student Organizations will be permitted to post Table Tents at dining locations at any one time.

10. Approved Table Tents are to be posted for no longer than seven (7) calendar days at a time; it is the posting organization’s responsibility to remove
out-of-date Table Tents. Upon notification from Aramark or Auxiliary Services that a group has not removed the table tents the Center for Student Involvement will refer to the violation of posting policies section for disciplinary action.

POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS
All organizations are required to have at least one advisor who is a full-time member (who appears on the monthly payroll) of the faculty or administrative staff of the University of West Georgia. In accepting the position of advisor of a student organization, the faculty or staff member should agree to be present at as many activities and meetings as possible.

The Center for Student Involvement has responsibility for approving campus organization advisors from the faculty or administrative staff. It is the responsibility of each student organization to submit the name of their advisor(s) through the registration application. CSI will, upon request, provide a list of full-time (monthly) faculty and staff who are interested in serving as an advisor.

Selection Hints
Advisors should be able to attend as many organization meetings and events as possible. Advising is both beneficial and time consuming. Organizations should therefore attempt to find advisors who are not already working with more than two other student groups. This will assure the group more attention from its advisor and permit the benefits of advisorship to accrue to others on the faculty and staff.

If your organization meets frequently, which can be inconvenient to a single advisor, it is possible for that organization to have more than one advisor. In addition, if your organization is a specialized organization, you may wish to have an advisor, as well as instructors/coaches to assist you with your area of specialization. Roles, duties and functions of student organization advisors may include, but are not limited to: communication/university link, disciplinary, financial supervision, historian, interpretation of policy and governing documents, and leadership development.

Staff members in the Center for Student Involvement, may not serve as advisors to student organizations, unless it is a part of their position description or official duties. Because some organizations are sponsored by administrative or academic departments as a part of their departmental mission, advisors may be appointed by the institution.

ACADEMIC REQUIREMENTS FOR SOCIAL GREEKS
In order to participate in Recruitment, or Intake, a first-time university student must have a 2.0 UWG adjusted GPA from high school, and UWG (or transfer) students must have a 2.0 University GPA based on a minimum of 12 hours of non-developmental University work. However, both the Interfraternity and Panhellenic Councils suggest that a student have a minimum of 2.20 GPA because some fraternities and sororities cannot extend bids to students who have below a 2.20 UWG adjusted GPA. Each chapter has their own guidelines however, and some have requirements as high as a 2.7 GPA. The average GPA required by NPHC chapters is a 2.5; how-
ever, some also require a higher GPA. No one placed in Learning Support Classes is eligible to pledge until they successfully complete all Learning Support Classes and earn a 2.00 based on 12 hours or more in non-learning support classes. A student must maintain full-time student status (minimum of 12 credit hours, 9 for summer) during his/her new member period.
The Center for Student Involvement administers these policies. If you have questions about them or would like to receive a copy of the complete policy governing Greek Organizations, contact the Center for Student Involvement in the Campus Center.

POLICY ON THE RELEASE OF GRADE POINT AVERAGES FOR FRATERNITIES AND SORORITIES

Policy
The Center for Student Involvement, in cooperation with the Registrar’s Office, will secure grade point averages for social fraternities and sororities.

Procedure
1. Grade point averages may be secured on a continuing basis for members of an organization.
2. Each member and/or pledge for which an organization desires grade point averages will be requested to sign a statement acknowledging the release of all information requested.
3. The card will be kept on file in the Center for Student Involvement for the duration of the individual’s affiliation with the organization and will terminate upon the graduation or depleding of the individual.
4. Each semester the organization desiring grade point averages must submit a request for grade point averages in writing.
5. Once the grade point averages have been secured, the organization’s representative will be contacted.
6. Each individual requesting grade point information must be a current officer within his/her respective organization and must be listed on the organization’s registration application.

Chapter Grade Point Average (GPA) Policy
In order for a social Greek organization to remain in good standing with the University, the chapter must maintain a 2.40 semester GPA during the fall and spring semester. If a Greek organization drops below a 2.40 semester GPA, then the organization will be placed on social restriction for the following semester, or until the GPA reaches the 2.40 minimum requirement.

A. The first semester a chapter falls below the standard, the chapter will be placed on social probation. The only events that the chapter may participate in are the organizational meetings/ceremonies, membership recruitment, and philanthropic events. The chapter may not participate in or sponsor any social events, including step shows and homecoming events.
B. If for a second consecutive semester, the chapter fails to meet the minimum
University standard of a 2.40 semester GPA, the chapter may not participate in or sponsor any social functions for the following semester (same as above) or any intramural sports.

C. If the chapter continues to fall below the standard, it then runs the risk of being removed from campus and/or receiving other sanctions.

POLICY CONCERNING AUXILIARY GROUPS

1. No registered student organization may sponsor or support an auxiliary group in any form. An auxiliary group is defined as a supplemental group to an organization in which, for whatever reason, the participants are ineligible to become full members of that organization. These include, but are not limited to, the following: little sisters, big brothers, favorites, Stardusters, Diamonds, Pearls, friends of the chapter, Sweethearts, Doves, Rush Hostesses, etc.

2. Student organizations may not give out jerseys, t-shirts, etc. to any non-members that would imply auxiliary membership to that group. This includes the giving of jerseys to sorority women which denote the sorority’s letters but in the fraternity’s colors or vice versa. The following exceptions apply:
   A. T-shirts given that commemorate a specific event (i.e. social, philanthropy, etc.)
   B. The individual was chosen as that organization’s sole sweetheart (i.e. fraternity sweetheart, “Dagger Man”, etc.) or homecoming representative.

3. Composites of an organization may only contain active members, advisors and a sole Sweetheart/Beau. Organizations may not have special composites made featuring non-members of the organization.

4. Under no circumstances will recruitment activity be held to recruit individuals for auxiliary organizations. This includes recruiting non-members to do things for the organization in exchange for some type of recognition.

5. Individuals who affiliate with auxiliary groups are also in violation of this policy and can be referred to the student discipline system.

UNIVERSITY OF WEST GEORGIA CAMPUS ADVERTISING, SALES AND SOLICITATION POLICY

Contact: Auxiliary Services 678-839-6525

Mission:
The mission of the University Advertising, Sales, and Solicitation Policy is to ensure compliance with Board of Regents policy regarding business activities and to exercise the required control and supervision on the campus of the University of West Georgia.

Scope:
The policy shall apply to all campus personnel, faculty, staff, student organizations and visitors, and to all facilities, including all buildings, land and open spaces, and to any person, organization, or business desirous of using campus facilities. This policy extends to the Newnan campus.

Responsibility:
The chief business officer of the institution has the responsibility to control, manage
and supervise all business activity on his/her respective campus. Board policy states: “Institutions of the University System shall not permit the operation of private business enterprises on their campuses, except as otherwise provided by contract. All business enterprises operated on a campus of an institution of the University System shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.” (Board of Regents Policy Manual, Section: 711:02).

“Business Enterprise” includes solicitation (direct or via advertising) and other activities associated with a business enterprise.

**General Policy Statement**
The Board of Regents of the University System of Georgia has established policies, which are for the benefit of the member institutions. The Division of Business and Auxiliary Services, under the auspices of the Office of the Vice President for Business and Finance, shall be the only body empowered to conduct business activity on the campus of the University of West Georgia.

Business activity shall include any undertaking of an individual or group which encompasses the production, sale, distribution, by sale or gifts, of products or services. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy.

Distribution of non-commercial written material such as pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be given away or sold on a person-to-person basis in open areas at least 20 feet from outside of buildings and other closed structures on the campus, except as follows. No stand, table or booth shall be used in distribution except at University Community Center upon permission of Auxiliary Services. “Drop (bulk) delivery” or unattended distribution is not permitted. Distribution shall be made from a designated location and sales person are not allowed to walk around campus distributing written material.

There shall be no advertisement or other public statement in which the University of West Georgia’s name is used in connection with any non-university organization, business, or person in any manner or medium that implies that the University supports, approves, or endorses any product, service, interest, position, or ideology of that organization, business, or person. The Division of Business and Auxiliary Services may require that approved non-university events or activities include in their advertisements the following disclaimer:

“This event/activity is not sponsored by the University of West Georgia.”

**Release of Directory Information**
The name, address and phone number and e-mail address of faculty, staff and students are collected both formally by the university, and informally by many departments on campus. It is the intent of the university to keep this information private and used only for official university business. However, the Georgia Open Records
Law requires the university to release directory information, and other legally-authorized information, to whomever makes the request. Which particular directory file is released will be based on the request received. Open records requests are handled by the Office of Institutional Research and Planning in consultation with the university’s legal advisor.

**ADVERTISING**
The University Advertising Policy shall apply to all non-university entities and/or commercial businesses which desire to place advertising on the campus of the University of West Georgia. Nothing herein shall prohibit university departments from advertising and promoting their own services or programs on the university campus.

In general, commercial businesses and all non-institutional entities are prohibited from indiscriminately advertising on the campus. Flyers, posters, etc. promoting business establishments containing advertising are banned. The prohibition also includes the placement on campus of non-university publications, which contain advertising. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. Mail.

The privilege of selling advertising is restricted to *The West Georgian* unless a committee consisting of the Associate Vice President for Development and Alumni Relations, Director of University Communications and Marketing, and the Director of the Campus Center grants specific authorization.

Advertising may appear in the following campus media:
1. *The West Georgian*, the official campus online newspaper
2. Advertising related to athletic events
3. Promotional material related to auxiliary services units and their products
4. Other official publications of the university.

**SALES**
The Division of Business and Auxiliary Services shall be the only body empowered to conduct sales activity on the UWG campus.

**Procedures for Commercially Sponsored Sales**
1. Individuals or businesses wishing to do sales or solicitations must contact the Office of Auxiliary Services in the University Community Center (678-839-6525) to be approved in advance.
2. Commercial activities will be limited to the courtyard area outside the University Community Center and are subject to space availability and must adhere to University System of Georgia’s guidelines and policies.
3. Sales require the following:
      It will be the intent of the university to make a photo copy of the Certificate, along with the representative’s driver’s license to be retained on file. At its sole option, the university may ask the Department of University Police to verify the status of any vendor on campus.
4. The Assistant Vice President of Auxiliary Services will grant or deny permission upon documentation of item 3 (a) and upon confirmation of the availability of appropriate sales space.

5. A fee of $50 per day or 10% of sales, whichever is greater, payable to the University of West Georgia is required. This fee shall be paid in the Auxiliary Services office.

6. Sales or Solicitation in direct competition with the auxiliary operations of the university are prohibited.

7. Off-campus groups will be limited to a one-day sale or solicitation per semester. The period will be between the hours of 9:00 AM and 4:00 PM Monday - Friday. No sales or solicitations are allowed during the first two weeks of each semester.

8. Vendors must be prepared to provide their own table(s), chair(s), and extension cords to display their products. At its sole option, the university may provide limited assistance.

9. Newspapers may be sold through coin-operated vending racks approved by and at locations designated by the Assistant Vice President of Business and Auxiliary Services or his designee. Only one rack per newspaper may normally be placed at each authorized location, and any exception to this must be approved by the Director of Business and Auxiliary Services. Newspapers may also be given away by placing information on designated information tables at the University Community Center. Newspapers may be given away through totally enclosed vending racks approved by and at locations designated by the Assistant Vice President of Auxiliary Services. Newspapers may be given away through approved readership programs and using appropriate newspaper racks approved by and at locations designated by the Director of Business and Auxiliary Services, and in consultation with appropriate Division Vice President(s).

10. Distribution or sale of newspapers shall not be made in buildings or closed areas on campus except as provided by this regulation. Subscription solicitation is governed by the Solicitation section of this policy.

**Procedures for University Sponsored Sales**

The university recognizes that Athletics, recognized student organizations, academic and administrative departments and the UWG Foundation have limited needs to conduct sales on the campus. This policy permits the following:

1. Athletics: Auxiliary Services reserves the right to govern all food, beverage and other goods at all intercollegiate and/or special athletic events held on campus. Auxiliary Services may delegate this responsibility to Athletics on a case by case basis. Athletics is further authorized to sub-let this activity to a UWG recognized student organization or, a non-profit civic or charitable organization as long as there is a financial benefit returned to the athletic department from this activity. Beverages sold through concessions must be of the same brand as the university’s contracted beverage provider.
2. Student organizations:
   a. Sales by a student organization must be conducted totally by a registered
      student group. Co-sponsoring with a non-university group is prohibited.
   b. Student organizations must contact the Center for Student Involvement to
      request authorization for a sale.
   c. ARAMARK Dining Services, the university's exclusive food service pro-
      vider, must approve food sales, other than bake sale type items.
   d. A completed Fund-Raiser Approval Form is required prior to the
      initiation of the sale. Student organizations are required to adhere to all
      Student Organization policies regarding sales and fund raising. Funds raised
      must be deposited to and accounted for through the student organiza-
      tion's university revenue account.

3. Academic and administrative departments – Academic departments, units or
   programs may also have limited authority to conduct sales in conjunction with
   educational activities. Revenue and expenditures associated within academic
   departments and unit's educational courses, which involve, as part of the educa-
   tional experience, the sponsorship of activities and the production and sale of
   a product on a limited basis shall be accounted for through the Comptroller's
   Office as departmental sales and services.

4. University Foundation - The West Georgia Foundation, Inc. may conduct sales
   on campus in which the revenue is for the benefit of the university's mission.
   Permission to conduct sales activity must be approved by the chief business
   officer prior to the activity.

SOLICITATION
Solicitation shall include any undertaking of an individual or group which attempts
   to promote the sale or use of a particular product or service. Specifically, this policy
   addresses the following:

1. Soliciting on campus (door to door or office to office) is expressly prohibited.
2. There shall be no soliciting of funds, prizes, or awards for scholarships, loans,
   grants, equipment, supplies, or other purposes unless it is approved by and in
   cooperation with the Office of the Assoc. Vice President of Development and/or
   others expressly authorized by the President.
3. Solicitation in or on all campus facilities (buildings and grounds) by for-profit
   corporations, non-profit organizations, private individuals, faculty, staff, or non-
   resident students is prohibited.

The following solicitation activities have been approved as exceptions to
   the policy.

Procedures for University Sponsored Solicitation
1. The University of West Georgia participates in the Georgia State Charitable
   Contributions Program, the Annual Fund Drive (A-Day) and a number of
   approved charitable events during the year. Participation by employees is on
   a voluntary basis. The Vice President for Business and Finance must approve
   campus-wide solicitation for charitable organizations.
Procedures for Student Sponsored Solicitation
1. Solicitations by a Student Organization is permitted but must be conducted totally by a registered student group. Co-sponsoring with a non-university group is prohibited.
2. Student organizations must contact the Center for Student Involvement to request authorization for a solicitation event.
3. A completed Fund-Raiser Approval Form is required prior to the initiation of the sales/solicitation event. Student organizations are required to adhere to all student organization policies regarding sales and fund raising. Funds raised must be deposited to and accounted for through the student organization’s university revenue account.

Procedures for Athletic Sponsored Solicitation
1. The Athletic Department must follow the solicitation policy governing any other administrative unit on campus.
2. Solicitation in the form of Corporate Sponsorship must follow the procedures outlined in Procedures for Corporate Sponsored Activities.

Procedures for Alumni and Development
1. The office of Alumni and Development must follow the solicitation policy governing any other administrative unit on campus.
2. Solicitation in the form of Corporate Sponsorship must follow the procedures outlined in Procedures for Corporate Sponsored Activities.

CORPORATE SPONSORSHIP

Procedures for Corporate Sponsored Activities
Corporate sponsorship of university activities by private business enterprises are permitted provided that such sponsorships do not:
• involve the explicit advertising of alcohol, tobacco products or the promotion of sexually explicit materials
• compete with business enterprises contracted through Auxiliary Services
• bring adverse exposure to the university
The university reserves the right to accept or reject any and all sponsorship activities. Corporate Sponsorships requiring either party to enter into a contractual arrangement must be reviewed and approved by the Vice President for Business and Finance, or his designee and the university legal advisor, prior to acceptance.

The following units of the university are permitted to solicit corporate sponsorships
1. Intercollegiate Athletics
   a. The director of athletics, or his designee, may solicit corporate sponsorship for intercollegiate athletic events. The types or sponsorships shall be governed by Attachment A - Corporate Sponsorship Benefits, which is made part of this policy.
2. Campus Center (Intramurals and registered student organizations)
   a. The Director of the Campus Center may request corporate sponsorships for activities under his/her control. Sponsorships may take the form of
• Print opportunities
• Signage
• Game and event promotions
• Apparel advertising and sponsorship

b. Sponsorships may be long-term, (e.g. signage at intramural venues) be of a limited nature, or be a one-time event.
c. Attachment A – Examples of Corporate Sponsorship should be used as a guide.

3. West Georgia Foundation
   a. The West Georgia Foundation, Inc. may hold events on the campus that are supported through corporate sponsorship.

4. Academic Affairs, Business and Finance, Student Services, University Advancement
   a. Units reporting to these divisions may solicit corporate sponsorships, where appropriate, in consultation with and approval of their respective vice president.

Solicitation of corporate sponsorships shall be consistent with the procedures outlined in the West Georgia Foundation Prospect Cultivation/Solicitation Request Form. Forms may be obtained from Vice President for University Advancement and are attached as Exhibit B. Solicitation for corporate sponsorships shall be in consultation with the Vice President for Business and Finance and Vice President for University Advancement, and, where appropriate, the Vice President of Academic Affairs and the Vice President for Student Affairs and Enrollment Management.

REVISIONS TO POLICY
This Advertising, Sales and Solicitation policy will be reviewed and may be revised each year for the next two years, and every five years after that. (PAC 6/8/04)

Attachment A
Examples of Corporate Sponsorship
• Print Opportunities
  o Point of Contact Displays
  o Game programs (ads)
  o Ticket Backs
  o Schedule Cards
  o Schedule Posters (Can include the name of corporate sponsor) (Can be posted on campus per the Posting Policy)
• Signage (name and logo on following)
  o HPE Scoreboard (Coke & CB&T)
  o Cole Field Scoreboard
  o HPE Wall signage in gym
  o Grisham Stadium mobile boards and banners
• In-game Promotions
  o Interactive contests with fans
  o On-court promotions
  o Premium item giveaways
• Promotional display or sampling area

**Game Day Sponsorship**
• Game Tickets (Reserve Seating)
• Public address announcements
• Display/Sampling area
• Premium item giveaways
• On-court promotions
• Employee Customer appreciation

**Supernight**
• Corporate Signage at event
• Promotional Display or sampling area
• Public Service announcements
• Corporate sponsorship acknowledgement using print and electronic mediums

**ALCOHOLIC BEVERAGE POLICY**
Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. The University of West Georgia enforces this law. For additional information on a student’s personal responsibility regarding alcoholic beverages, see the Student Handbook, Appendix A. The university’s complete alcoholic beverage policy is available at www.westga.edu/alcohol/

**UWG MEDICAL AMNESTY POLICY**

**Purpose of the Policy**

• UWG encourages the responsible use of alcohol. The Medical Amnesty Policy encourages all students to make responsible decisions in life-threatening situations that result from alcohol or other drug use and to seek medical attention for anyone who is in danger due to intoxication or blood alcohol poisoning.

• Medical Amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other situations, which also include prohibited conduct such as assault, property damage or distribution of illegal substances.

• In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal judicial action may be taken against the individual(s) or organization,

• The University of West Georgia enforces state law prohibiting the possession and consumption of alcoholic beverages by persons under the age of 21. The Medical Amnesty applies only to the UWG Student Conduct Code and does not in any way prohibit law enforcement personnel from enforcing the laws of the State of Georgia. However, in cases where law enforcement personnel are involved, an act of responsibility may be considered favorably and may mitigate possible consequences.
Students in need of medical assistance

• When an individual student receives emergency medical attention that is directly related to the consumption of alcohol, the Assistant Dean of Students has the discretion to refer the student for an alcohol assessment or substance abuse related counseling in lieu of charging the student with a violation of the Conduct Code.

• Parents of students under the legal drinking be may be notified in accordance with the University’s alcohol and substance abuse policy.

Students seeking assistance for others

• UWG students are encouraged to look safeguard their own health and welfare, as well as that of fellow students. Students are sometimes reluctant to request assistance due to possible disciplinary action. To remove this barrier and to encourage students to make responsible decisions regarding medical assistance in alcohol or other drug related emergencies, the UWG Medical Amnesty policy is enacted.

• When a student seeks emergency assistance on behalf of persons who may be experiencing alcohol or drug related emergencies, the Assistant Dean of Students has the discretion to allow all students to participate in an educational program, in lieu pursuing charges for a violation of the UWG Student Conduct Code.

Student Organizations

• When representatives of a student organization seek emergency medical assistance on behalf of persons experiencing alcohol or other drug related emergencies, the Assistant Dean of Students has the discretion to require the organization to participate in an appropriate educational program, in lieu of being charged with violations of UWG alcohol policies.

UNIVERSITY HAZING POLICY

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited. Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of university rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of The University of West Georgia as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total university community.

Activities considered to be hazing shall include one or both of the following elements: coercion, either overt or covert, and production of physical or mental dis-
comfort in either the participant or spectators. Activities will be considered hazing even if the activity is said to be “voluntary.”

It shall be a violation for any person to haze any student in connection with or as a condition of precondition of gaining acceptance, membership, office, or other status in a school organization.

Specific actions and situations which may be considered to be hazing include, but are not limited to the following:

1. Use of alcohol
2. Paddling in any form
3. Creation of excessive fatigue, physical exhaustion, or physical injury
4. Physical and psychological shocks
5. Quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off campus
6. Wearing of any apparel in public which is conspicuous and not normally in good taste or that is inappropriate to the situation
7. Engaging in public stunts and buffoonery
8. Morally degrading or humiliating games and activities
9. Nudity at any time
10. Tasks of personal servitude
11. Performances that are hazardous or dangerous in any way
12. Any work sessions or meetings which interfere with scholastic activities or requirements
13. Loud noises or other activities which disturb the neighborhood
14. Temporary or permanent physical disfigurements or cosmetic changes
15. Forcing or requiring the eating of food or any other substance
16. Calisthenics (push-ups, jogging, runs, etc.)
17. Line-ups of a non-educational nature
18. Activities or actions that require or include theft or other illegal practices
19. Any action which brings the reputation of the group or organization into public disfavor or disrepute
20. Any activities which are not consistent with laws, rituals, or policies of national organizations or the regulations and policies of The University of West Georgia

All rites, ceremonies or practices of initiation or orientation into university life, or into the life or membership of any university group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at The University of West Georgia.

Implementation

Each and every organization has the responsibility for informing its membership, both old and new, of any important university policies including those on hazing. All University of West Georgia organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organizations.
Center for Student Involvement staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for individuals or organizations or both to be held responsible in the event these policies are violated. Violations may result in university disciplinary action and/or legal action through the courts. University disciplinary action may include the withdrawal of university recognition from offending organizations through referral to the Conduct Code and Disciplinary Procedures for Student Organizations.

NOTE: These policies apply to interest groups, pledges, associate member classes, and generally any activity associated with any student group.

Each organization must file a signed copy of the University Hazing Policy (either separately or through this packet) with the Center for Student Involvement each year. If a copy is not filed, university disciplinary action may be taken.

State Of Georgia Hazing Law
16-5-61 HAZING
(A) As used in the Code Section, the term:
   (1) “Haze” means to subject a student to an activity which endangers or is likely to endanger the physical health of the student, regardless of the student willingness to participate in such activity.
   (2) “School” means any school, college, or university in this state.
   (3) “School organization” means any club, society, fraternity, sorority, or a group living together which has students as its principle members.
   (4) “Student” means any person enrolled in a school in this state.
(B) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
(C) Any person who violates this Code Section shall be guilty of a misdemeanor punishable by a fine not to exceed $500 (Code 1981, 16-5-61, enacted by GA.L. 1988, p694,1.)

CIVIL RIGHTS OF STUDENT ASSURED
It continues to be the policy of the University of West Georgia to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or disability status. The university does not discriminate against any student or applicant in regard to any position for which the student is qualified.
For those with physical or mental limitation, the university will provide reasonable accommodations. Students with disabilities who have special needs should contact Sharon Nunnally in the Counseling and Career Development Center, Row Hall (telephone 678-839-6428, campus extension 96428), to discuss their concerns and needs. She coordinates services for students with disabilities, including pre-enrollment interviews, counseling, and readers.
Any student who believes that he or she has been discriminated against because of race, creed, color, sex, sexual orientation, national origin, religion, age, veteran or disability status is encouraged to let appropriate authorities at the university know of this treatment. If the student chooses, he or she may file a grievance through the channels outlined in “Civil Rights Grievance Procedures for Students,” Appendix D, or Appendix C for sex discrimination of the Student Handbook.
A student who wishes to know more about these procedures or talk with someone for advice about how to proceed with a complaint may wish to contact the Director of Human Resources (678-839-6403, campus extension 96403); one of the counselors in the Counseling and Career Development Center (678-839-6428, campus extension 96429); or any member of the Division of Student Affairs and Enrollment Management.

*Exclusion based on gender is applicable only to Greek-lettered organizations within the national structures of the National Interfraternity Conference, National Panhellenic Council and the National Pan-Hellenic Council based on the following:

**Single-Sex Student Organizations Guidelines**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender in educational programs and activities at the University of West Georgia, unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX and compliance with Title IX is also a condition to be a registered student organization at the University. Since passage of this law and the publication of the implementing regulations, the U.S. Department of Education Office of Civil Rights (“OCR”) has developed a clear set of criteria for determining when single-sex organizations are excluded from the application of Title IX:

1) The active membership consists primarily of students attending a university; and

2) The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.

The organization must also be a “social” organization as opposed to a “professional,” “service,” “honorary” or other organization. Professional fraternities and sororities, and service and honor societies may not exclude members on the basis of gender. Although the regulations do not list criteria that will classify an organization as professional, service, honorary or other, the OCR will ask a series of questions, such as:

1) Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?

2) Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?

3) Are the members permitted to hold membership in other fraternities or sororities at the same level of education?

These are not the only questions that OCR may ask, but they represent the type of information that OCR considers when making a determination as to whether a single-sex organization is social and, therefore, exempt from Title IX. If any of these
questions are answered “yes,” then your group may not be considered a social organization and therefore should accept members of both sexes. Therefore, exclusion based on gender at the University of West Georgia is applicable only to Greek-lettered organizations within the national structures of the National Association of Latino Fraternal Organizations, National Multicultural Greek Council, National APIA Panhellenic Association, National Interfraternity Conference, National Pan-Hellenic Council, and the National Panhellenic Council, or to those groups which are able to provide original documentation for exemption directly from the U.S. Department of Education/Office of Civil Rights.

**Policies Regarding Sexual Misconduct, Assault, Exploitation, and Harassment**

**Policy Statement**

As a matter of policy, the faculty, staff and students of the university community will not tolerate sexual misconduct, exploitation, or harassment. The University of West Georgia (‘the University’) is committed to maintaining a fair and respectful environment for living, working, and studying. To that end, and in accordance with federal and state law, Board of Regents’ policy, and Title IX, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors or clients, regardless of the sex of the other party, from sexually harassing, assaulting, or exploiting any other member of the University community including behaviors defined as sexual misconduct in the university policies. Reports of any behaviors that may be construed as any of these will be met with appropriate disciplinary action, up to and including dismissal from the University.

**Definitions**

**Sexual Misconduct**

Sexual misconduct is defined as sexual contact without consent by an acquaintance or a stranger and includes but is not limited to: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, groin, thighs, buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); aggravated assault; aggravated sodomy (sexual penetration with an object without consent); sodomy (anal or oral intercourse without consent); non-consensual kissing; statutory rape; child molestation; aggravated child molestation; voyeurism; and public indecency. It is a violation of this policy to engage in any form of sexual activity or conduct without the consent of the other person. Such consent may be withdrawn at any time, without regard to activity preceding the withdrawal of consent. Consent may be found in two forms: actual consent (words, acts, or silence) or apparent consent. Apparent consent must be informed and freely given. Consent induced by fraud, a substantial mistake, or duress is not freely given. The person must act voluntarily and with knowledge of what is occurring. Intoxication, drug use or other reasons for incapacity are obstacles to consent. A person cannot freely,
voluntarily, and with knowledge of the act, be deemed to have consent if she or he is intoxicated, in a drug-induced state, or otherwise incapacitated. The perpetrator’s honest but unreasonable belief that the victim has consented does not constitute apparent consent. The use of alcohol or other drugs will never function as a defense to a violation of this policy. The sexual orientation and/or gender identity of the individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statues on sex offenses, please see Georgia statutes in section 16-6.

Any student found responsible for violating the policies on sexual misconduct will likely face a recommended sanction of suspension or expulsion. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, ‘sexual harassment’ is defined as

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program or activity;
2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of Sexual Harassment

1. Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
2. Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
3. Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
4. Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
5. Indecent exposure.
6. Invasion of sexual privacy.
7. Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually oriented conduct that is directed against a specific individual and persists despite its rejection.
8. Conduct, even that not specifically directed at the complainant, which is
sufficiently pervasive, severe or persistent to alter the conditions of the complainant’s employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant’s gender.

Sexual Exploitation
Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her advantage or benefit, or to benefit or advantage another other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Example of sexual exploitation include, but are not limited to:

- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as allowing friends to hide in the closet to watch you have consensual sex)
- Engaging in Peeping Tommery
- Knowingly transmitted an STD or HIV to another student.

Rights of Complainants
It is the policy and practice of the University of West Georgia to provide an environment that is sensitive and responsive to victims of sexual misconduct, harassment, and exploitation. In accordance with this position and Title IX as well as other discrimination policies defined by the Office for Civil Rights, the university has established a policy for students, employees, and others who may become victims of such incidents on its campuses.

Complainants are entitled to the following rights:

1. To have sexual misconduct, harassment, and exploitation treated with seriousness.
2. To be treated with dignity.
3. To have sexual misconduct, harassment, and exploitation investigated and adjudicated by appropriate criminal and civil authorities.
4. To receive the full and prompt cooperation and assistance of university personnel in notifying the proper authorities.
5. To be free from any kind of pressure by university personnel not to report crimes, to report crimes as lesser offenses than the victim/complainant perceives, or to resolve complaints through mediation.
6. To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the institution permits to the accused and to be notified of the outcome of such proceedings.
7. To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sex-related behaviors in legal proceedings.
8. To be made aware of, and assisted in exercising, options regarding mandatory testing of sexual assault and misconduct suspects for communicable diseases and to be notified of the results of such testing.
9. To receive counseling from mental health services established by the university or from other victim-service agencies.

10. To be protected by campus personnel to the extent reasonably feasible from unnecessary or unwanted contact with alleged assailants, including the right to reasonable accommodations for academic and housing arrangements.

11. To give testimony for a judicial hearing in a manner where the victim is outside the room where the accused is present.

12. To appeal judicial decisions according to the university appeals process for victims of sexual-related offenses. The hearing officer can supply a description of the appeal process.

Victims of sexual misconduct, harassment, or exploitation may contact the offices listed next for assistance. Also, complaint procedures are provided in the next section.

University Police 678-839-6000 (to report incident or to reach other offices after hours)
Health Services 678-839-6452
Counseling and Career Development Center 678-839-6428
Carroll Rape Crisis 770-834-7273

UWG Patient Advocates
Jill Hendricks 678-839-0641
Corey Hindman 678-839-5338

Title IX Coordinator, Patricia Durrough 678-839-6392
The Title IX Coordinator oversees the process for addressing sexual discrimination complaints.

Grievances or Making a Complaint
The university does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender, identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional, policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment as defined by the Office of Civil Rights should follow the procedure outlined in Student Handbook to report these concerns. The grievance or complaint process for victims of sexual misconduct, assault, harassment, exploitation, or any other complaint qualifying under Title IX includes elements supplementary to the Disciplinary Process outlined in Appendix A of the Student Handbook.

Students are strongly encouraged to report incidents to the police and/or the university (contacts listed above) regardless of the time elapsed since the incident. The contact information for Title IX Coordinators is listed on the University web site. Complaints may also be filed through the UWG Cares web site via the online reporting tool www.westga.edu/UWGCares.

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The complaint should clearly describe the alleged incident(s), when and where it occurred, and the remedy sought. Additionally, the submitter of the complaint should submit any supporting materials in writing as quickly as it is practical.

Students who file a complaint will be contacted by a trained university official. Students who make a complaint are not required to pursue legal action. In some cases depending on the circumstances, the university may be compelled to complete an investigation whether or not the complainant chooses to take a complaint through the criminal or university judicial processes. An initial investigation is initiated to determine if there is reasonable cause to believe the university's nondiscrimination policy has been violated and identify which part(s) of the conduct code have been potentially violated. If so, the university will initiate a prompt, thorough, and impartial investigation. Additionally, an advocate and reasonable remedies will be offered the complainant. The student will be informed of victim's rights under university policy.

Students who are victims of sexual misconduct, exploitation, harassment, or assault have similar rights to the accused students as explained in the disciplinary process. Read more about the Disciplinary Procedures in Appendix A of the Student Handbook. Students have access to university supports, evidence, witnesses, and notification similar to the accused.

After a decision has been made regarding the complaint, the victim has the right to be notified of the outcome and the right to file an appeal according to the university appeals process. The hearing officer can supply a description of the university's appeal process for victims.

**DRUG FREE CAMPUS POLICY**

State and federal legislation places specific responsibilities on the university to promote a drug-free campus. Alcohol and drug information programs which address the risks of drug and alcohol abuse are publicized and available. Faculty, staff and students with problems can be referred for appropriate assistance.

Standards of conduct at West Georgia prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at university functions. Penalties for violations of these standards range from warnings and probation to expulsion, referral to the legal system for prosecution, and loss of employment.

A complete statement of the university's policy regarding the Drug-Free Communities and Schools Act Amendments of 1989 is published annually in the fall quarter Schedule of Classes and is distributed to all new students during orientation. Copies of the policy may be obtained in the Human Resources Office, Aycock Hall and the Office of Vice President for Student Affairs and Enrollment Management, Bonner House.

**POLICY GOVERNING OUTDOOR SPEECHES, DEMONSTRATIONS, DISTRIBUTION OF WRITTEN MATERIALS AND MARCHES**

No rights are more highly regarded at The University of West Georgia than the First Amendment, which guarantees freedom of speech, freedom of expression and the
right to assemble peaceably. The University of West Georgia remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. 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. This regulation is structured to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

A. SPEECHES, MARCHES AND DEMONSTRATIONS: The open areas designated for speeches, marches and demonstrations are the Quad, and, outside the University Community Center, Library and Food Service Building. The Center for Student Involvement acting on behalf of the Vice President for Student Affairs and Enrollment Management asks student organizations interested in use of these areas to register with that office so the university can provide necessary support for public and student safety. Individuals and non-UWG organizations are asked to register/reserve facilities with Auxiliary Services to ensure the university can provide the necessary support for public and student safety. Organized marches in others areas must be coordinated with the University Police prior to the event. Failure to register or coordinate could result in removal from the university campus or facility if the University Chief of Police or the President finds that the speech, march or demonstration: 1) creates significant hazards to the public; 2) includes language or conduct that is so severe, pervasive and objectively offensive that it denies or limits an individual's ability to work, or to participate in or benefit from an educational program or activity; or 3) unduly interrupts or interferes with the orderly and peaceful conduct of the university. Conduct that does not otherwise violate university policy or the objectives in the preceding sentence, but which is intended to demonstrate solidarity with a cause (i.e., the wearing of a particular clothing or carrying items) may be expressed in areas other than the designated areas above. In the interest of allowing equal time for all points of view, the university may consider other limitations on the time, place and manner of speech. All structures, signs and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of university property resulting from the participants in the event.

B. DISTRIBUTION OF WRITTEN MATERIAL: Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis on the Quad and outside the University Community Center, Library and the Food Service Building between the hours of 9:00 am - 9:00 pm, Monday - Friday, when school is in session. In accordance with the University Posting Policy, handbills cannot be placed on cars. Tables must be reserved forty-eight hours in advance with the Office of Auxiliary Services. The University maintains a position of neutrality.
as to the content of any written material distributed on the campus under this policy.

C. PROVISIONS: In order that the persons exercising freedom of expression not interfere with the operation of the University or with the rights of others, the following shall apply without exception to any form of expression.

1) Events, which may obstruct vehicular, pedestrian or other traffic, must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.

2) Use of sound amplification on campus is regulated and must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.

3) There must be no obstruction of entrances or exits to buildings.

4) There must be no interference with educational activities inside or outside of buildings.

5) There must be no harassment of passersby or other disruptions of normal activities.

6) There must be no interference with scheduled University ceremonies or events.

7) Malicious or unwarranted damage to, or destruction of property owned or operated by the University or by students, faculty, staff or visitors to the University, is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.

8) There must be compliance with all applicable state and federal laws and university rules and regulations. Violators will be referred for appropriate legal or disciplinary action.

9) Exceptions to this policy may be appealed to the Vice President for Student Affairs and Enrollment Management.

Copies of this policy and registration forms are available in the Campus Center office and the Center for Student Involvement.

Voter Registration Drives
Voter registration drives must be coordinated through the designated campus voter registrar. The designated voter registrar is the Excel Center, 678-839-6280.

UWG LOGO AND TRADEMARK POLICY FOR STUDENT ORGANIZATIONS
A unified, unique and strong visual identity is a critical element of any organization’s image. This set of coordinated branding elements, including logos and standard colors and typography, establishes a consistent, distinctive visual presence for an institution and helps its many constituencies recognize and remember it.

The University of West Georgia’s Visual Identity Program is comprised of the university trademarks, mascot, official colors and typefaces, and the guidelines for
their use. A UWG trademark is any mark, logo, symbol, word or letters that have become associated with the university, including, but not limited to, the university’s name, wordmarks, shield, flame marks, athletics logos and seal. These trademarks are the property of the Board of Regents of the University System of Georgia, and many are registered in the U.S. Patent and Trademark Office. Proper use of UWG’s visual identity is essential to successfully communicating the university’s image, and the visual identity guidelines were created to protect the integrity of UWG’s trademarks and ensure their application in an appropriate, graphically appealing manner.

**Trademarked University Names**
The words “University of West Georgia,” and “UWG” when used in any form are registered university trademarks and should adhere to all trademark standards. On first reference, the university should be referred to as “University of West Georgia.” On subsequent references, “UWG” may be used. Other trademarked names associated with the university include “UWG Wolves,” and “The Advanced Academy of Georgia.” Student organization names that include “UWG” or “University of West Georgia” should place the organization name first, followed by “at UWG” or “at University of West Georgia.” For example, “The Film Club at UWG” rather than “The UWG Film Club.” Organization logos should follow the same format.

**Use Of Student Organization and UWG Logos**
To show their affiliation with the university, student organizations may use a UWG wordmark, the UWG shield or athletics logo on their visual materials, including merchandise and promotional items, in conjunction with their organization’s name or logo. Student organizations may create their own logos, but no part of any university logo, including the UWG flame or shield, may be used in a student organization logo. A university logo may not be combined with a student organization logo or made to appear to be part of it in any way.

All UWG logos and trademarks must be reproduced in accordance with the visual identity design standards described below under “Reproduction Criteria.” Detailed descriptions and illustrations of university logos and trademarks are available online at www.westga.edu/logos. To obtain logo and trademark files appropriately formatted for various uses, see “Where to Go for Help” on page 38.

**Wolfie, the Athletics Mascot**
Photographs of UWG’s athletics mascot, Wolfie, may be used on a student organization’s visual materials, including merchandise and promotional items, but no unauthorized illustrations of Wolfie may be used for any purpose. Photos of Wolfie in special settings or costumes may be obtained through the Office of University Communications and Marketing. A student organization may use these same logos on its official social media profiles or pages, provided no objectionable content appears on such profiles or pages.
The University Seal
The university seal is reserved for official university use and may not be used by student organizations for any purpose.

Websites
Student organizations and individual students may use a UWG wordmark, the UWG shield, athletics logo or photo of Wolfie on their web pages without permission if the site is not used for commercial purposes and is hosted on a university server that contains the URL “westga.edu.”

Merchandise and Promotional Items
Any use of a university logo or trademark on merchandise or promotional items intended for sale or giveaway, such as t-shirts, hats, cups, pennants, tote bags, key chains and lanyards, must be approved by the UWG Trademark Licensing Office – Auxiliary Services. All such items must be produced by a licensed vendor, which in some cases will pay royalties to the university. If your organization would like to use a vendor that is currently unlicensed, contact Trademark Licensing about the simple and inexpensive process of obtaining a license.
Use of the symbol “®” or “™” is required next to the appropriate logo or trademark on all merchandise and promotional items. See “Trademark Symbols” below for more details. In no event should the organization logo and the university logo appear to be a single logo.

Reproduction Criteria
As trademarks, UWG’s wordmarks and other graphic marks are protected by federal law and may be reproduced only in their approved configurations and colors. (Some exceptions to color specifications may be granted for merchandise and promotional items through UCM.)
UWG logos and trademarks may not be altered, deconstructed, embellished, ornamented, flipped or rotated, and type and other logos should not be positioned so as to appear to be a part of the UWG marks. When enlarging or reducing a logo or trademark, be careful not to distort or skew its proportions. (This can usually be avoided by holding down the shift key when stretching the art.)
All reproductions of trademarks should be at a high level of technical quality. Photocopies, laser prints and web files of trademarks are not suitable for print reproduction, and marks formatted for printing should not be used on the web. To obtain logo and trademark files appropriately formatted for various uses, see “Where to Go for Help” on page 38.

Trademark Symbols
Use of the symbol “®” or “™” is required next to the appropriate logo or trademark on all merchandise and promotional items. The “®” symbol indicates that a trademark is federally registered in a certain class of goods. It is used on the university wordmarks and flame marks. The “™” symbol is used to claim common-law trademark rights on a mark that is not federally registered. It is used on all UWG
University Colors
The university's official colors are blue (PMS 286) and red (PMS 185). PMS is an abbreviation for the Pantone Matching System, an industry-standard set of printing ink colors. Blue is the primary university color, and red is used as an accent. Gray (PMS 429) is a secondary color used in UWG athletics marks and as an additional accent color in the design of publications and other visual materials.
Whenever possible, the university wordmarks and other trademarks should print in the official university colors: blue, red and gray for three-color marks; blue and red for two-color marks; and blue for one-color marks. When these colors are not available, UWG logos and trademarks may be reproduced in one of the following ways:
• in black
• reversed out in white
• reversed out in white with red accents
• embossed
• foil-stamped
If none of these options is possible, a logo or trademark may print in one (never two) of the main colors of the design in which it is to appear. Depictions of all color configurations except embossing and foil-stamping are available online at www.westga.edu/logos.

Official Typefaces
UWG uses a set of standard typefaces on printed materials, official signage, vehicles and other branding items, and a separate set of web-readable typefaces online. Student organizations are not required to use official typefaces in their materials, but a list of these typefaces is available at www.westga.edu/logos for informational purposes.

Where to go for help
UWG's visual identity guide is available online at www.westga.edu/logos. The following UWG offices can provide logo and trademark files and help with policy and usage in the indicated areas:

**Marketing, Web and Special Approvals**
Office of University Communications and Marketing, 678-839-6464
E-mail: ucm@westga.edu

**Licensing and Merchandising**
Trademark Licensing Office, 678-839-5077
E-mail: trademarklicensing@westga.edu

**Print Publications**
Department of Publications and Printing, 678-839-6483
E-mail: pubprint@westga.edu
PROCEDURES FOR RESERVING AND USING UNIVERSITY FACILITIES BY STUDENT ORGANIZATIONS AND OFF-CAMPUS GROUPS

All off-campus groups must go through Auxiliary Services at 678-839-6525 to schedule space on campus. These groups are bound by special rules and restrictions, which are outlined in the Policy for the Use of University Facilities, Section I: Who May Use Facilities. Under no circumstances will an individual college schedule any rooms for an off-campus group without the express written request and permission of the Assistant Vice President of Auxiliary Services.

Student organizations may use classrooms and other space on campus if they are a registered student organization with a faculty or staff advisor. The Center for Student Involvement will provide to each of the Colleges and Auxiliary Services within three weeks after the semester starts, a list of all of registered student organizations and their respective advisors.

The President/Vice President of the student organization will email the completed Auxiliary Services reservation form to auxreservations@westga.edu. This form must be submitted at least three business days in advance of the event. He or she will request a room at a specific time on a specific date. If Auxiliary Services has a suitable room for the group, Auxiliary Services will schedule that room and put the event on the calendar. Student organizations must complete a large event form for certain events as per Auxiliary Services. See large event procedures on page 53.

If Auxiliary Services cannot find a room for the student organization, they will refer the representative to the various Colleges to seek a room.

- College of Arts & Humanities, College of Sciences & Mathematics, and College of Social Sciences ..............................................678-839-4167
- Richards College of Business .............................................678-839-6467
- College of Education ....................................................678-839-6570

The University provides a facility usage form to the person representing the organization/group, who reads and signs the form. The facility is reserved for the specified time on that date, based on special needs, size of group, etc. The smallest and simplest facility will always be assigned. Lecture halls will be used only for large groups or organizations.

When an event is scheduled, the person who schedules it in the University office must:

- Notify Facilities and Grounds with all details of facility set-up and clean-up.
- Notify University Police.
- NOTE: Any audio-visual or technology equipment must be reserved directly through ITS at 678-839-6459 by the advisor of the student group.
- The scheduling person will not arrange for audio-visual or technology equipment for University groups/organizations.
• The scheduling person will arrange for audio-visual or technology equipment for non-University groups/organizations (appropriate charges may apply).

Clean-up of facilities will be handled in this manner:
• All groups/organizations, including student organizations/groups, must leave facilities as they found them.
• If food or drink is permitted, trash should be placed in trash cans.
• Any furniture moved within the facility or moved from the facility into the hallways must be placed back into the facility.

Facilities that are left unusable for the next day will be traced to the group/organization, which will be charged for the cost of returning the facility to its pre-event status and the organization may be banned from future use of University facilities.

* The last organization using the facilities in the evening will call University Police and wait until the room/building is securely locked to guarantee student and facility safety.

If you are locked out of your reserved venue after 5:00pm during the week or anytime Saturday and Sunday you must contact University Police to unlock the room. You will need to contact University Police at the conclusion of your event to secure the venue. Bring your approved confirmation email with you as you may be asked to show it as proof of your reservation.

Auxiliary Services reservations will not be confirmed during the first two weeks of classes.

POLICY FOR THE USE OF UNIVERSITY FACILITIES
The following policies apply to the use of University of West Georgia’s academic, student, athletic, recreational, and entertainment facilities. The use of academic facilities for scheduled instructional purposes shall take precedence over all other uses of such spaces during the first three weeks of each term and will not be displaced without the approval of the President or authorized designee. After these three weeks, other organizations or groups, based on the priorities listed below, may use University facilities if previously reserved. Organizations and non-university groups wishing to reserve rooms in any academic facility must adhere to these guidelines. Copies of these guidelines may be obtained from Auxiliary Services.

Section I. Reservation of Facilities
Who May Use Facilities
Facilities are designated for official university events, academic meetings, and programs of registered student organizations. Student organizations must be registered with the Center for Student Involvement, have a faculty or staff advisor, and comply with the rules set forth in the Student Organization Conduct Code by the Center for Student Involvement. Non-university groups, which must meet eligibility requirements as defined in the 6th and 7th priorities, may reserve or rent available facilities in accordance with this policy statement.
a. Use of campus facilities for personal social events, except those catered by the University food services, is not permitted (see Section IV), with the exception of Kennedy Chapel.

b. Summer Conferences and Camps for outside groups will be scheduled by Auxiliary Services (678-839-6525).

c. Co-sponsoring of non-university groups with registered student organizations or university departments is not permitted.

**Priority Usage of University Facilities**

1st Priority - Academic classes have first priority.

2nd Priority - Major University events such as visitation days, orientation, graduation ceremonies, homecoming, Honors Day, testing, and recruitment take second priority in the use of University facilities.

3rd Priority - Meetings and events associated with academic programs, such as University, College, and Departmental faculty meetings, graduate student examinations and presentations, Athletics, and special academic events, will have the third priority in scheduling classrooms.

4th Priority - Any student activities function will have fourth priority for use of these facilities. Student activities are defined as activities promoted and supervised by the Center for Student Involvement or Student Activities Council.

5th Priority - Fifth priority will be given to any registered student organization. This will include fraternities, sororities, honor societies, and other registered student organizations.

6th Priority - Sixth priority will be given to non-university groups or organizations that desire to present an educational program.

7th Priority - Seventh priority will be given to a non-profit group not affiliated with the University that desires to present a program which is not educational in nature, or to hold a meeting. Requests from civic organizations, governmental agencies, and not-for-profit, non-religious groups, normally will fall under the sixth priority. Political candidates who have qualified for office may use the facilities free of charge, but they may not conduct fund-raisers on campus.

8th Priority - Eighth priority will be given to for-profit groups. The University’s Solicitation Policy must be followed. Contact Auxiliary Services (678-839-6525) for a copy of this policy.

**NOTE:** Date, time, and place for an event cannot be guaranteed unless they are made at least three (3) working days prior to the event.

**Limit of Use**

The University reserves the right to set the limits on the number of reservations of major facilities by non-university organizations or campus organizations. Classes are not scheduled in spaces used essentially for social functions (such as the Lower Level of Z-6 and UCC 210, UCC 312) unless requested by the appropriate academic dean and approved by the Assistant Vice President of Auxiliary Services.
### Section II. Where to Reserve Facilities

#### Facilities Reservations

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni House and Grounds</td>
<td>Alumni House</td>
<td>678-839-6582</td>
</tr>
<tr>
<td>Classrooms in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Provost &amp; VPAA’s Office</td>
<td>678-839-4167</td>
</tr>
<tr>
<td>Boyd Building</td>
<td>Callaway</td>
<td></td>
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<tr>
<td>Geography</td>
<td>Humanities Building</td>
<td></td>
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<td>Geography</td>
<td>TLC Building</td>
<td></td>
</tr>
<tr>
<td>Cashen Recital Hall</td>
<td>Music Department</td>
<td>678-839-6516</td>
</tr>
<tr>
<td>Campus Center</td>
<td>Campus Center</td>
<td>678-839-5500</td>
</tr>
<tr>
<td>Coliseum</td>
<td>Coliseum</td>
<td>678-839-6190</td>
</tr>
<tr>
<td>Richards College of Business</td>
<td>College of Business</td>
<td>678-896-6467</td>
</tr>
<tr>
<td>Education Center</td>
<td>College of Education</td>
<td>678-839-6570</td>
</tr>
<tr>
<td>Love Valley &amp; Kennedy Chapel</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Lower Level - Food Services Building</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>UCC 210, UCC 312</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>Reserved by EXCEL Center</td>
<td>678-839-6280</td>
</tr>
<tr>
<td>Student Recreation Center</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Track</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Hubbard &amp; Executive Dining Rooms</td>
<td>Food Services</td>
<td>678-839-6496</td>
</tr>
<tr>
<td>Athletic Fields &amp; Complex</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Intramural Fields</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
<tr>
<td>Townsend Center for the Performing Arts</td>
<td>Townsend Center</td>
<td>678-839-4722</td>
</tr>
<tr>
<td>All other campus spaces</td>
<td>Auxiliary Services</td>
<td>678-839-6525</td>
</tr>
</tbody>
</table>

Note: No Student Organization may reserve Auxiliary Service managed spaces for the upcoming semester before mid-term of the current semester.

No Student Organization may reserve Auxiliary Service managed spaces for more than a 3-hour time period (per reservation) without approval from the Assistant Vice President of Auxiliary Services.

The use of walkways, lobbies in and near the University Community Center and the Humanities Building, the area in front of the library, and areas for displaying banners on the front of the University Community Center and on the wall by the library are reserved by Auxiliary Services. **Music must not be played in front of the University Community Center or other areas where it may be disruptive to classes or offices.**

Food events are not permitted in the following locations:
Section III. Fees

Regulations for General Fee Charges

Non-University groups using University facilities will be assessed a usage fee. The usage fee includes charges for facilities, equipment, supplies and materials, labor costs, custodial services, maintenance, and where applicable, event-related services provided by the University Police. Any damage to a facility other than normal wear and tear will be charged to the group using the facility.

It is the responsibility of all user groups to return the facility to its pre-event status unless prior arrangements have been made with the Department of Facilities and Grounds. A group will be billed for any expenses incurred if additional clean-up or repair by the University is required. A list of usage fees can be obtained from Auxiliary Services.

Fees for Specialized Facilities

Lower Level Food Services Building: Any eligible non-university group (see Section I) that uses this facility is charged a usage fee unless it is using University of West Georgia Food Services. No outside organization is allowed to bring food into this building. A minimum of $200.00 in food and/or beverages must be provided by Food Services or a $200.00 per day facility use charge will be assessed.

Kennedy Chapel: Anyone reserving the Kennedy Chapel will be charged a usage fee (with the exception of current students, staff, faculty, or their dependents). Fees may be paid (after the reservation has been confirmed through Auxiliary Services) in person or mailed to: Auxiliary Services, University of West Georgia, Carrollton, GA 30118.

Townsend Center for the Performing Arts (TCPA): University organizations and non-university groups may reserve this facility on a space available and space appropriate basis. The TCPA will assess any charges associated with an event. This may include but is not limited to labor costs in producing an event, custodial services, maintenance, equipment, supplies and materials, University Police services, and damages.

When No Fees Are Required

There shall be no usage fees assessed when the event is promoted and presented by a University of West Georgia organization and directly related to that unit's mission, academic offerings, or organizational mission and for which no admission is charged. There shall be no usage fees when a facility is used as an informational gathering of a University of West Georgia organization for the purpose of conducting business related to the user’s organization. There shall be no usage fees assessed if these user groups incur no charges for custodial, maintenance, or University Police personnel as a result of the event.
**Damage Deposit**
A damage deposit may be requested when reservations are made for equipment or facilities. Any group, except registered campus organizations or University-affiliated groups, may be charged rent.

**Safety and Insurance Requirements**
Use of University facilities will require the sponsoring organization or individual to sign a contract, license agreement, or some other agreement. The University will evaluate all proposed activities to ensure compliance with safety and insurance requirements.

**Section IV. Events Set-Ups**
If equipment or a particular set-up is needed for an event, requests should be made at the time of reservation. Individuals using specialized equipment in University facilities must demonstrate competence in the operation of this equipment or make arrangements for a trained person to operate this equipment. Special facility set-up requests must be made at least five working days before the scheduled event. The time of the requested reservation must include any time needed for set-up. Extensive facility set-ups will require more notice and may not be possible if the specific set-up is requested too late. To submit set-up information, please contact the department with whom the reservation was made.

**Rental of Non-University Assets**
Equipment for events - such as barbecue grills, generators, tents, kiosks, furniture, audiovisual equipment, etc. - may be obtained from off-campus sources. The University will not cover this equipment under its insurance. UWG assumes no liability for loss or damage of the equipment, even if this equipment is secured on University property. It is the responsibility of the event planner to reserve and complete the rental agreements for non-University equipment.

**Section V. Policies Pertaining to Alcoholic Beverages**
Groups using University facilities must conform to University policies pertaining to alcoholic beverages. Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; see the Student Conduct Code, Appendix A.

1. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in Item 3 below.
2. The Vice President for Business and Finance may, on a case by case basis, approve the serving of alcohol at campus facilities not designated in 3 above provided that all the rules and conditions of this policy are met.
3. The sale in any manner of alcoholic beverages is prohibited. The legal definition of “sale” includes exchange of money, before, during or after events including but not limited to coupons, admission charges, and “donations”.
4. No university funds, including Student Activity funds and residence hall social fees, shall be used to purchase alcoholic beverages.
5. The furnishing of alcoholic beverages to persons under the age of twenty-one and the possession or consumption of alcoholic beverages by persons under the age of twenty-one will subject the violator to university disciplinary action and/or arrest.

6. No alcohol may be present at any Rush function.

7. Advertising of events at which alcoholic beverages will be present cannot include references to alcohol nor imply sponsorship by the university. **Event insurance may be required for functions in which alcohol is involved.**

**Section VI. University Police**

University Police officers may be required at certain campus events. The Chief of University Police (or designee) will determine if University Police Officers will be necessary. The University Police will determine the number of officers needed and the hours that the officers will be present. Neither private security nor off duty police officers can be used for event security without the approval of the Chief of University Police (or designee). The Organization will be responsible for paying the officer(s).

**Section VII. Open Flame**

Use of open flame (candles, tiki torches, patio heaters, grills, campfires, etc.) is prohibited on campus unless approved by the Office Risk Management/Environmental Health and Safety.

**Section VIII. Aramark**

All campus events which include the serving of food must have that food provided by Aramark, unless Aramark prefers not to cater the event or has given their approval for an outside vendor.

**Section IX. Food Safety**

Groups must complete and submit a food safety plan to Risk Management (UCC 309) if:

1. The group will be cooking raw meats, and;
2. The group will be serving to the general student or campus population.

Food safety plans must be submitted at least two days prior to the event. Contact Risk Management (678-839-6277 / safety@westga.edu) for a form.

The following guidelines pertain to selling prepared food to the campus community (such as bake sales):

1. Controls should be used to minimize contact with the food (gloves, tongs, individual wrappings, etc.).
2. Ingredients should either be listed or available at the site of sale.

**Campus Center Reservations**

The University Recreation (UREC) Administrative Office located in Campus Center Room 202 is responsible for the reservation of all meeting/ballroom/activity space in the Campus Center. The primary objective of the UREC Administrative Office in
this capacity is to serve the members of the UWG community including students, faculty, staff, alumni and occasional non-university groups. This section outlines basic room reservation policies. Additional polices for specific events may also apply. Please contact or visit the UREC Administrative Office to discuss individual event needs.

**Reservation Priority**

The Campus Center was built with student fees to enhance the social, cultural, and recreational life of students at the University of West Georgia, therefore the following reservation priority exists. Please note that certain major, University-wide events such as Homecoming, Orientation, etc. will be scheduled first each year.

**Tier I:** *Student Organizations and Departments Housed in the Campus Center Charged with Providing Campus-wide Programming* - such as the Student Activities Council, Student Government Association and *University Recreation and the Center for Student Involvement* who plan events that originate out of the Campus Center facility intended to serve the entire student body or University of West Georgia Campus.

**Tier II:** *Registered Student Organizations* - Those organizations who have met the guidelines to be considered registered and are currently in good standing with the Center for Student Involvement.

**Tier III:** *University Departments*

**Tier IV:** *Non-University Groups* (Non-Profit & For-Profit) Non-profit groups must provide a copy of the IRS form 501-e(3). All Board of Regents and UWG policies such as those for insurance coverage apply.

**Reservation Schedule**

<table>
<thead>
<tr>
<th>Tier</th>
<th>For SPRING/SUMMER Semester Reservations</th>
<th>FALL Semester Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I</td>
<td>1st Class day of Fall – 9/14/12</td>
<td>1st Class Day of Spring – 2/14/13</td>
</tr>
<tr>
<td>Tier II</td>
<td>9/15/12 – 9/30/12</td>
<td>2/15/13 – 2/29/13</td>
</tr>
<tr>
<td>Tier III</td>
<td>10/1/12 – 10/14/12</td>
<td>3/1/13 – 3/14/13</td>
</tr>
<tr>
<td>Tier IV</td>
<td>10/15/12 – 10/31/12</td>
<td>3/15/13 – 4/1/13</td>
</tr>
</tbody>
</table>

At any point after a designated priority access date is passed, facility users in that category may continue to make facility reservation requests on an equal access “first come, first served” basis. Any exceptions to the reservation schedule must be approved in writing by the Director of University Recreation.

**Limitations**

Groups may only reserve the full ballroom three times per semester, ½ the ballroom four times per semester and ⅓ the ballroom eight times per semester. In addition, groups may only reserve a room for meetings one time a week for two hours at a time. This is to insure all groups are provided with a fair chance to utilize space in the Campus Center.

**General Reservation Policies**

1. All reservations must be made seven days in advance for the Ballroom, 2 busi-
ness days in advance for the meeting rooms in the UREC Administrative Office (Campus Center Room 202).

2. Reservations will be made in accordance to the established priority list. An Event Request Form will be required to determine appropriate priority and final approval. The UREC Administrative Office reserves the right to determine a space request's priority tier.

3. Reservations submitted on time are accepted on a first come, first served basis within the priority tier.

4. A request for space does not guarantee that a space will be assigned. The UREC Administrative Office reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies. Documentation will be provided with the reasons for the denial.

5. All reservations for registered student organizations must be made by the organization president, vice-president, or advisor. Student Organizations may be required to complete a large-event form to hold their event in the Campus Center. The Assistant Director of Operations (or designee) will make the determination on whether a large-event form is needed.

6. Organizations will be responsible for adhering to all policies and procedures regarding security, conduct, and damages as per the policies and procedures for the Campus Center and the large-event process. A copy is available for review in the University Recreation Administration Office.

7. Attendance at events will be limited to the posted room capacity.

8. All events must comply with all University policies and procedures. In addition, the Campus Center prohibits conduct which is obscene or patently offensive to the prevailing standards of an academic community and such actions such as: stripping, nudity, obscene gestures or actions, and lewd or indecent dancing or acting.

9. The sponsoring organization will be held liable for damages to the facility and its equipment. Damages to the facility may lead to suspension of reservation privileges and/or future use of the facility.

10. Reserving groups are required to meet with the Assistant Director of Operations (or designee) at least 7 days prior to the event. Failure to complete this step will result in the event being canceled and the facility will be released for re-scheduling.

11. All requests for tables, chairs, audio-visual equipment, staging, public address equipment, etc., and room set-up must be made at the time of the reservation or at the meeting with the Assistant Director of Operations. Any reasonable room set-up changes or equipment changes to the original request must be made by noon two days prior to the event. Any changes made to scheduled weekend events must be made by noon on Thursday. If changes are made after
these deadlines, UREC personnel reserve the right to either not honor the changes or charge the group for the direct costs associated with the changes.

12. Table reservations will be handled on a case-by-case basis by the Assistant Director of Operations. Approved locations for table reservations exist inside and outside of the Campus Center.

**Charges**

<table>
<thead>
<tr>
<th></th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3*</th>
<th>Tier 4 (profit/non-profit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 104</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100.00/$75.00</td>
</tr>
<tr>
<td>Boardroom 105</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100.00/$75.00</td>
</tr>
<tr>
<td>Ballroom 108 (full)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$900.00/$750.00</td>
</tr>
<tr>
<td>Ballroom 108.1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$350.00/$250.00</td>
</tr>
<tr>
<td>Ballroom 108.2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$450.00/$375.00</td>
</tr>
<tr>
<td>Ballroom 108.3</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$175.00/$125.00</td>
</tr>
<tr>
<td>Ballroom 108.4</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$175.00/$125.00</td>
</tr>
<tr>
<td>Ballroom 108.1 &amp; 108.2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$600.00/$450.00</td>
</tr>
<tr>
<td>Ballroom 108.3 &amp; 108.4</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$350.00/$250.00</td>
</tr>
<tr>
<td>Small Dance Floor</td>
<td>$0.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00/$75.00</td>
</tr>
<tr>
<td>(15’x24’)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium Dance Floor</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00/$100.00</td>
</tr>
<tr>
<td>(21’x30’)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Dance Floor</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00/$150.00</td>
</tr>
<tr>
<td>(27’ x 36’)</td>
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<td></td>
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<tr>
<td>Greenery**</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00/$75.00</td>
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<tr>
<td>Stage**</td>
<td>$100.00</td>
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<td>$100.00</td>
<td>$100.00/$200.00</td>
</tr>
<tr>
<td>Grand Piano**</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00/$100.00</td>
</tr>
<tr>
<td>Cleaning Fee **</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00/$300.00</td>
</tr>
<tr>
<td>After Hours Charge</td>
<td>$80.00/hr</td>
<td>$80.00/hr</td>
<td>$80.00/hr</td>
<td>$80.00/hr / $80.00/hr</td>
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<tr>
<td>Cancellation Fee</td>
<td>$80.00</td>
<td>$80.00</td>
<td>$80.00</td>
<td>Full cost of rental</td>
</tr>
<tr>
<td>(fail to show)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Event Supervisor</td>
<td>N/A</td>
<td>N/A</td>
<td>$9.75/hr</td>
<td>$13.50/hr / $13.50/hr</td>
</tr>
<tr>
<td>(per person)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Set-up Crew</td>
<td>$8.00/hr</td>
<td>$8.00/hr</td>
<td>$8.00/hr</td>
<td>$8.00/hr / $8.00/hr</td>
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<tr>
<td>(per person) 2-hour</td>
<td></td>
<td></td>
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<tr>
<td>minimum**</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Security**</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Charges may apply to certain University Department events depending on scope
and purpose. For example, if an entry fee is charged or the event is designed for-profit, charges may apply. Charges do apply for special set-ups or after-hours usage.

** Fees marked with a double-asterisk are explained below:

- Greenery charges may be applied to any tier if UREC is assessed a fee to acquire greenery.
- A fee for staging may be required if there is a special set-up requested.
- A fee for use of the Grand Piano may be charged if tuning is required for use.
- A cleaning fee may be assessed to any tier if agreed upon conditions are not met or if excessive clean-up is needed to prepare the facility for following events.
- If a user group fails to let the UREC Administrative Office know of an event cancellation by the appropriate deadline in writing (e-mail to the Assistant Director of Operations or designee) or fails to utilize a reserved ballroom, an $80.00 fee will be charged and all other reservations for that group will be canceled for the remainder of the semester until the charge is paid in full.
- University Recreation reserves the right to require UREC Staffing based on the size, scope, and details of various events. Costs for such staffing will be passed on to the event.
- The sponsoring organization regardless of tier will be responsible for all costs associated with security at their event. University Police, not University Recreation, will determine the type and amount needed. This will be passed onto the group in the form of a direct cost.

**Coliseum Reservations**

The Coliseum is dedicated to meeting the needs of the campus, local and regional communities. Through programming via academics, athletics, and special events it is our goal to help meet the physical, mental, professional development and entertainment needs of our broad constituent base. This will allow The Coliseum to be instrumental in helping the University achieve many of its strategic planning objectives.

The Coliseum has a number of spaces available for licensed use by student organizations. The arena space is approximately 96,000 square feet and has a seating capacity of 6,500 for sporting events and approximately 6,000 for concerts. In addition, The Coliseum has eight classrooms available for meeting rooms, hospitality or other related use.

In addition to in-house personnel, The Coliseum’s management relies on the assistance of numerous on-campus and out-sourced service providers to plan and execute events.

**Booking Policies and Information**

In order to begin the booking process, all interested groups must complete the Pre-Qualification Licensing Form located on The Coliseum’s website. It is requested that groups contact Coliseum management no later than six weeks prior to their desired event date. For more information about The Coliseum’s booking policies and procedures, please contact the Coliseum Director at Coliseum@WestGa.edu or 678.839.5104 for the most recent Booking Policies and Information.
**Facility Use Fees**

All student organizations will have to pay the established fees for facility use. These fees will vary, depending on size and needs of the event(s). For more information about The Coliseum’s fees and for the most recent Reservation Request Form and current Rate Sheet, please contact the Coliseum Director at Coliseum@WestGa.edu or call 678.839.5104 for the most recent and up-to-date facility fees.

**Contact Information**

Please contact the Coliseum Director at Coliseum@WestGa.edu or call 678.839.5104 or the Coliseum Administration Office at 678.839.5141.

**GUIDELINES FOR THE USE OF ROOMS AND SPACES**

**College of Arts & Humanities**

**College of Sciences & Mathematics**

**College of Social Sciences**

Contact: 678-839-4167

The Event Reservation Form for COAH, COSM, & COSS must be submitted by registered student organizations to the Provost & VPAA’s Office, Sanford Hall, at least five (5) business days prior to the event. In order to meet the deadline for the completion of the Large Event Form, Registered Student Organizations planning a large event should submit the Event Reservation Form to this office at least 10 (ten) working days prior to the event. Changes to reservations should be requested three (3) business days in advance of the event. This office must be notified 24 hours in advance of event cancellations.

Due to class scheduling, reservation requests will not be confirmed, each semester, until after the second full week of class meetings. Reservations are only approved for the current semester and end on the last day of regular class meetings.

Because space availability changes frequently, this office does not provide information concerning vacancies prior to receiving the Event Reservation Form. In addition, if a specifically requested space is not available, an appropriate alternative will be suggested or provided.

The UWG faculty/staff advisor, or UWG faculty/staff employee representing the organization’s advisor, must be present at the event if it takes place after 5pm or on the weekend. All events must end by 10pm. Event set-up and clean-up must take place during the reserved time period.

Requests for additional tables and chairs in classrooms and lecture halls, except Bonner, will not be approved due to safety issues.

This office reserves the right to refuse reservations for events that may interfere with surrounding classes. Music must not be played in areas where, or at times when, it may be disruptive to classes or offices. All events involving food must also be approved through this office, Auxiliary Services, and Risk Management. Food sales are not permitted in the TLC Atrium. **NO FOOD or DRINKS are allowed in the lecture halls.** Lecture Halls must be locked at the conclusion of each event. For events incorporating copyrighted materials, please refer to the “Copyright
and Public Performance Regulations” policy at http://www.westga.edu/campus/index_8612.php

Computer and other labs located in Anthropology, Biology, Boyd, Callaway, Cobb, Humanities, Pafford, Martha Munro are not to be used or scheduled except through the appropriate department office. HU 312, TLC Atrium, TLC terrace, and the Ed Center TV studio are not to be used for meetings or events. Requests to hold regular student organization meetings in the TLC will not be approved.

After use, all rooms must be returned to the original condition by replacing furniture to original positions, throwing trash into receptacles, and all technology-related equipment must be shut down. Only trained personnel are allowed to operate the classroom technology equipment. For additional technology equipment please refer to the “Checkout of Media Equipment” portion of this Handbook.

Classrooms and lecture halls are not to be used for storage by student organizations. Additionally, if damages occur, the student organization must reimburse UWG for repairs and will be prohibited from using facilities for one academic year. Organizations and groups that do not comply with these policies will not be granted permission to use the facilities and possibly denied future use.

**NO EXCEPTIONS!**

**Specific Room Information:**

**Lecture Halls:** NO FOOD or DRINKS are allowed in the lecture halls.

- **Anthropology 2** (72 seats)
- **Biology Lecture Hall** (120 seats)
- **Bonner Lecture Hall** (184 seats) large group use
- **Callaway 145** (74 seats)
- **Crider Lecture Hall** (138 seats) Lab table at front of room is not to be used.
- **TLC 1200** (86 seats)
- **TLC 1203** (86 seats)
- **TLC 1301** (110 seats)
- **TLC 1303** (120 seats)
- **TLC 1305** (280 seats)

**Regular Classroom Spaces** will be assigned to small groups.

Return desks to neat rows at the end of the reservation.

Food and drink may be served

Arrangements must be made to clean up food and drink afterward

**Cashen Recital Hall** (233 seats)

**Contact the Music Department at 678-839-6516 for more details or to reserve this space.**

This space may be scheduled for single-use events only which must be approved by Music Department. Events such as recitals, lectures, special meetings, academic awards, and panel discussions may be scheduled in the Recital Hall. NO FOOD or DRINKS are allowed. To reserve the Humanities lobby area for serving refresh-
ments, submit a completed request form to the Provost & VPAA Office. The grand piano remains on stage. Use of piano or organ requires special permission of department. A/V equipment, lecterns, and props must be provided by the user. A damage deposit is required. Lock hall when done.

**Special Purpose Rooms and Spaces:**
The following special purpose rooms are restricted spaces and are not scheduled by this office: Cobb 130 and 131; Boyd 209 and 330; Kathy Cashen Recital Hall; HUM 137, 141, 210, 232, 234, 235, 301, 331; any room in Martha Munro; any room in Melson; Pafford 111, 211, 220, 309; TLC 1103/1104, 1115, 1118, 1204, 1210, 1211, 2105, 2207, and 3205.

**Richards College of Business**
**Contact: RCOB Dean’s Office, 678-839-6467**
Reservation of rooms in the Richards College of Business must be scheduled through the RCOB Dean’s Office. **Reservations for registered student organizations must be made by the faculty sponsor/advisor of said student organization, and the sponsor/advisor must be present at the event if it takes place after 5:00 pm or on the weekend.**

Arrangements must be made with University Police to unlock/lock the room and/or building. Event organizers must include in their contracted hours of scheduling sufficient turnover time for setting up and taking down of events. Typically, this means 1.5 hours prior to and 1 hour after the event. Access to the room will not be permitted until the time for which it is contracted. After use, rooms must be cleaned, furniture must be returned to the original position, and all technology-related equipment must be shut down.

**Technology:** All RCOB rooms are equipped with a whiteboard, multimedia projection system, computer, DVD/VCR, overhead projector and an internet connection. Use of computer or audio/visual equipment in the rooms requires scheduling a training session with IT technical support personnel prior to the reservation date. Please contact the Service Desk at 678-839-6587.

**Emergencies:** Please call University Police at (678) 839-6000.

**Security:** If you are locked out of your reserved room after 5:00 pm during the week or anytime Saturday and Sunday you must contact University Police to unlock the room. Bring your approved confirmation form/email with you as you may be asked to show it as proof of your reservation.

**Liability:** The sponsoring organization using the facility is responsible for:

1. Any damage to the building, equipment, and/or furnishings caused by persons attending the event.
2. Enforcing UWG alcohol guidelines and smoke-free policy.
3. Restoring the facilities to their original state after the event.

Due to class scheduling, reservations for the classrooms cannot be confirmed until the 2nd week of each semester.

No food or dining is allowed in the classrooms at RCOB. No signs, banners, posters, or decorations may be nailed, tacked, or affixed in any way to the interior woodwork or walls of RCOB.

All reservations are revocable in cases of space-planning emergencies, as determined by the Dean of the Richards College of Business.
The RCOB reserves the right to refuse future rentals to organizations that do not comply with these policies.

**Contact Information:** For event assistance during normal business hours (M-F, 8 am to 5 pm), please call the Dean’s Office at (678) 839-6467.

**No food or drink is allowed in any of the RCOB classrooms.** Food service at any event must have prior approval of the RCOB Dean’s office.

**RCOB Rooms available for scheduling:**
- **RCOB 1308** Classroom: Seats 42 (moveable)
- **RCOB 1309** Classroom: Seats 50 (moveable)
- **RCOB 2201** Classroom: Seats 45 (moveable)
- **RCOB 2202** Classroom: Seats 45 (moveable)
- **RCOB 2214** Classroom: Seats 70 (moveable)
- **RCOB 2213** Classroom: Seats 70 (moveable)
- **RCOB 2212** Conf. Rm.: Seats 10 (moveable)
- **RCOB 1201** Lecture Hall: Seats 100 (moveable chairs)
- **Adamson 115** Classroom: Seats 28 (fixed)
- **Adamson 117** Lecture Hall: Seats 90 (fixed)
- **Adamson 227** Classroom: Seats 49 (fixed)
- **Adamson 217** Classroom: Seats 49 (fixed)
- **Adamson 228** Classroom: Seats 28 (fixed)
- **Adamson 127** Conf. Rm.: Seats 24 (moveable)

**Education Center and Education Annex**

**Contact:** Dean’s Office 678-839-6570

A. To use any of the rooms in the Education Center these rules must be followed:
   1. A Facilities Use Agreement must be signed by the user accepting responsibility and agreeing to terms and conditions.
   2. Arrangements must be made with University Police for locking the Education Center if rooms are used after 9:30 pm Monday through Thursday, after 5:30 pm on Friday, or anytime on Saturday and Sunday.
   3. Faculty/staff advisor must be present at the event.
   4. Serving food/drinks in the Education Center and Educational Annex is discouraged.

B. Additional information about specific rooms:
   - **Rooms 1, 2, 3, 4, and 5**
     1. Rooms 1, 2, 3, 4, and 5 will accommodate 80 people. These rooms are multimedia classrooms.
   - **Rooms 200, 202, 225, 226, 227, 229**
     1. These rooms accommodate from 30 to 40 people.

**LARGE EVENT PROCEDURES AND REGULATIONS**

*This form must be submitted to the Center for Student Involvement, five (5) working days prior to the event.*

Large events are defined as events usually taking place in, but not limited to, the Campus Center, Lower Level Z-6, Love Valley, or Student Recreation Center that have the potential of attracting a large number of attendees especially from outside the University of West Georgia Community. Examples of programs that can be termed as Large Events are Greek Step Shows, outdoor concerts, block parties, and sports tournaments, etc. Student Groups that plan a Large Event must submit
a completed checklist five (5) working days prior to the event date (the previous Friday for a Friday event).

Complete the “Planning Checklist”:
— meeting with University Police (Charlie Marlar) and hire security (if required) 7 working days before event (Signature) Phone Number: 678-839-6254
— training of student marshals (if required) 2 days before event.
— meet with Auxiliary Services (Mark Reeves) 7 working days before the event, to discuss meals, fundraising or solicitations. (Signature) Phone Number: 678-839-6525
— meeting with Risk Management (Matt Jordan) 6 working days before event (Signature) Phone Number: 678-839-6277
— meet with Facilities (Andy Freer) 5 working days before event (Signature) Phone Number: 678-839-6311 OR meet with Campus Center (Assistant Director) if the event is held in the campus center. (Signature) Phone Number: 678-839-5500
— performer/stepping order established at least 5 days before event
— deliver completed form to Center for Student Involvement 5 working days prior to event (Signature)
— return University Police Checklist to Student Involvement after event

**University Vehicle Use and Operation Policy**

University vehicles may only be operated by qualified employees that are conducting university business. With the exception of activities that are endorsed and/or sponsored by a department or division, they are not available for student use. Potential drivers of university-sponsored groups should be qualified through the department which sponsors them.

**CHECKOUT OF MEDIA EQUIPMENT**

*Information Technology Services (ITS)*

**Contact: 678-839-6459**

Registered student organizations can check out audiovisual equipment from ITS for their official programs. The ability to fill student organization requests is dependent on availability of equipment, since priority is always given to equipment orders needed for credit-generating instruction. To utilize the services of ITS, the organization’s Faculty/Staff advisor must approve the request by sending an e-mail to ITSMedia@westga.edu at least 48 hours before the needed delivery/pickup time. To reserve equipment, an organization representative must be currently enrolled in the university and have a valid I.D. card. Students must sign for the equipment and in doing so assume responsibility for any loss, theft, or damage to the equipment while in their possession. ITS reserves the right to specify the conditions under which students may use the equipment. Equipment loaned to students is generally limited to one day. Equipment is to be used indoors only. Outdoor events are supported by Facilities (678-839-6311).

**Equipment reservation process:**

- An organization representative can reserve equipment by calling or going to the ITS office located in the basement of the Anthropology Building. You will be asked to give pertinent information (e.g., time, place, date, and type of equipment needed). A Student ID card and signature will be required. A checkout form will be
completed and placed in the file. Note that reservations without advisors approval may be canceled.

- The organization Faculty/Staff advisor must approve the request by sending an e-mail to ITSMedia@westga.edu or appearing in person at the ITS office in the basement of the Anthropology Building (with ID card) at least 48 hours before the needed delivery time.

- ITS can deliver and set up equipment to any indoor location on campus (excluding Residence Halls) during normal office hours – typically M-F 8:00 am to 5:00 pm (subject to change). ITS can also tear down and retrieve the equipment. Note the person accepting responsibility for the equipment will be responsible for it until ITS shows up to collect it. The office is not open on weekends or evenings.

- Students may choose to pick up or return the equipment without ITS involvement. Equipment to be returned by the organization should be returned on time so that ITS can fulfill other commitments.

- ITS can provide training on use of equipment if asked.

- When placing your order, please be sure to give exact instructions as to who will be responsible for the equipment. Equipment will not be left without the appropriate representative accepting the delivery with a signature. If a delivery is made and the appropriate person is not there to receive it, the equipment will be returned to ITS and the order canceled.

- By signing the order form the organization agrees to the following:
  - full knowledge of how to operate the equipment
  - will pay replacement cost if lost or stolen
  - will pay any repair charges due to damage not caused through normal wear
  - equipment was personally checked out by organization representative and found to be in good working condition.

- Normally equipment is not to be taken off of campus. Special permission must be received from ITS Management before doing so.

- At the first sign of malfunction, discontinue operation, immediately disconnect the power plug, and contact the ITS Service desk (678-839-6587). Be prepared to give the service personnel a description of how the problem occurred.

Revised 4/2011

YOUR ON-CAMPUS COPY CENTER

PROCEDURES FOR OBTAINING PRINTED MATERIALS

The Department of Publications and Printing, “Your On-Campus Copy Center,” offers color and black-and-white copying and printing for campus organizations. Large-format posters, vinyl banners, and corrugated yard signs can be produced for you within a few days. Also offered are book binding, publications design, and more. If you don’t see what you need on the price list, ask a staff member. There are several ways to obtain printing:

- Email your files to pubprint@westga.edu. Be sure to include instructions and your contact information, and remember to attach your files.

- Place your order in person. A computer is available in the lobby so that you can send files from your jump drive directly to the quick copy equipment on site. While-you-wait copies are available, first come, first served. For larger project, it’s best to allow several days.
• Your On-Campus Copy Center is located off Back Campus Drive on Pub and Print Drive, up the hill from Humanities. The print shop’s hours are Monday through Friday, 8 a.m. to 5 p.m.
• Call 678-839-6483 to plan your printing. A full-time staff is available to assist you.

Other services include student business cards, spiral and coil binding for your copies; table tents, fliers, and publicity materials.

PROCEDURES REGARDING STUDENT ORGANIZATION MAILINGS AND MAIL BOXES

Your campus organization may obtain a mail box on campus. Please stop by the campus mail room, located in the University Community Center. A five-dollar deposit will be required for the key. Mail should be addressed:

   Organization Name
   Attn: John Doe
   PO Box 10000
   Carrollton, GA 30118

An organization has to keep their mail box checked at least once a week. These mail boxes are really small and do not hold a lot of mail. If your box overflows, the box will be closed. It will be up to the organization to get it approved to reopen the box.

Interoffice mail may be sent to other students and faculty at no cost. Mail addressed to faculty must have department and name. Names and PO box numbers are required for mail sent to students. Organizations cannot stuff mail boxes with fliers. Off campus mailings will be processed at regular United States Postal Service (USPS) rates. Campus Mail Services provides stamps, stamped #10 envelopes, registered mail, certified mail, return receipts, insured mail, delivery confirmations and money orders. International mail is also available through campus mail.

If you have any question, please contact the office at 678-839-6522. They will be happy to assist you. Mail Services hours are 8:00 – 4:30 p.m. Monday – Friday. Mail needing to go out that day needs to be at Campus Mail before the 4:00 p.m. dispatch.

PORTAL/MYUWG ANNOUNCEMENTS

If reserving a facility, Auxiliary Services usually posts the reservation under Campus Events. You can always ask them if they are posting it when you make the reservation.

You will need to ask other reservations staff to do the same.
Announcements can be sent to servicedesk@westga.edu, and they will be posted under “Announcements” on the portal.
Developing a Constitution

SECTION III

Amazing things happen when you GO WEST.
DEVELOPING A CONSTITUTION

To assist your group, a sample constitution and explanation of each section of a constitution has been prepared for your use. The sample constitution is only an example, and should not be used as a “fill-in” form. Should you require further assistance in the preparation of your constitution, contact the Center for Student Involvement, Campus Center, 678-839-6526.

A constitution is the basic framework of an organization. It should state the purpose of the organization, and should indicate the number of officers, the method of their selection, requirements for membership and other general operating procedures which might be subject to frequent change. Detailed methods of doing business and specific rules belong in a document called the **BYLAWS**. For example: The constitution would establish the fact that dues are a requirement for membership and would outline the method of determining the amount of dues. The bylaws would then state the specific dues structure.

CONSTITUTION

**Article I. NAME**
The name of the organization should reflect the nature of the organization.

**Article II. PURPOSE**
This section should state the purpose, aims, and functions of the organization.

**Article III. MEMBERSHIP & DUES**
This section should state the requirements and size limitations of the membership and the dues structure, if any.

**Article IV. OFFICERS**
This section should be a list of the officer positions and the duration of terms. Also provisions should be for vacancies of office. Names should never appear in the constitution, only the positions.

**Article V. FISCAL AGENT/FACULTY CONSULTANT**
This section should state the procedure for selecting a faculty consultant and would explain the procedures for selection of a fiscal agent, if applicable.

**Article VI. MEETINGS**
This article should state the provisions for a regular meeting time, as well as any provisions to be made for calling special meetings. The officer position which has the authority to call meetings should be stated here.

**Article VII. QUORUM**
This section would set down the rules pertaining to the number of members, or the percentage of the membership required to be present to transact business.

**Article VIII. AMENDMENTS**
Amending the constitution should not be a simple process for the sake
of the stability of the organization. All amendments are subject to final
approval by the appropriate governing body.

Article IX. RATIFICATION
This section would state the requirements for ratification of the
constitution of the newly formed organization.

BYLAWS
The by-laws would contain:
1. Detailed material concerning members, rights, duties, expulsion and resignation
   procedure.
2. Provisions for honorary members if the group so desires.
3. Provisions for membership fees, dues and assessments, if there are to be any,
   should be written in detail.
4. Names of the standing committees, if any, and the method of choosing the
   Chairpersons and committee members. The duties of the Committee(s) should
   also be stated here.
5. A provision for some accepted rules of order for parliamentary procedures,
   such as
   Robert’s Rules of Order, should be included.
6. A method to amend the bylaws, usually a majority vote.

SAMPLE CONSTITUTION
ARTICLE I. NAME
Section 1. The name of this organization shall be the University of West Georgia
Student Organization.

ARTICLE II. PURPOSES
Section 1. The purpose of this organization shall be:
1.
2.

ARTICLE III. MEMBERSHIP AND DUES
Section 1. Membership in this organization shall be open to all University of West
Georgia students, faculty, and staff.
Section 2. Membership shall be maintained by the payment of dues which are estab-
lished by the Executive Committee, (or decided by the membership or
there shall be no dues.)

ARTICLE IV. OFFICERS
Section 1. The officers of the organizations shall consist of a President, a Vice Presi-
dent, a Secretary, and Treasurer.
Section 2. Duties and Powers:
   a. The duties of the president shall be (FOR EXAMPLE) to preside at
      all meetings, call special meetings, to appoint committees, etc.
   b. The duties of the vice president shall be (FOR EXAMPLE) to per-
      form all duties of the president in his/her absence, to serve as program
      chairman, etc.
c. The duties of the secretary shall be (FOR EXAMPLE) to keep an accurate, permanent record of the minutes and proceeding of the organization, to take charge of all correspondence, to make necessary reports, etc.
d. The duties of the treasurer shall be (FOR EXAMPLE) to keep an accurate and complete record of all monetary transaction, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with the regulations of the University.
e. Include any other officers as decided by the club.

Section 3. Election of Officers:
   a. The officers shall be elected at the next to the last regular meeting of the academic year or a Steering Committee should be appointed to provide leadership until officers are elected, or as provided for by each organization.
b. State any qualifications necessary to hold office.
c. The candidates shall be nominated in the following manner: (FOR EXAMPLE) a nominating committee, nominations from the floor, or a combination of both of these.
d. Voting shall be by ballot vote, show of hands, oral vote, or etc. as decided by the club.
e. A majority of 3/4 or 2/3 of all votes cast shall be necessary for election (One of these should be specified).

ARTICLE V. FISCAL AGENT/FACULTY CONSULTANT
Section 1. The selection of a faculty consultant is required of the individual organization.

Section 2. All registered student organizations who receive student fees are required to have a fiscal agent. The fiscal agent is selected in accordance with University regulations.

ARTICLE VI. MEETINGS
Section 1. The University of West Georgia Student Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc.), as decided by the organization.

ARTICLE VII. QUORUM
Section 1. (2/3, 3/4, etc.) of the members of this organization shall constitute a quorum to transact business.

ARTICLE VIII AMENDMENTS
Section 1. Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority vote of 2/3 of those at the meeting.

ARTICLE IX. RATIFICATION
Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this constitution.
Publications and Printing, Your On-Campus Copy Center, is available for all your copy and printing needs including posters, handbills, fliers, table tents, signs and banners.  
PH: 678-839-6483
NOTICE:
The policies and procedures presented in this handbook are subject to change. Any changes in policy will be forwarded to registered clubs and organizations.

AT THE UNIVERSITY OF WEST GEORGIA
We’re not bound by tradition.
When everyone else is going east, we Go West – to a world of unfettered opportunity.
We are blazing trails to new possibilities for scholarly achievement, creative expression and service to humanity.
Every day, our students and faculty prove that amazing things happen when you Go West.

Center for Student Involvement
Campus Center 304
University of West Georgia
Carrollton, Georgia 30118
678-839-6526