

2007-08

Registered Student Organizations Handbook



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.

Office of Student Activities

Campus Center

University of West Georgia

Carrollton, Georgia 30118

678-839-6526

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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.

OFFICE OF STUDENT ACTIVITIES

FACT SHEET

MISSION STATEMENT: *The Office of Student Activities facilitates student engagement, leadership and involvement through a variety of programs and services.*

The Office of Student Activities (OSA) offers a number of programs and services to fulfill its mission. The OSA provides students and registered student organizations with advisement, consultation, professional guidance and/or organizational development. The Office of Student Activities oversees University Programming, Greek Life, Multicultural Programming, Student Leadership Development Programs and Student Organizations. The Office is responsible for advisement of the following groups:

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

Events such as the Fall West Georgia Welcome, Homecoming, LEAD Weekend, Greek Week, and the Spring Fling are just a few of the activities the Office of Student Activities sponsors. OSA 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, Publicity, Multicultural Programs, Live Music, Comedy Presentations, and Special Events.

GREEK LIFE

The Office of Student Activities provides advisement and consultation to all of the nationally recognized social fraternities and sororities and their governing bodies, which are the 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 Office assists all groups in recruitment, membership intake and organizational development.

MULTICULTURAL PROGRAMMING

The Office of Student Activities advises organizations which plan programs of cultural interest to recognize and celebrate cultural diversity on campus throughout the year. These programs include Celebration of Peace, National Black History Month programs, Women's History Month, seminars, debates, workshops and training. The Office of Student Activities encourages multicultural education in working with all student leaders.

LEADERSHIP EDUCATION AND DEVELOPMENT

Student leadership is greatly emphasized in many of the programs and services offered

by the Office of Student Activities. 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.

STUDENT ORGANIZATIONS

The Office of Student Activities 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.

STUDENT ORGANIZATION DEVELOPMENT

The office coordinates organization president meetings, organization advisor meetings, and organization development publications.

FOR MORE INFORMATION CONTACT:

Office of Student Activities

Campus Center

UNIVERSITY OF WEST GEORGIA

Carrollton, Georgia 30118

(678) 839-6526

www.westga.edu/stuacts

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

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 Office of Student Activities 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 Activities” means the Office of Student Activities 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.

CHAPTER II. STUDENT ACTIVITIES - ORGANIZATIONS

Sec. 201. JURISDICTION OVER STUDENT ORGANIZATIONS

The Associate Director of Student Activities exercises jurisdiction over all registered student organizations.

Sec. 202. GENERAL DUTIES OF OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities shall:

- (A) enforce all university regulations and administrative rules relating to organizations
- (B) investigate allegations that an organization has violated a university regulation or administrative policy; and
- (C) review applications, rules, bylaws, and constitutions of all organizations that apply for registration on campus.

Sec. 203. ANNUAL REVIEW OF ORGANIZATION

- (A) Annually, before a date specified by the Office of Student Activities, the Office of Student Activities shall review the status of all organizations to determine whether they meet the eligibility requirements stipulated in Chapter II, are active, and conduct their affairs in accordance with regulations and administrative rules.
- (B) When the organization fails to meet the registration criteria, the Office of Student Activities may determine that the organization be removed from the list of registered organizations.

CHAPTER III. REGISTRATION

Sec. 301. REGISTRATION

- (A) A group of students is entitled to form an organization.
- (B) Each group that wishes to use facilities shall apply to the Office of Student Activi-

ties for registration as an organization.

- (C) An organization or group may be registered if its actions or activities are in accordance with the educational purpose and mission of the university.

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, except as provided by law, is not denied anyone on the basis of sex, race, religion or nationality;
- (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 Office of Student Activities. Information required for registration includes:

- (A) the name and a University P.O. Box 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 affirmative action 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 Office of Student Activities.

Sec. 304. ACTION ON APPLICATION

- (A) In considering an application, the Office of Student Activities shall register the organization unless it is ineligible under Section 302.
- (B) The Office of Student Activities shall notify an organization in writing of its approval or disapproval as a registered campus organization.

Sec. 305. UNACCEPTED REGISTRATION

- (A) If registration is denied the organization may petition in writing the Office of Student Activities, requesting him/her to grant registration provided they have met all the requirements set forth in Section 301, 302, 303.
- (B) If registration is denied, and upon request of the organization, the Associate 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 Services.

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

An organization may not deny membership on the basis of sex, race, nationality, or religion except as provided by law.

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 Office of Student Activities at the beginning of each Fall Semester a complete list of officers (including a University P.O. Box 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) No organization may use the facilities of the university as long as it has a delinquent account with any university department or agency.
- (C) Public Safety 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.
- (D) Organizations must register all programs and activities with the Office of Student Activities.

Policies and Guidelines

SECTION I



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, 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 Services, 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.

Disciplinary action directed towards student organizations shall be afforded according to procedures published annually by the Office of Student Activities 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, interfering 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 students or the University community.

- .03 Intentionally harassing others. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently 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 organizations.

4.00 Alcohol and Drug Abuse

- .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 distribution 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 Uncatalog.

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 by the head of facilities management.

9.00 Falsification of Records/Information

Providing false, misleading, or incomplete information to any University official or office.

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, governing bodies (i.e., NPHC, Interfraternity Council, Panhellenic, etc.) or the University of West Georgia Student Conduct Code.

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 Associate Director of Student Activities, or his/her designee. The complaint must be a clear, written account of the incident.

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 pledgship.
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 Organizational 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 procedural 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 Office of Student Activities 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

The Vice President for Student Services shall refer student organizational disciplinary cases to one of the following types of disciplinary proceedings for resolution:

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 Vice President for Student Services.

The faculty/staff members and alternates and the chair shall be appointed by the Vice President for Student Services, and the student representatives and alternates will be appointed by the Student Judiciary Chairperson 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 Services 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 Services 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 Services. 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 Services 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 Office of Student Activities 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 West Georgia.
3. Suspension of University Registration - Temporary severance of the organization's relationship with West Georgia 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 President of the university within five business days of the Vice President's decision. 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 Uncatalog, the student handbook, for information about appeals to the Board of Regents of the University System of Georgia.

POLICIES AND GUIDELINES

POSTING/DISPLAY POLICIES

I. GENERAL PROVISIONS

1. Departments and officially registered campus 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. **Organizations desiring to place notices on bulletin boards must have them approved by the Office of Student Activities; also those organizations who wish to post a banner on campus must get approval from the Office of Student Activities. Departments do not need approval to post flyers. NO GLITTER.** Flyers, posters, banners etc. with glitter will **not** be approved and should not be brought to the office. Laminated materials will not be approved.
3. Posting in residence halls must be approved by the Department of Residence Life.
4. A maximum of thirty 8 1/2" x 11" or 8 1/2" x 14" flyers may be posted by any organization at one time.
5. **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 inside the Campus Center with approval of OSA.**
6. 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.
7. Materials must not exceed 24" x 36" in size without specific prior approval by the Office of Student Activities.
8. There is a two week maximum posting time unless approval is given for an extension by the Office of Student Activities.
NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization will be allowed to use these bulletin boards.

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 not to exceed 14" x 24".
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 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 material which exceed 14" x 22".
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 smaller than 14" x 24".
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 (18" x 24").
2. Banners can be hung on the UCC railings or inside the Campus Center after approval from OSA.

VI. ADVERTISING

1. Any index sized (3" x 5") sheet may be used for personal advertising.
2. Commercial advertising is not permitted.

VII. POSTING BY OFF-CAMPUS GROUPS

1. Off-campus groups may ONLY distribute handbills (printed material smaller than 14" x 24"). 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.

VIII. POSTING BY INDIVIDUALS

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

IX. 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.

POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS

All organizations are required to have at least one advisor who is a **full-time member** 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 Office of Student Activities has responsibility for approving campus organization advisors from the faculty or administrative staff. It is the responsibility of each student organization to submit the names of advisors to the department. The Office will, upon request, provide a list of full-time faculty and staff.

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.

Staff members in the Office of Student Activities, the Campus Center, and in the Office of Intramural and Recreation Services, 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. 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.

ACADEMIC REQUIREMENTS FOR 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 West Georgia (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; however, 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) during his/her new member period.

The Office of Student Activities 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 Office of Student Activities in the Campus Center.

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

POLICY

The Office of Student Activities, 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 Office of Student Activities for the duration of the individual's affiliation with the organization and will terminate upon the graduation or depledging 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.

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 business 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, poster, 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 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 West Georgia 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 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:
 - a. A valid State of Georgia Occupational Tax Certificate.
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 Public Safety to verify the status of any vendor on campus.
4. The Director 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 4:30 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 Director 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 Director 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 West Georgia 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 recognized student group. Co-sponsoring with a non-university group is prohibited.
 - b. Student organizations must contact the Office of Student Activities to request authorization for a sale.
 - c. ARAMARK Dining Services, the university's exclusive food service provider, 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 Activities policies regarding sales and fund raising. Funds raised must be deposited to and accounted for through the student organization'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 educational 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 recognized student group. Co-sponsoring with a non-university group is prohibited.
2. Student organizations must contact the Office of Student Activities 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 Activities 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. Student Activities (Intramurals and registered student organizations)
 - a. The director of student activities 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 Services.

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)

Document created by Jerry Mock

Business and Auxiliary Services

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
- * Electronic Media
 - o UWG homepage link to www.uwgbraves.com
 - o Banner opportunities on www.uwgbraves.com

Note: third party - Affinity USA, operates www.uwgbraves.com
- * In-game Promotions
 - o Interactive contests with fans
 - o On-court promotions
 - o Premium item giveaways
 - o Promotional display or sampling area
- * Game Day Sponsorship
 - o Game Tickets (Reserve Seating)
 - o Public address announcements
 - o Display/Sampling area
 - o Premium item giveaways
 - o On-court promotions
 - o Employee Customer appreciation
- * Supernight
 - o Corporate Signage at event
 - o Promotional Display or sampling area
 - o Public Service announcements
 - o 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; therefore, the policy below has been adopted. For addi-

tional information on a student's personal responsibility regarding alcoholic beverages, see the Student Conduct Code, Appendix A.

1. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty-one will be present. Exceptions to the age limit are:
 - a. Alcohol may be served at an approved event where persons under the age of twenty-one are present but in the care and custody of a guest (parent or guardian) and he/she shall take full responsibility for the underage person's actions.
 - b. University students under the age of twenty-one who are asked to serve as hosts at an official university and/or alumni/foundation sponsored event may be present at these events where alcohol is being served, provided that the office responsible for the student hosts will insure that these students consume no alcohol.
2. 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.
3. Alcoholic beverages may be served at or brought to scheduled events on campus where persons under the age of twenty-one will not be present (except as noted in 1 a-b) in the Food Service Building, the Student Recreation Center, the Alumni House, the TLC outdoor balcony, the Campus Center Ballroom, atrium and outdoor patio area, and the Townsend Center for the Performing Arts. The TLC Atrium may be used at times when the building is substantially closed to student traffic such as weekends and holidays. All such events must be approved by the Director of Business and Auxiliary Services who will require appropriate supervision.
4. The Director of Business and Auxiliary Service may, on a case-by-case basis, approve the serving of alcohol at campus facilities not designated in 3 (above) provided that all other rules and conditions of this policy are met.
5. 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".
6. No university funds, including Student Activity funds and residence hall social fees, shall be used to purchase alcoholic beverages.
7. 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.
8. No alcohol may be present at any Rush function.
9. 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.**

ALCOHOLIC BEVERAGE GUIDELINES FOR STUDENT ORGANIZATIONS

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not twenty-one years of age or older and the serving of alcoholic beverages to intoxicated

individuals. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be served at or brought to a function away from campus.

An advisor should be present at any event at which alcoholic beverages will be served.

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and university policies.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese & crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served, they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.).
6. No contest involving alcohol should be encouraged.
7. Open parties, meaning those with unrestricted access, which are structured around the consumption of alcoholic beverages, shall be prohibited.
8. The organization and its members should not force drinks on their guests.
9. Fraternities, sororities, and other organizations should develop and support programs that seek to educate members on alcohol awareness.

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 discomfort 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.

Office of Student Activities 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 with the Office of Student Activities by **September 16** of each year. If a copy is not filed by September 16, 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 G.A.L. 1988, p694,1.)**

AFFIRMATIVE ACTION STATEMENT

The University of West Georgia is committed to creating a campus environment that is not only understanding, but appreciative of its multicultural and diverse populations. The Office of Student Activities and The University of West Georgia affirm their commitment to a policy of non-discrimination on the basis of race, creed, color, *gender, national or ethnic origin, religion, age, physical ability, sexual preference, or veteran status.

The Office of Student Activities strongly encourages full and fair participation of all students in all activities. Individuals, student organizations, the Office of Student Activities and the University of West Georgia must continue to strive actively to build an institution of higher learning in which opportunities are realized and accessible to all.

*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:

TITLE IX EDUCATION AMENDMENTS OF 1972

Title 20 Education, U.S. Code 1988

Chapter 38, Section 1681

DISCRIMINATION BASED ON SEX OR BLINDNESS

Section 1681(a) Prohibition against discrimination; exceptions

No person in the United States shall, on the basis of sex, be excluded from partici-

pation in, be denied the benefits of, or be subjected to any discrimination under any education program or activity receiving Federal financial assistance, except that

(6) Social fraternities or sororities; volunteer youth service organizations this section shall not apply membership practices.

(A) of a social fraternity or social sorority which is exempt from taxation under section 501(a) of Title 26, the active membership of which consists primarily of student in attendance at an institution of higher education.

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, Melson Hall and the Office of Vice President for Student Services, 166 Mandeville Hall.

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 AND DEMONSTRATIONS:** The open areas designated for speeches and demonstrations are the Quad, and, outside the University Community Center, Library and Food Service Building. Use of these areas will be approved through the Office of Student Activities acting on behalf of the Vice President for Student Services. Individuals and groups may use these areas between 9:00 am and 9:00 pm, Monday - Friday, when school is in session, for speaking, demonstrating and other

forms of expression. A request for use of these areas must be made forty-eight hours in advance of the event. All structures, signs and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.

- 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. MARCHES: Marches may take place on streets and sidewalks of the campus and community between the hours of 10:00 am and 4:00 pm, Monday - Friday, when school is in session. Plans for an event of this nature must be approved by the Vice President for Student Services, City of Carrollton and West Georgia Public Safety Office forty-eight hours in advance. Limitations may be placed on the time, place and manner of such an event in order to serve the interests of safety, prevent disruption of the educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.
- D. 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 Services.
 - 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 Services.
 - 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 Services.

VOTER REGISTRATION DRIVES

Voter registration drives must be coordinated through the designated campus voter registrar. The designated voter registrar is Dr. Saíd Sewell, Political Science/Planning, 678-839-6504.

Procedures

SECTION II



PROCEDURES

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, and the procedure is different from that for student organizations. **Under no circumstances** will an individual college schedule any rooms for an off-campus group without the express written request and permission of the Director 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 Office of Student Activities will provide to each of the Colleges and Auxiliary Services within three weeks after the semester starts, a list of all of approved student organizations and their respective advisors.

The President/Vice President of the student organization will first call Auxiliary Services at 678-839-6525 and identify his or her organization. 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.

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 & Sciences 678-839-6405
- 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 Public Safety.
- NOTE: Any audio-visual or technology equipment must be reserved directly through the Learning Resource Center 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 hall-

ways 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 Public Safety and wait until the room/building is secured to guarantee student and facility safety.

How to Schedule an Event Online

1. Open Internet Explorer. Go to http://bender.westga.edu:8888/wv3/wv3_servlet/urd/run/wv_event.DayList?
2. Click on “Locations” in the upper left-hand corner.
3. Use the blue arrows or the calendar on the right to select the date you want to make a reservation. Click on “View as a grid” under the date between the blue arrows. The heading changes to “View as a list”.
4. Scroll to the right for afternoon and evening times. Select the room you prefer and if the time frame at the right is available, click on the time square that your reservation will begin.
5. For first time users, click on “Click Here” just above the Username box and select a user name and password. Record for future logins. Click “Log On”.
6. Fill out the request as completely as possible. Select “Ad Hoc” for randomly repeating reservations. Only events with the same beginning and ending times can be included in the same reservation. A different draft is required for each request with a different beginning or ending time.
7. Please include the following information in the comment box at the bottom of the page. *Only requests with this information will be considered.*
 - Put your name, e-mail address and a phone number where you can be reached from 8 am – 5 pm.
 - Include a detailed description of what your organization or department will be doing and how noisy it will be. (Some of the rooms are very close to each other.)
 - Include any set-up or table and chair requests.
 - State whether or not your event is open to the public. Public events may be posted on Campus Pipeline.
8. At the bottom, click “Next”. Review the event summary. If corrections are necessary, click “Make Changes”. Click “Submit” when request is complete. Print a copy for your records when all corrections have been made.
9. Will your event involve food? Is it a fund raiser or could it be considered a large event? Forms requiring signatures are available at the Student Activities office.

The reservation you are requesting remains a draft until it is confirmed by Auxiliary Services. Check the status of your request the next day by looking at the calendar to see if your event appears as a reservation. Upon request, Auxiliary Services will e-mail confirmation of your reservation.

**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 activities, 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 Office of Student Activities, have a faculty or staff advisor, and comply with the rules set forth in the Student Organization Conduct Code by the Office of Student Activities. 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, 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 Office of Student Activities 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 the Food Services Building) unless requested by the appropriate academic dean and approved by the Vice President for Student Services.

Section II. Where to Reserve Facilities

FACILITIES RESERVATIONS

Alumni House and Grounds	Alumni House	678-839-6582	
Classrooms in:	College of Arts and Sciences	678-839-6405	
Biology	Callaway	Humanities Building	TLC Building
Boyd Building	Geography	Pafford	
Cashen Recital Hall	Music Department	678-839-6516	
Campus Center	Campus Center	678-839-5500	
Richards College of Business	College of Business	678-896-6467	
Education Center	College of Education	678-839-6570	
Love Valley & Kennedy Chapel	Auxiliary Enterprises	678-839-6525	
Classrooms in:			
Lower Level - Food Services Building	Auxiliary Services	678-839-6525	
University Community Center			
Meeting Rooms	Auxiliary Services	678-839-6525	
Student Recreation Center	Auxiliary Services	678-839-6525	
Track		678-839-6525	
Food Services Dining Rooms	Food Services	678-839-6496	
Intramural Fields	Auxiliary Services	678-839-6525	
Tennis Courts	Auxiliary Services	678-839-6525	
Old Auditorium	Physical Education & Recr.	678-839-6187	
Townsend Center for the Performing Arts	Townsend Center	678-839-6694	
All other campus spaces	Auxiliary Enterprises	678-839-6525	

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 Director 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.**

CAMPUS CENTER RESERVATIONS

All reservations are made in the Campus Center Administrative Offices.

The following are the General Guidelines for All Events in the Campus Center:

1. All reservations for registered student organization must be made by the organization president or advisor.
2. 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. A copy will be available in the Campus Center Administrative Office.
3. Attendance at events will be limited to the posted room capacity.
4. The sponsoring organization will be held liable for damages to the facility and its equipment. Damage to the facility may lead to complete cessation of future reservations and use of facility.
5. Reservations will be made according to the Campus Center priority list. An approved Event Request Form may be required to determine appropriate priority and final approval.

Charges

There is no charge to use the meeting rooms for on campus groups. Non-university groups will be charged a fee to use the meeting rooms. A charge may be assessed for open events (defined below) and any events requiring a special set up or equipment.

Code of Conduct for Events

Conduct which is obscene or patently offensive to the prevailing standards of an academic community is prohibited. The Campus Center prohibits such actions as stripping, nudity, obscene gestures or actions, and lewd or indecent dancing or acting. Users of the fitness facility must abide by posted dress codes.

All Campus Center events must comply with all University policies and procedures.

Violation of the Campus Center or other University policies could result in loss of use of the Campus Center facility.

All University policies are available at www.westga.edu/documents/studentHandbook

Reservation Priorities

The Campus Center was built with student fees to enhance the social, cultural and recreational life of students. Certain major University events will be scheduled first each year (i.e. this could include orientation, Homecoming events, etc). The reservation

priorities for the other events are as follows:

1. Registered student organizations
2. Student Services programs
3. Academic and Administrative Departments
4. Non-University groups (non-profit and for profit). Non-profit groups must provide the Assistant Director for Operations a copy of the IRS form 501-e (3). All Board of Regents and UWG policies, such as those for insurance coverage, apply.

Organizations may only schedule rooms a month in advance for their committee/organization meetings. Reservations for rain sites, practices and set up days are rarely approved.

Because the demand for the ballroom is so great, a certain number of days will be held each week for registered student organization/department events. Student organizations may reserve the full ballroom three times a semester. This will ensure student organizations every opportunity to plan events. These hold dates will NOT be available to other users. If a student organization hold date has not been reserved by a student organization within 2 weeks of the date, the "hold" will be released and the ballroom will be available to the University community.

Because the gyms will be in use most of the time for Intramural play and free play, they will seldom be available for reservations. In the event they are available, the same priorities and policies apply.

The following are definitions of university-sponsored events:

Structured Events: Events which have a planned program or agenda and at which the audience is seated. Typical examples of these events are formal or semi formal "drop in" receptions, fashion shows, concerts, dinners, theaters and general meetings.

Unstructured Events: Events that do not have a planned program or agenda. Typical examples of these events are dances and parties.

Closed Organizational Events: Events designed to foster a sense of social, educational and cultural development for the University community and are only open to organizational members and a specific number of guests.

Closed University Events: Events designed to foster a sense of social, educational and cultural development for the University community and are open to University students, faculty and staff.

Open Events: Events which are open to the University community, and the general public.

Security Requirements

The sponsoring organization will be responsible for all costs associated with security. The number of security personnel required will depend on the type of event and the number of expected guests. Public Safety will determine the number of security required. A "large-events" form will need to be completed for all unstructured events and for all open events. Crowd managers are required for crowds numbering about 1000. The ratio of crowd-control managers/spectators is 1/250. Since there are a number of considerations on stages and chair set-up, security and egress components, we request that RM/EHS approve set-ups for crowds over 2000.

Guidelines for Table Reservations

There are approved locations for table set ups inside and outside the Campus Center. The Assistant Director of Operations must approve any exceptions. Reservations may be for no more than three consecutive days. Tables must remain in the assigned area.

1. Groups will be assigned a table number when they reserve a table.
2. Groups not arriving within a half hour of their reservation risk losing their table reservation.
3. No tables may be brought into the Campus Center.
4. No amplified sound may be used at the table.
5. There will not be electricity provided for the tables.
6. Groups must adhere to all University policies when using the Campus Center. Copies of these policies can be found in the Assistant Director of Operations or on the University web site. The sponsoring organization will be held liable for damages to the facility and equipment; damages may lead to complete cessation of future reservations and use privileges.

Campus Center policies will be reviewed on an annual basis. The final decisions regarding the policies and procedures of the Campus Center will be made by the Campus Center staff.

• **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 Department of Public Safety. 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 \$150.00 in food and/or beverages must be provided by Food Services or a \$150.00 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, Public Safety 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 Public Safety 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. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty-one will be present. Exceptions to the age limit are:
 - a. Alcohol may be served at any approved event where persons under the age of twenty-one are present but in the care and custody of a guest (parent or guardian) and he/she shall take full responsibility for the underage person's actions.
 - b. University students under the age of twenty-one who are asked to serve as hosts at an official university and/or alumni/foundation sponsored event may be present at these events where alcohol is being served, provided that the office responsible for the student hosts will insure that these students consume no alcohol.
2. 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.
3. Alcoholic beverages may be served at or brought to scheduled events on campus where persons under the age of twenty-one will not be present (except as noted in 1 a-b) in the Food Service Building, the Student Recreation Center, the Alumni House, the TLC outdoor balcony, the Townsend Center for the Performing Arts and the Campus Center. The TLC Atrium may be used at times when the building is substantially closed to student traffic such as weekends and holidays. All such events must be approved by the Director of Auxiliary Services who will require appropriate supervision.
4. The Director of Auxiliary Services 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.
5. 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".
6. No university funds, including Student Activity funds and residence hall social fees, shall be used to purchase alcoholic beverages.
7. 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.
8. No alcohol may be present at any Rush function.
9. 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. Public Safety

Public Safety officers may be required at certain events on campus. The Associate Director of Student Activities (if a student organization is involved), Auxiliary Services, and the Director of Public Safety will determine when Public Safety officers will be necessary. The organization will be responsible for paying the officer(s).

Section VII. Open Flame

Use of open flame (candles, matches, etc.) is prohibited in University Facilities unless approved by the Risk Management Office.

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

Food Safety Plans

Events that involve food but are not catered by Aramark must have a food safety plan submitted to the Office of Risk Management (UCC 309) 2 days prior to the event. This plan must include:

1. Where and when, and what food items will be purchased or obtained. (Note: this includes ice.)
2. Where and how the food will be stored prior to the event.
3. How the food will be served, and what precautions will be in effect to prevent food contamination.

For foods that require preparation and/or cooking, the following items must also be included in the plan:

1. How the food will be refrigerated (as necessary) prior to the event.
2. How the food will be transported to the event, and how it will be stored prior to preparation.
3. How the food will be prepared and protected from contamination.
4. How the food will be cooked (as necessary) and to what temperature.
5. Efforts that will be taken to keep the food hot, or cold, as necessary.
6. How long the cooked food will be displayed prior to being thrown out.
7. How cooked foods will be segregated from raw foods.

Custodial Checklist

Building _____ Room _____

Date _____ Time _____

Cleaned/Inspected by _____

A problem was found with the above room (check all that apply):

_____ Floor exceptionally untidy (papers, boxes, etc.)

_____ Food/drink on floor/desks/tables (not in trash)

_____ Furniture grossly out of order in room

_____ Furniture moved out of room into hallway

_____ Chalkboard not erased

_____ A/V equipment left on

_____ Personal effects found

_____ Damage identified:

_____ carpet

_____ furniture

_____ equipment

_____ Other: (explain):

Leave this form with the secretary in the respective office at 8:00 am on the morning you notice and document the problem.

Richards College of Business	Classrooms in Business building or Business Annex
College of Education	Classrooms in Education Center or Ed Annex
College of Arts & Sciences	All other classrooms on campus

Facilities Usage Form

1. All requests to use any portion of university facilities must be made to the appropriate office at least three working days prior to the date requested. See list in Policy for the Use of University Facilities for telephone numbers. Dates, times, intended use of the rooms, and number of people involved must be included in request.
2. Food or drink is not permitted in Bio-Lecture Hall, Bonner Lecture Hall, Crider Lecture Hall, Humanities 312, or Business Lecture Hall.
3. Smoking is permitted only in designated outdoor areas.
4. Within a facility, all furniture must be returned to its original position.
5. Any organization/group using a facility will be responsible for its contents and will replace any damaged or missing items. Any organization/group is responsible for reporting and replacing any damage to the facility or its contents to Public Safety (after normal business hours) and to the scheduler.
6. A copy of this signed document will be forwarded to the Office of Student Activities.
7. The University reserves the right to ban any organization/group that fails to comply with the Policy for the Use of University Facilities.

I understand and agree to observe the rules listed above:

Signature of User

Typed or Printed Name of User

Name of Group

Phone Number

Today's Date

E-Mail Address

Date and Starting Time of Use

Building and Room Number

Date and Ending Time of Use

Social Security Number of the User

Student Photo ID Card Verified by
and Reservation Made by

Guidelines for the Use of Specialized Rooms in the College of Arts and Sciences

Contact: Patricia Pinkard, 678-839-6405

The Arts and Sciences Registration Form must be submitted to Patricia Pinkard at least two (2) working days prior to the event. If tables, chairs and other items are needed for set-up a week's notice is required. NO EXCEPTIONS!

After use, rooms must be cleaned and furniture returned to original position. Organizations and groups that do not comply will not be allowed future use of facilities.

Bonner Lecture Hall (92 each side)

Very large groups (in excess of 138) are expected, or

Movies and videos are to be shown to large groups, and

No food or drink will be brought in

Only trained personnel will be allowed to operate A/V equipment

Bonner must be locked when done, partition re-closed

Crider Lecture Hall (groups between 97 and 138)

Movies and videos are to be shown to such groups

Lab table at front of room is not to be used

No food or drink in Crider

Crider must be locked when done

Only trained personnel will be allowed to operate A/V equipment

Humanities 312 (groups between 70 and 96)

Movies and videos are to be shown to such groups

No food or drink

Only trained personnel will be allowed to operate A/V equipment

HU 312 must be locked when done

Bio-Chem Lecture Hall (groups between 90 and 120)

No food or drink

Lock room when done

Geo 2 Lecture Hall (groups between 70 and 90)

A/V equipment is provided by user

No food or drink

Only trained personnel will be allowed to operate A/V equipment

Must be locked when done

Social Sciences 102 (groups between 45 and 70)

A/V equipment is provided by user

Desks will be put back into neat rows when done

Food and drink may be served
Arrangements are made to clean up food and drink afterward

Cashen Recital Hall (233 seats) (contact Music Department)
Recitals, lectures, special meetings, academic awards, panel discussions
Single-use events only which must be approved by Music Department Chair
No food or drink in recital hall; reserve lobby for serving refreshments
Grand piano remains on stage; use of piano or organ requires special permission of department
A/V equipment, lecterns, props provided by user
Damage deposit required
Lock hall when done

TLC 1200 (80 seats)
Room equipped with technology to show movies, videos, and DVDs
Has a screen and white board
No food or drinks are allowed
Only trained personnel will be allowed to operate A/V equipment.

TLC 1203 (80 seats)
Room equipped with technology to show movies, videos, and DVDs
Has a screen and white board
No food or drinks are allowed
Only trained personnel will be allowed to operate A/V equipment.

TLC 1301 (110 seats)
Room equipped with technology to show movies, videos, and DVDs
Has a screen and white board
No food or drinks are allowed
Only trained personnel will be allowed to operate A/V equipment.

TLC 1303 (120 seats)
Room equipped with technology to show movies, videos, and DVDs
Has a screen and white board
No food or drinks are allowed
Only trained personnel will be allowed to operate A/V equipment.

TLC 1305 (280 seats)
Room equipped with technology to show movies, videos, and DVDs
Has a screen and white board
No food or drinks are allowed
Only trained personnel will be allowed to operate A/V equipment.



College of Arts and Sciences
Carrollton, Georgia 30118-4150

Office of the Dean

Arts and Sciences Registration Form

Student Organization Name: _____

Student Organization Representative: _____

Representative's Phone Number & Address: _____

Event Information

Event Name _____

Name of Person in Charge of Event _____

Purpose of Event _____

Date(s) of Event _____

<i>Facility/Facilities Requested</i>	<i>Alternate Facility</i>
_____	_____
<i>Time Requested: Start</i>	<i>End</i>
_____	_____

IF EQUIPMENT IS NEEDED, CONTACT LEARNING RESOURCES @ EXT. 96459. YOU MUST CONTACT THEM 48 HOURS PRIOR TO THE START OF THE EVENT. PLEASE CONTACT A&S TECH SUPPORT @ 94889 IF YOU NEED A TUTORIAL IN OPERATING ANY OF THE TECHNOLOGY IN THIS ROOM.

Expected Audience Attendance: _____

Admissions Charge _____ Yes _____ No
If yes, how much _____.

How many student organization volunteers will be working the event _____ ?
Will the University Advisor attend the event? _____ Yes _____ No.

DEPENDING ON THE SIZE OR NATURE OF THE EVENT, THE STUDENT ORGANIZATION MAY BE REQUIRED TO OBTAIN SECURITY PERSONNEL AND HAVE THEIR UNIVERSITY ADVISOR ATTEND THE EVENT..

REQUIRED SIGNATURES

All relevant parties must sign below before the authorizing department may approve the facility request.

Student Organization's President/Representative _____ Date _____.

Student Organization's University Advisor _____ Date _____.

Associate Director of Student Activities _____ Date _____.

I understand that I am responsible for any technological equipment that is lost or damaged while in my possession. Signature _____ Date _____.

CONFIRMATION

College of Arts & Sciences _____ Patricia Pinkard – Coordinator of Office Services _____ Date _____

The following are special purpose seminar rooms that seat between 10 and 18 and are restricted, and not to be scheduled:

Cobb 130, Cobb 207, SS 111, SS 211, SS 309, HU 137, MP 209, and HU 224.

Computer labs HU 141, 205, 210, SS 212 and MP 205 are not to be scheduled. Labs in Biology, Chemistry, Physics, Geology and Science Foundations are not to be used. HU 312A and the Ed Center TV studio are not to be used for meetings.

Cashen Recital Hall may be used only with permission of the Chair of the Music Department. No food or drink is permitted in the recital hall, only in the adjacent lobby. The room must be locked when the event has concluded. No use of piano or organ without special permission from the Music Department.

Richards College of Business

Guidelines for the Use of RCOB Rooms

Registered Student Organizations

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 Public Safety to unlock/lock the room and/or building. Event organizers must include in the contracted hours of scheduling sufficient turn-over 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: Use of computers or audio/visual equipment in the rooms requires scheduling a training session with RCOB technical support personnel prior to the reservation date. Please contact (678) 839-5028.

Emergencies: Please call UWG Public Safety at (678) 839-6000.

Security: If you are locked out of your reserved room after 5:00 pm during the week or anytime Saturday or Sunday you must contact Public Safety to unlock the room. Bring your approved confirmation form 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 can not 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.

All RCOB rooms are equipped with a whiteboard, multimedia projection system, computer, DVD/VCR, overhead projector and an internet connection.

No food or drink is allowed in any of the RCOB classrooms. Food services at any event must have prior approval of the RCOB Dean's Office.

RCOB Rooms available for scheduling:

RCOB 39 – Classroom:	Seats 40 (moveable)
RCOB 40 – Classroom:	Seats 50 (moveable)
RCOB 102 – Classroom:	Seats 45 (moveable)
RCOB 103 – Classroom:	Seats 45 (moveable)
RCOB 123 – Classroom:	Seats 70 (moveable)
RCOB 124 – Classroom:	Seats 70 (moveable)
RCOB 127 – Conf. Rm.:	Seats 10 (moveable)
RCOB 180 – Lecture Hall:	Seats 100 (fixed)
Adamson 115 – Classroom:	Seats 25 (fixed)
Adamson 117 – Lecture Hall:	Seats 80 (fixed)
Adamson 227 – Classroom:	Seats 45 (fixed)
Adamson 127 – Conf. Rm.:	Seats 20 (conference room)
Adamson 203 – Conf. Rm.:	Seats 15 (conference room)

Guidelines for the Use of Specialized Rooms in the Education Center and Education Annex

Contact: Becky Hart 678-839-6103

- 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. All furniture must be returned to original position.
 3. Arrangements must be made with Public Safety 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.
 4. Faculty/staff advisor must be present.
 5. Serving food/drinks in the Education Center and Educational Annex is dissuaded.

B. Additional information about specific rooms:

Rooms 1, 2, 3, 4, and 5

1. Rooms 1, 2, 3, 4, and 5 will hold at least 70 people. These rooms are multi-media classrooms. To use the equipment in these rooms, the user must attend special training sessions.

Rooms 200, 202, 225, 226, 227, 229

1. These rooms hold from 30 to 40 people.

C. Rooms which are not available for use:

1. Conference Room 104 in Education Center

2. Computer Labs in Education Center

2. Small seminar rooms in Education Annex (these are reserved for departmental meetings, comprehensive exams for graduate students, committee meetings, etc.).

**LARGE EVENT PROCEDURES
AT A GLANCE**

Complete the "Planning Checklist":

- meeting with Public Safety (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 reservations, 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 2 days before event
- deliver completed form to Associate Director of Student Activities 5 working days prior to event (Signature)
- return Public Safety Checklist to Student Activities after event

LARGE EVENT PROCEDURES AND REGULATIONS

*This form must be submitted to the Office of Student Activities
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).

Large Events Procedures are as follows:

Event Requirements

1. The sponsoring organization must be a registered student organization on campus.
2. The Organization Advisor must be consulted and updated during the entire planning process (as well as Assistant Director of Student Activities for Greek Life for Greek events).
3. The sponsoring organization must meet in person with Public Safety at least seven working days prior to the event date to determine the number of officers needed, the cost of security, and to review procedures. If an outside security/police agency is used, the sponsoring organizations still must meet with Public Safety seven working days in advance.
4. The sponsoring organization must meet with Facilities five (5) working days prior to the event to determine what items are needed for the event (tables, chairs, protective flooring, electrical needs, etc.). (Facilities close at 4:30pm each day so the meeting must be scheduled prior to that time).
5. The sponsoring organization must meet with Risk Management 6 working days prior to the event.
6. Sponsoring organization will follow the above procedures and regulations to the fullest. Failure to do so may result in disciplinary actions and/or cancellation of the event.

Security

7. Security arrangement for the Student Recreation Center shall be: a minimum of 3 security/police officers and 5 student marshals. One officer will monitor the entrance. The remaining officers will monitor the exit doors and floor. The student marshals will monitor the entrance door, exit doors, parking lots, and floor.
8. Security arrangements for the Campus Center Gym 2 shall be a minimum of 4 security/police officers and 8 student marshals. One officer will monitor the entrance. The remaining officers will monitor the exit doors and floor. The student marshals will monitor the entrance door, exit doors, parking lots, and floor. Up to 50 chairs are allowed on the floor for use by the sponsoring organization only. Additional chairs can be placed on the floor for shows with a stage set up on one end of the floor.
9. Payment for university security must be received in full at Public Safety by noon two (2) working days prior to the event. If the exact amount of security cost is not known at that time, the organization is responsible for paying the maximum cost possible at the time; the organization will be refunded any overpayment when the exact amount is determined. Checks should be made out to the University of West Georgia; a receipt will be given for the payment.
10. An outside security company or law enforcement agency may be used if found to be more economical. Outside security companies must be licensed and possess liability insurance; officers from these companies must be unarmed. The use of an outside security company must be approved by the Director of Public Safety or designee and it may be required to show proof of license and insurance prior to the event. In addition to approval, the outside security company must meet with the Director of Public Safety or designee in order to review the Large Event Procedures

and Regulations. A copy of the contract with the outside security firm/company must be submitted to Public Safety when the firm meets with Public Safety.

11. The sponsoring organization must appoint student marshals to work the event if required. The marshals are responsible for monitoring doors, serving as mediator before security/police are needed in disputes, and preventing alcohol being brought into and consumed at the event. The marshals must wear some type of clothing distinguishing them as marshals so that the public can easily identify them if needed. The marshals must meet with the Director of Public Safety or designee prior to the event for training.
12. Metal detectors are used only when deemed necessary by Public Safety or an outside security firm/company.

Ticketing

13. Tickets must be sold in advance to avoid lines at the door. Ticket prices must be set and advertised in advance. Tickets may not exceed posted capacity. (Z6 – 300, Love Valley, Student Rec. Center – 500, Old Auditorium – 400, Campus Center Gymnasium-2420, Campus Center Ballroom-800) Tickets must be sequentially numbered and approved before selling (check with the office through which facility was reserved)
14. Tickets can be sold at the front door of the Student Recreation Center, if the event is not sold out prior to the event.

Event Production Details

15. Loitering outside the building is not permitted before, during, or after the event. The sponsoring organization must post a sign at the door to inform patrons.
16. Once patrons have entered, they will not be allowed to leave the building without having to pay again to reenter. The sponsoring organization must post a sign at the door to inform patrons.
17. Intoxicated individuals or persons displaying behavior considered inappropriate by security or marshals will not be admitted.
18. No more than seven-minute intervals will occur between routines or acts.
19. The sponsoring organization will determine the routine/act order no later than two days prior to the show. Advisor and office through which facility was reserved may require a copy. Groups that arrive late will be moved to the end.
20. The show must start at the advertised time. Doors will open one hour prior to the start.
21. The sponsoring organization will be responsible for any damages to the facility or equipment.
22. Patrons and participants must park in clearly marked spaces, in accordance with University parking policy (no parking on grass or intramural fields).
23. Sponsoring organization must contact Public Safety (if they are not working the event) when event concludes and ask them to secure the building. Representatives from the sponsoring organization must stay in facility until Public Safety has secured it.

Revised July 2007

**University of West Georgia
Office of Student Activities
Activity Registration Form**

Please complete and return this form at least 4 days prior to the scheduled event. This form will be used to assist your organization in the planning or execution of your program, and will assist the Office of Student Activities in communicating accurate information to the West Georgia Community.

Name (individual responsible for program/activity), email and phone: _____

Organization: _____

Event Name: _____

Type of Program/Description: _____

Date of Program: _____

Time and Place of Program: _____

Large Event: yes no (circle one)

If yes, planning checklist due date: _____

Other information: _____

Please attach a copy of any flyers/programs/publicity items.

Thank you.

University Vehicle Use and Operation Policy

Contact: Public Safety 678-839-6252
Adopted: 02/10/98 • Revised: 10/01/2003

Purpose

The University of West Georgia maintains a fleet of vehicles for University business. This policy establishes guidelines as to who may use a vehicle and how the vehicle is to be operated.

Restrictions

University vehicles may only be operated by State employees and other drivers as approved by the University. Vehicles must be used only for approved University business. (See Approval Process) Use of a University vehicle for personal gain or pleasure is strictly prohibited. Student Organizations must obtain approval from the Director of the Campus Center. Only registered student organizations with approved structured volunteer programs will be allowed to use university vehicles. Student drivers must be employed by the university and in the department sponsoring the activity.

Approved Uses

A University vehicle may be used for the following activities:

Transporting employees and students for official University business and activities.

Transporting non-employees for official University business and activities.

Structured Volunteer Program as designated by the University.

To be classified as a structure volunteer program, departments or programs must submit a letter to the Office of Risk Management outlining the scope of the program and emphasizing the volunteer nature of the participants and its activities. If approval is granted to use a University vehicle, ***volunteer drivers must meet the same qualifications as University employees***, complete the University driver-training program ***and agree to comply with all University policies related to vehicle safety*** prior to being eligible to drive and transport other passengers.

Approval Process

In order to operate a University vehicle the following requirements must be satisfied.

- 1. Vehicle Reservation;** Prior to requesting a University vehicle, authorization must be obtained from the employee's Dean or Director.

When a vehicle is to be rented, a request should be made using the *Vehicle Request and Trip Ticket Form*, which is to be forwarded to the Motor Pool one week in advance if practical. If the vehicle is available it will be reserved for the person/group for the needed dates and times. A cost estimate will be provided to the department by the Motor Pool. If a vehicle is reserved but not needed, the reservation should be canceled at least 12 hours in advance. Failure to cancel the trip ticket may result in the Department being assessed a minimum charge of \$25.00. The department will be responsible for all charges related to the vehicle rental. The completed trip ticket and the license approval must be provided to the University Motor pool supervisor 24 hours prior to the day the vehicle is needed.

- a. Motor pool will prepare each vehicle for use.
 - b. If the vehicle is to be used for an extended trip from campus, a State credit card will be included with the rental package. The card may only be used for normal expenses such as fuel and oil. In an emergency it may be used for other items such as a battery or a tire. If the expense is greater than \$200.00, the Motor Pool is to be called at 678-839-6576 to receive authorization prior to the purchase. If the problem occurs after business hours or on the weekends, Public Safety will be called at 678-839-6600. Public Safety will contact a supervisor from the Motor Pool and have that person contact the driver. The use of the state card for personal purchases is strictly prohibited.
 - b. Facilities and Grounds is responsible for billing all departments for the use of each vehicle.
2. **Driver Approval:** Each person approved by his/her Dean/director to operate a university vehicle must have his/her driver's record checked by the University's Public Safety Department. The following process will be used to obtain the record.
- a. A Driver Information Form, which can be obtained from the Public Safety Web site at www.bf.westga.edu/Pubsafe must be completed. The form requests the information recorded on the individual's driver's license and contains a waiver authorizing the Department to run the driver's history. The completed form must be delivered to the Director of Public Safety 5 days prior to the vehicle leaving the campus.
 - b. The driver's history will be run by Public Safety through the Georgia Department of Motor Vehicles. **Note:** Public Safety is only able to obtain Georgia driver's histories. If an employee has an out of state license or has recently moved to Georgia, it will be necessary to obtain those records from a private vendor. In the event it is necessary to use a private vendor, the cost of the history will be charged to the Department requesting the history. Prior to running the history, Public Safety will advise the department chair or director of the cost. The Director of Public Safety will review the driver's history to ensure it falls within the parameters established by the University.
 - c. If the check shows the driver's record is within the guidelines, the Director of Public Safety will sign off on the form. A copy will be returned to the Department requesting the check, and Facilities will be notified that the driver is approved to operate a University vehicle.
If the check shows a record that demonstrates a history of unsafe driving, the Director of Public Safety will notify the driver and the Dean/Director and inform him/her only that the driver is not approved to operate a University vehicle.
 - d. No driver will be approved if his/her driving record includes the following:
 - 1) The driver's license is currently suspended or in revocation.
 - 2) The driver's history shows a single conviction for DUI in the last three years.
 - 3) The driver's history shows three of the following offenses within the last three years or a combination thereof

- Speeding
 - Reckless Driving
 - Fleeing and attempting to elude a police officer
- e. Applicants who are denied driving privileges may appeal to the Director of Public Safety if he/she feels the record is inaccurate. The history will be checked again to insure accuracy. Appeals must be filed within 10 business days from the date that permission was denied. The personal driving history will not be distributed outside of Public Safety. Once the applicant has been approved/disapproved, the applicant's driver's history will be destroyed. Public Safety will maintain a confidential master list of approved / disapproved drivers and updated copies will be provided to the Office of Risk Management and Facilities.
 - f. For employees who drive university vehicles on a regular basis, their driving record will be reviewed on *an annual basis*.
 - g. All employees/volunteers who routinely operate a University vehicle will notify their Dean/Director and the Director of Public Safety if they are cited by law enforcement for any of the offenses noted in Section (2d). Failure to do so in a timely manner may result in disciplinary action and/or suspension of driving privileges.
 - h. All persons who are assigned or wish to operate the University's 15 passenger vans must complete a driver-training program provided by the University. Other employees may be assigned to attend the driver safety program at the discretion of their Dean or Director. A per person registration fee will be assessed and billed to the appropriate department by Public Safety. **The training will be good for a period of three years. After this time period, the driver must attend a re-certification class or lose the ability to operate a University van. If space is available in the drivers training class, the spouses or children of University employees may attend upon payment of the class fee. They will take the driving portion of the class. (The driving section is not required to obtain the liability discount certificate.)**
3. **Vehicle Operation:** Persons authorized to operate University vehicles are responsible for the safe operation of those vehicles.
 - a. Drivers will comply with all motor vehicle laws while operating any University vehicle. The driver will operate the vehicle only when it is safe to do so. Only persons approved by his/her Dean/Director will be allowed to ride in the vehicle. **Seat belt usage is mandatory for all drivers and passengers in State owned vehicles.** If a driver commits a serious infraction of the driving policy, the driver will be suspended with immediate effect. If the vehicle is still at a remote site, the renting department will be responsible for retrieving the vehicle and bringing the passengers back to UWG.
 - b. No alcoholic beverages or illegal drugs may be transported in any University vehicle. Any person who has alcohol in his/her system will not operate a university vehicle. **Under no circumstances will the vehicle be operated by**

a driver under the use of illegal drugs. The vehicle will not be operated if the driver is using prescription drugs which cause drowsiness.

- c. Smoking or the use of any tobacco product is prohibited in any University vehicle which is rented from Facilities or on the off-campus travel buses operated by Public Safety.
 - d. University vehicles will not transport more persons than the vehicle was designed to carry.
 - e. A driver with a valid Commercial Drivers License (CDL) must operate vehicles designed to carry in excess of 15 persons.
 - f. No firearms, ammunition, explosives, or weapons prohibited by Georgia law may be transported in a University vehicle. University police are exempted from this restriction, as are weapons that are associated with University approved athletic or academic competition or events.
 - g. University vehicles will not be used to tow and/or push another vehicle. University vehicles will not be used for any unlawful purposes.
 - h. University vehicles must be picked up and returned to the Motor Pool at the beginning and end of a trip.
 - i. The University will not be responsible for loss or damage to personal property stored or transported in University vehicles.
 - j. If the vehicle is used on continuous days, the driver will inspect the ***fluid levels***, tires, brakes and lights to ensure the vehicle is road worthy.
 - k. The driver, prior to taking the vehicle off campus will inspect the vehicle for damage. All damage will be noted and the Motor pool supervisor informed of the existence and location of the damage. The vehicle must be returned in a reasonably clean manner. Vehicles, which are excessively dirty, will result in a clean-up fee of \$25.00 being charged to the renting department. The department will be responsible for all damage sustained by the vehicle while in its possession.
 - l. If a driver receives a traffic citation from any law enforcement officer in this state or any other that the vehicle is operated in, the Dean/director and the Director of Public Safety must be notified of the charge once the driver returns to campus. Failure to inform may result in disciplinary action and/or termination of rental privileges.
 - m. If a driver becomes incapacitated, Public Safety is to be notified at 678-839-6000 (24-hour emergency number.) Public Safety will provide instructions to the group as to what action is to be taken. A non-certified driver is not to operate the vehicle except under emergency conditions.
4. **Vehicular Accidents:** If a vehicle is involved in an accident, the driver will do the following.
- a. *Vehicle Accident / No Injuries* the local enforcement agency is to be notified so an accident report can be made. All University personnel will cooperate fully with the officer assigned to investigate the accident. The driver will note the location where the accident occurred, owner(s) and contact information of any vehicle(s) involved in the accident, the name and phone number of the

agency taking the report, and, if available, the case number assigned to the accident. The driver will follow the instructions on the back of the yellow insurance card that accompanies the vehicle and will contact the State Insurance Network at 1-877-656-7475 as soon as it is practical to do so. The driver will also provide this information to the Public Safety Dispatcher at 678-839-6000. Public Safety will immediately contact the Office of Risk Management as well as file an incident report, which will be forwarded to Risk Management. The driver shall use his/her best judgment as to the continued safe operation of the vehicle. A determination shall be made as to whether it is safe to continue the trip to the intended destination, return to campus, or have the vehicle impounded. In the event the vehicle is not safe to drive for any reason, the driver, in consultation with the local law enforcement agency, shall make a decision to tow the vehicle to the nearest point of storage until further determination can be made by University officials.

- b. **Vehicle Accident Involving Injury(s) and/or death(s).** –Driver and occupants will assist the injured as much as possible. The local enforcement agency is to be notified so medical assistance can be obtained and a report prepared. All University personnel will cooperate fully with the officer assigned to investigate the accident. The Public Safety Dispatch will be called at 678-839.6000. Public Safety will notify the Office of Risk Management and Facilities and Grounds. When necessary, the Director of Public Safety (or designee) will form a response team to respond to the scene of the accident. Public Safety will contact the driver’s supervisor as well as the Network at 1-877-656-7475. Public Safety will file an incident report, which will be forwarded, to the Risk Management Office. The driver shall use his/her best judgment as to the continued safe operation of the vehicle. A determination shall be made as to whether it is safe to continue the trip to the intended destination, return to campus, or have the vehicle impounded. In the event the vehicle is not safe to drive for any reason, the driver, in consultation with the local law enforcement agency, shall make a decision to tow the vehicle to the nearest point of storage until a determination can be made by University officials as to what will be done.

3. **Insurance Claims:** It will be the responsibility of the Office of Risk Management to coordinate, with the Department of Administrative Services and Risk Management Services, all claims that may arise from any automobile accident.

Originally adopted by the President’s Advisory Council 02/10/98

Revised and approved – 10/1/2003

CHECKOUT OF MEDIA EQUIPMENT LEARNING RESOURCE CENTER

Contact: Learning Resource Center 678-839-6459

Revised 6/25/04

Registered student organizations can check-out audiovisual equipment form the

Learning Resource Center for their official programs. The basic purpose of the center is to provide media support service to the faculty. The ability to fill student organization request is dependent on availability of equipment, since priority is always given to equipment orders needed for credit generating instruction. To utilize the services of the Learning Resource Center (LRC), the organization's Faculty/Staff advisor must approve the request by sending an e-mail to the any full time LRC staff 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. The LRC 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 reservation process:

- The organizations Faculty/Staff advisor must approve the request by sending an e-mail to any of the full time LRC staff at least 48 hours before the needed delivery time.
- An organization representative can reserve equipment by calling or going to the LRC office. You will be asked to give pertinent information (e.g., time, place, date, and type of equipment needed). Student ID 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.
- When placing your order, please be sure to give exact instructions as to where, when and who will take delivery of the equipment and when the equipment needs to be picked up. Equipment will not be left without a 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 the LRC and the order canceled.
- With the use of student assistants and a delivery van, deliveries are made to most indoor areas on campus. The Learning Resource Center is open from 8:00 am to 5:00 pm for equipment pick up. Deliveries are made from - 8:15 am to 7:30 pm Monday – Thursday and 8:15 am to 4:45 pm on Friday for Fall and Spring Semesters - 8:15 am to 4:45 pm Monday – Friday for Summer Semesters. The center is not open on the weekends.
- 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.
- Equipment to be returned by the organization should be returned on time so that the LRC can fulfill other commitments. If equipment is to be picked up by the LRC then a representative should stay with the equipment until the pickup is made. The organization is responsible for the equipment from the time they sign

- for it until the LRC actually arrives to pick it up.
- Normally equipment is not to be taken off of campus. Special permission must be received from LRC Director before doing so.
 - At the first sign of malfunction, discontinue operation, immediately disconnect the power plug, and contact the LRC. Be prepared to give the LRC a description of how the problem occurred.

PROCEDURES FOR OBTAINING PRINTED MATERIALS

The Department of Publications and Printing offers publications design, full-color and black-and-white copying and printing, fax and bookbinding services. A full-time professional staff is available to assist students, faculty, and staff with printing needs, including brochures, softbound and hardbound books, letterheads, envelopes, business cards, multi-part forms, flyers, and posters.

Located off Back Campus Drive on Pub & Print Drive behind the Art Annex, the print shop's hours of operation are Monday through Friday, 8 a.m. to 5 p.m. The staff at P&P looks forward to assisting you with your printing needs and can be reached at 678-839-6483.

PROCEDURES REGARDING STUDENT ORGANIZATION MAILINGS AND MAIL BOXES

Your campus organization must 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. 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 Linda Picklesimer, lindap@westga.edu, and they will be posted under “Announcements” on the portal.

Developing a Constitution

SECTION III



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 **Office of Student Activities, 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, staff and members of their families.

Section 2. Membership shall be maintained by the payment of dues which are established 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 President, 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 perform 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 his constitution.

Leadership Development Guide

SECTION IV



LEADERSHIP DEVELOPMENT GUIDE FOR STUDENTS

UWG LEAD MISSION

UWG LEAD (Leadership Education and Development) is a part of the Office of Student Activities at the University of West Georgia. We strive to provide students with a broad range of leadership theory and personal development opportunities, through a variety of programs and co-curricular experiences. Our goal is to support and educate students on becoming leaders in their academic, co-curricular, and social lives.

WHAT WE OFFER?

UWG LEAD serves three major functions for students. First, we are an involvement center for students to become engaged in campus activities. Second, we provide leadership training programs. And finally we offer resources for all students on a wide range of leadership development topics.

UWG LEAD Programs

EMERGING LEADERS PROGRAM

The Emerging Leaders Program is for incoming freshman students. This program lasts the entire first-year and engages students in learning the foundations of leadership. The program is designed to give students an instant connection to West Georgia. Emerging Leader students will commit to responsible leadership on campus and in the community and develop skills to be successful leaders. Students are selected by an application and interview process.

LEADERSHAPE SCHOLARSHIPS

LeaderShape is a nationally recognized institute; created to improve campus leadership and teach young adults to “lead with integrity.” The curriculum focuses on “take-home application”, through the vehicle of comprehensive and powerful LeaderShape projects. The project incorporates reflection, planning, one-on-one interactions, small group feedback and large group learning. UWG LEAD provides scholarships for a limited number of students to attend this program.

LEADERSHIP TO GO

Leadership to Go is a leadership development program designed for UWG student leaders, or UWG students interested in becoming leaders. The program takes place during the spring semester and is designed to fit in with and complement the busy schedule or lifestyle of the UWG leader. Topics encompass the wide range of skills and information needed to be a successful leader on today's college campus.

LEAD WORKSHOPS

LEAD workshops are designed for students who want to further develop their understanding of personal and organizational leadership. LEAD Workshops are offered during the fall semester. LEAD Workshops provide various topics of interest to student organizations and individuals.

LEAD WEEKEND

This intensive one-day leadership development program utilizes a variety of activities to assist students on leadership skills. Past topics have included motivation, team building, and “Getting What You Want from Life.”

LEAD LUNCHES

Leaders benefit from interactions and conversations with other leaders, and LEAD Lunches offer that opportunity. Several times a semester, student leaders have the opportunity to have lunch with Dr. Beheruz Sethna, President of UWG , and another local or university leader.

WOMEN IN THE WILDERNESS

Women in the wilderness offers an outdoor recreational experience in a gender role free environment. Goals of this program include, support and empowerment of women and team building.

RESOURCES

The Leadership Lending Library offers valuable information to student leaders on topics such as communication skills, leadership theory, conflict resolution, diversity, group dynamics, ethics and success. The Leadership Lending Library is located in the Office of Student Activities and is a resource for all students on campus.

Leadership Online is a mass emailing sent to students who would like to receive quick overviews of leadership motivation topics for busy leaders. Leadership Online is bi-weekly and includes information on upcoming leadership events and programs.

For more information about UWG LEAD, contact the Office of Student Activities, Campus Center, 678-839-6526 or visit us on-line at:
<http://www.westga.edu/~students/leadership/>



