Introduction to Student Organization Advising

Although advising an organization will require additional responsibilities and demands on your time, the opportunity to work with students outside of the classroom allows you to make contributions to students and student life. Research confirms that involvement on campus promotes a number of desirable outcomes such as: increase in the likelihood of a student continuing his/her education, improvement of student academic performance, promotion and development of leadership skills, and enhancement of one’s appreciation of diversity. Through participation in activities and organizations, students can complement the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning and critical thinking.

Student organizations also help to create a sense of community at West Georgia. Collegiate environments that are characterized by a sense of community and caring are ideally suited to support academic and personal development. Therefore, advisors have additional opportunities to contribute to the university mission of “academic excellence in a personal environment”.

From the American College Personnel Association, “The Student Learning Imperative”: “Experiences in various in-class and out-of-class settings, both on and off the campus, contribute to learning and personal development. Indeed, almost any educationally purposeful experience may be a precursor to desired outcomes. However, optimal benefits are more likely to be realized under certain conditions, such as active engagement and collaborations with others (faculty, peers, co-workers and so on) on learning tasks.”

Who can be an advisor?
Student Organization advisors must be full-time West Georgia faculty or administrative staff members. Potential advisors should be able to attend as many organizational meetings and events as possible and should be willing to serve in the many roles that are listed on the next page. Potential advisors should feel free to discuss specific expectations with the student organization.
Possible Advisor Responsibilities

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of possible responsibilities or duties.

**Communication/University Link** - The faculty/staff advisor is the primary link between the student group and the university. The advisor should be familiar with University policy and procedure in order to convey accurate information to the organization. The Center for Student Involvement will communicate with both the advisor and the student organization president whenever possible, to ensure that both have access to the same information.

**Meetings** - The advisor should attend all regular and special meetings of their organization whenever possible. Attendance of meetings allows the advisor to be current with all organization business and activities.

**Activities and Programs** - The advisor should attend all programs and activities sponsored by the organization to ensure all university policies and procedures are followed, and to provide on-site assistance if needed.

**Continuity** - Turnover in a student organization can be frequent. At times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members to look toward the future by developing long-term goals and communicating those plans to future members. Advisors walk a fine line in maintaining history while allowing new leadership to develop the organization into new and different directions. The key to success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes, and organization or programming experiments.

**Operational Guidelines** - Become familiar with the contents of the organization’s constitution, the Registered Student Organization Handbook and the Student Handbook to ensure the organization’s actions are in line with the University of West Georgia and of the organization.

**Clerical** - Assist the organization with the registration process, verify member and officer eligibility, and ensure the organization meets its academic requirements, if required.

**Leadership Development** - The advisor can play a significant role in the development and personal growth of members. Advisors can help identify new leaders within the organization, assist in developing or coordinating training programs, and nominate members for university leadership training programs. Participation in an organization’s retreats or workshops can be beneficial to members and to the advisor.

**Financial Supervision** - Some advisors may be involved in the financial operations of the organization. Roles may include budget supervision, advisement, expenditure approval, or budget development.

**Interpretation of Policy** - As a representative of the University to the organization, the advisor is constantly in a position to interpret West Georgia policy. Advisors may confirm interpretation of policy and procedure with the Center for Student Involvement.

**Personal Assistance** - Serving as an advisor to a student organization provides a unique opportunity to contribute to the success of individual students. A working knowledge of campus or community resources will allow you to make appropriate referrals if needed. Advisors also need to maintain confidentiality when a student shares personal information, and must also know when to seek additional assistance or guidance for that student.
Advising Styles
Applying Interactive Leadership to Advising

The best advising style could be dependent upon the “maturity” of the students, which will vary from task to task.

**Step 1**

Assess the group/leader “maturity level”

High= motivated, capable, highly informed

Low= uninformed, unsure, organizationally naïve, not familiar with work that needs to be done

**Step 2**

Adapt a Task/Relationship advising style that corresponds to the maturity level

<table>
<thead>
<tr>
<th>Level</th>
<th>Advising Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>“Telling” or “Directing” Style, more focus on task behaviors, less on relationship (more involved)</td>
</tr>
<tr>
<td>Low-moderate</td>
<td>“Selling” Style, focus on task and relationship</td>
</tr>
<tr>
<td>Moderate-high</td>
<td>“Participating” Style, more focus on relationship, less on task</td>
</tr>
<tr>
<td>High</td>
<td>“Delegating” Style, less focus on relationship and task (less involved)</td>
</tr>
</tbody>
</table>

Task Behavior: organizing members, defining roles and procedures

Relationship Behavior: maintaining positive feelings, giving members support, encouragement, rewards
Program Planning

Set your course wisely. GO WEST.
Program Planning Checklist

**Step One—Goal Setting**
- Define organization/committee goals
- Develop programming goals in relation to organization/committee goals
- Determine programming budget
- Facilitate brainstorm on program ideas

**Step Two—Program Development**
Be honest: Do you have enough “advance time” to do this event
- Determine specific goal/purpose of program
- Identify type of program you are planning
- Determine target audience
- Determine the needs/interest program will serve
- Determine how this program meets goals/mission of your organization
- Determine finding source
- Review “Event Planning Worksheet”

**Step Three—Choosing Dates**
- Check for conflict with other programs
- Contact agent, artist, or vendor if applicable to see when they are available
- Reserve room with appropriate department on campus (president needs to reserve dates)
- Fill out reservation forms where necessary

**Step Four—Choosing Entertainment**
- Contact agent, artist, or vendor and find out performance fee
- Ask about contract requirements (rider)
- Find out if you can provide technical requirements or how much it will be if you need to outsource
- DO NOT MAKE PERSONAL CONTRACTUAL COMMITMENT (only your advisor can request the contract with the agent/artist)

**Step Five—Budgeting**
- Determine what all your expenditures will be
- Entertainer (including any travel, hotel, meals, technical requirements)
- Food (if on campus need to use Dine West or get approval from Auxiliary services to bring in outside food)
- Decorations
- Publicity
- Leave a cushion between your actual budget and your proposed expenditures for unexpected costs
- Determine if you will need to sell tickets or have an entrance fee (if so you need to fill out a Fundraiser form)
Step Six—Finalizing event
_____ Have advisor request contract with any artist/vendor
_____ Reserve hotel room for artist
_____ Order food from Dine West
_____ Reserve any technical equipment
_____ Order any decorations
_____ Contact Facility for set up needs

Step Seven—Large Event Form (if necessary)
Depending on the type/size of your event, the reserving department might deem your event a "large event" and ask that you fill out an additional event form. This form will be provided to you by the reserving department, if necessary.
_____ Large event form submitted (if necessary)

Step Eight—Publicizing Event
_____ Brainstorm creative publicity ideas!
_____ Add event to your portal in OrgSync and share up to the Student Org. calendar
_____ Have publicity out two weeks before event
_____ Look for low to no cost ideas
_____ Use a variety of method to reach wide range of people
_____ See Student Organization handbook for posting policies

Step Nine—Day of Event
_____ Confirm arrival time of artist/speaker/presenter/performer (if applicable)
_____ Arrive at least 1 hour before event starts to be sure the room is set up how you want it, to decorate, and check all technical equipment
_____ Have doors open 30 minutes before event so people can be seated on time
_____ START EVENT ON TIME- set standard that your organization's events start on time
_____ Create short program evaluations for attendees to fill out after the event

Step Ten—After the event
_____ Send thank you to volunteers, any faculty/staff that attended
_____ Do a program evaluation
_____ Discuss how the program went with the rest of your organization
_____ Finalize any bills or expenditures
_____ Give yourself a pat on the back for a job well done!
What about...

Facility Reservations
• See information, but most are done in Auxiliary Services

Fundraisers
• Forms available outside of the Center for Student Involvement must be approved 48 hours in advance, signed by CSI, Auxiliary Services, Risk Management, and Food Services.

Tables, Chairs, Set-ups
• Contact the facility or Work Information Center, wic@westga.edu at least 3 days in advance)

Posting (flyers, posters, banners)
• Approved in CSI (24 hours)
• Publications and Printing on campus is available to assist students and advisors with posters, handbills, signs, etc. at competitive rates. For more information see www.westga.edu/pubprint

Food on campus
• Dine West has contractual rights to all food functions on campus, and must be contracted to provide food for events or to determine that Dine West is not interested in catering the event.(678-839-6496)

Technical Needs
• Contact the facility or ITS (678-839-6459), most equipment will require an advisor signature/email
Leadership Programs

Lead West Mission
Lead West is a part of the Center for Student Involvement 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 co-curricular programs and experiences. Our goal is to support and educate students on becoming leaders in their academic, co-curricular, and social lives.

What We Offer?
Lead West 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.

Lead West Programs

EMERGING LEADERS PROGRAM
The Emerging Leaders Program is for incoming freshman students. This program lasts one year and engages student leaders in learning the foundations of leadership development. The program is designed to give students an instant connection to West Georgia. Emerging Leader students commit to responsible leadership on campus and in the community and develop skills to be successful leaders in their academic, co-curricular, and social lives. Students are selected by an application and interview process.

LEADERSHIP CONFERENCE SCHOLARSHIPS
L3 (Leaving a Legacy of Leadership) Summit takes place at the University of North Georgia in Dahlonega, GA in May. The L3 Summit is a gathering of emerging student leaders from universities across the state of Georgia that focuses on building the leadership skills necessary to leave a purposeful legacy. The 4-day program is packed with engaging team building activities and informative leadership training sessions. Participants will learn from one another about leadership, as well as gain practical skills that can be put to use immediately. They will also challenge each other to expand their thinking, investigate the diversity of leadership among them, and set high standards for leadership on their campuses. Scholarships are provided for a limited number of freshmen, sophomores, and juniors to attend each year.

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. Scholarships are provided for a limited number of sophomores and juniors to attend the national conference each summer.

LEADERSHIP TO GO
Leadership to Go is a leadership development program designed for UWG student leaders, or aspiring student leaders. The program takes place during the fall and spring semesters 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. We offer multiple certificate based tracks, such as Emerging Leadership, Personal Leadership, Organizational Leadership and Greek Leadership. All workshops last no longer than 30 minutes.
LEAD DAY
This is a highly interactive program to get students excited for the upcoming year while networking and enhancing their leadership skills.

LEAD WEEKEND
This is an intensive and interactive one-day leadership retreat for emerging student leaders to further develop their 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. Once a month, student leaders have the opportunity to have lunch with Dr. Kyle Marrero, President of UWG, and engage in great conversation based on student leadership in higher education.

LEADERSHIP ADVISORY BOARD (LAB)
LAB is a departmental organization within the Center for Student Involvement which promotes personal growth and development by engaging students in involvement and leadership opportunities. LAB has 4 committees that support the mission and vision of the organization. Leadership committee assists with the implementation of Lead Day and Lead Weekend and supports Leadership To Go by facilitating workshops. The Campus Relations committee provides OrgSync support and training to student organizations officers and members. The Involvement committee serves as peer mentors to new and current UWG students by offering involvement consultations to help students find involvement opportunities on campus that fit their interests. The Marketing committee promotes involvement and leadership opportunities through social media as well as highlights an outstanding student leader of the week.

LEADERSHIP IN THE WILDERNESS
Leadership in the Wilderness is a one day leadership excursion where UWG students use nature to learn about team building and problem solving.

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 a located in the Center for Student Involvement and is a resource for all students on campus.

For more information about Leadership Programs contact the Center for Student Involvement, Campus Center, 678-839-6526, visit us on-line at: http://www.westga.edu/CSI, or email leadwest@gmail.com.
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. Update electronic versions can be found on the Center for Student Involvement website: westga.edu/csi

Just west of Atlanta, a spirited University lies nestled among the rolling hills and tranquil lakes of Carrollton. Across campus and around town, you’ll hear the hum of intellectual exploration, the laughter of camaraderie, and – of course – the howl of the Wolves.

At UWG, we see things differently. We respect our roots but we’re not bound by tradition. We blaze our own trails rather than follow the crowd. And we’re making history, not simply studying it.

This is the land of opportunity and discovery. If you ask us, the stars shine just a little brighter here – in the sky and among us.

Center for Student Involvement
Campus Center 123
University of West Georgia
Carrollton, Georgia 30118
678-839-6526
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Notice:

The policies and procedures presented in this handbook are subject to change. Any changes in policy will be forwarded to registered clubs and organizations and will be updated on the CSI website and on OrgSync.

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

MISSION STATEMENT: The Center for Student Involvement aspires to actively engage every student in the University and greater community. We enhance the student experience and provide leadership development through a variety of programs, activities, and services, which contribute to the vibrancy of campus life.

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

- Student Government Association (SGA)
- Interfraternity Council (IFC)
- Panhellenic Council (CPC)
- National Pan-Hellenic Council (NPHC)
- Multicultural Greek Council (MGC)
- Leadership Advisory Board (LAB)
- Student Activities Council (SAC)
- Order of Omega (Greek Honor Society)
- Rho Lambda (Panhellenic Honor Society)
- Wolves Helping Others (WHO)

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

CAMPUS ACTIVITIES

Campus Activities provides students with a variety of programming opportunities to connect with students, alumni, and faculty and staff throughout the year. Our programs range from traditional events such as Homecoming and Weeks of Welcome to weekly events by the Student Activities Council as well as weekend events and major concerts.

COMmuter PROGRAMS

Commuter programs include the Commuter Student Association, Commuter Lounge and Commuter Assistants, and welcome events at the beginning of each semester. The Commuter Lounge is located on the lower level of Strozier Hall.

FRATERNITY AND SORORITY LIFE

The Center for Student Involvement provides advisement and consultation to all of the nationally recognized social fraternities and sororities and their governing bodies, which are the National Association of Latino Fraternal Organizations, National Multicultural Greek Council, National APIA Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, and Panhellenic Council. CSI assists all groups in recruitment, membership intake, and organizational development.
LEADERSHIP PROGRAMS
Student leadership is greatly emphasized in many of the programs and services offered by the Center for Student Involvement. Lead West is a comprehensive leadership program that offers involvement, training and resources to all students seeking to strengthen their leadership skills. Some of these programs include Leadership to Go, Leadership Conference Scholarships, Lead Lunch, and Leadership in the Wilderness.

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

STUDENT VOLUNTEER PROGRAMS
The Center for Student Involvement provides students with a variety of volunteer opportunities in Carrollton and beyond. These projects are designed to foster a more civically engaged campus body through the promotion of self-discovery, leadership, and service. Our traditional programs include Monthly Giveback Days, Alternative Spring Break Trip, Wolf-unteer Week, and The Big Event.

FOR MORE INFORMATION CONTACT:
Center for Student Involvement
Campus Center 123
UNIVERSITY OF WEST GEORGIA
Carrollton, Georgia 30118
(678) 839-6526
www.westga.edu/CSI
REGULATIONS GOVERNING
STUDENT ORGANIZATIONS REGISTRATION

CHAPTER I. GENERAL PROVISIONS

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

CHAPTER II. CENTER FOR STUDENT INVOLVEMENT

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

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

CHAPTER III. REGISTRATION

SEC. 301. REGISTRATION
(A) An organization or group may be registered if its actions or activities are
in accordance with the educational purpose and mission of the university, and it meets the terms of Sections 302, 303, and 404.

SEC. 302. ELIGIBILITY
Membership is limited to those individuals that are affiliated with the University of West Georgia. A group is eligible for registration if:
(A) its membership is limited
   1. to students (85%); and
   2. to faculty and staff (15%);
   3. is not an auxiliary group (i.e. Little Sisters, Big-Brothers)
   4. and has at least five members
(B) membership practices do not violate university, state, or federal laws or guidelines;
(C) it has a full time faculty/administrative staff advisor;
(D) it is not under disciplinary penalty prohibiting registration;
(E) it conducts its affairs in accordance with university regulation and administrative rules;
(F) its purposes are in accordance with the stated purposes and goals of the university.

SEC. 303. APPLICATION
A group shall apply to register in a manner prescribed by the Center for Student Involvement. Information required for registration through OrgSync includes:
(A) the name and a local mailing address of the proposed organization;
(B) the name and electronic signature of its president and advisor;
(C) agreement of the university hazing policy;
(D) a copy of its constitution, bylaws, charter, and its purpose statement;
(E) agreement of the Civil Rights/Title IX statement;
(F) agreement of the university alcohol policy;
(G) a roster of all current members;
(H) a listing of last year’s activities;
(I) an organizational e-mail address
(J) other application information required by the Center for Student Involvement.

SEC. 304. ACTION ON APPLICATION
(A) In considering an application, the Center for Student Involvement shall register the organization unless it is ineligible under Section 302.
(B) The Center for Student Involvement shall notify an organization in writing as to the acceptance of registration.

SEC. 305. UNACCEPTED REGISTRATION
(A) If registration is denied the organization may petition in writing the Center for Student Involvement, requesting him/her to grant registration provided they have met all the requirements set forth in Section 301, 302, 303, 402.
(B) If registration is denied, and upon request of the organization, the Director shall furnish it with a copy of a written statement of the reasons for refusal.
If registration is again denied, the organization may file an appeal with the Vice President for Student Affairs and Enrollment Management.

CHAPTER IV. RIGHTS AND DUTIES

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

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

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

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

Student organizations may be charged with violations of the Student Code of Conduct 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/or individually responsible when violations of these codes occur. Violations may be made by those associated with the organization, by those who have received the indirect or direct consent or encouragement of the organization. Violations may be made by an organization’s leaders, officers, or spokespersons or other members associated with the organization. Individuals charged with code of conduct violations arising out of their affiliation with student organizations shall have their cases settled according to procedures outlined in the Student Code of Conduct. Student Organizations should realize that they may be held accountable through the university conduct system for their behavior, whether on or off campus, when an offense is directed at the university, a member of the university community, campus visitor, or another student organization and is a violation of the Student Code of Conduct or the Registered Student Organization Code of Conduct. The officers, leaders or any identifiable spokespersons for a student organization may be directed by the Associate Vice President for Student Life and Dean of Students, the Vice President for Student Affairs and Enrollment Management, his/her designee, and/or an 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 directives of University employees and/or official advisors acting in the scope of their responsibilities shall be considered a violation of this code, both by the officers, leaders or spokespersons for the organization and by the organization itself. Organizations may be interimly suspended pending the outcome of an investigation or hearing. Conduct action directed towards student organizations shall be afforded according to procedures published annually by the Center for Student Involvement and distributed to all registered student organizations.

PROHIBITED CONDUCT FOR STUDENT ORGANIZATIONS

The following misconduct is subject to conduct 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
Violations of the University Alcohol Policies, Student Conduct Code, including but not limited to:
.01 Furnishing or causing to be furnished any alcoholic beverages to any person under the legal drinking age.
.02 Sale of alcohol.
.03 Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
.04 Unauthorized manufacture, distribution or possession for purposes of 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 and definitions on hazing on page 29.
8.00 FIRE SAFETY AND SANITATION
.01 Malicious or unwarranted tampering with or damage to fire safety equipment belonging to another student or organization, the University, or the Carrollton community.
.02 Causing, condoning, or encouraging the creation of any situation involving fire which reasonably may result in danger to individuals, The University of West Georgia, or the Carrollton community.
.03 Possession or use of incendiary devices, dangerous explosives, or illegal fireworks.
.04 Failure to maintain a student organization’s facilities or property (or surrounding property) so as to create a potential danger to the health and safety of the occupants or members of The University of West Georgia and Carrollton community.
.05 Fire Hazards including incense, candles, explosives, gasoline, potpourri burners, and incendiary devices of any kind are not permitted in campus facilities unless approved in writing by Director of Auxiliary Services and Risk Management.

9.00 FALSIFICATION OF RECORDS/INFORMATION
Providing false, misleading, or incomplete information to any University official or office or falsification of any University documents related to an organization’s events or activities.

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

12.00 STUDENT CONDUCT CODE
Violations of the University Student Conduct Code.

13.00 PUBLISHED UNIVERSITY REGULATIONS
Violation of university regulations or policies, as approved and published by various units of the university. These include the university policy prohibiting sexual harassment, the university tailgating policy, and policies administered by the Center for Student Involvement, Housing and Residence Life and the Division of Student Affairs and Enrollment Management
14.00 VIOLATION OF UNIVERSITY STATUTES, RULES, POLICIES, PROCEDURES, AND/OR STATE, FEDERAL OR LOCAL LAW.

15.00 NATIONAL REVOCATION
Revocation of recognition/charter, suspension or denial of recognition/charter by the organization’s national office or headquarters

16.00 HUMAN AUCTIONS
All human auctions, or any other programs that exploit the human body, condones behaviors commensurate with slavery, or prostitution, are banned.

17.00 FUNCTIONING AS AN ORGANIZATION WITHOUT COMPLETION OF THE REGISTRATION PROCESS, OR AFTER SUSPENSION BY THE UNIVERSITY AND/OR A NATIONAL ORGANIZATION.
.01 Failure to cease the operations of an organization after suspension by the University and/or national organization
.02 Individuals continuing to recruit members, host functions, or act in the name of the organization
.03 Continuing to function as an “off campus” organization, an “underground” organization, or an unofficial organization, or to be seen as any of the above by any reasonable person, after the suspension of an organization.

CASE REFERRALS
Any person, including students, faculty and staff, who has information regarding what may be considered a regulation violation may file a complaint with the Director of the Center for Student Involvement or the Office of Student Conduct. Each complaint shall contain a statement of facts outlining each alleged act of misconduct. The reporter will normally be expected to participate in proceedings conducted to resolve the case.
A student organization may be subject to conduct action if one or more of the following is true:
1. An offense is alleged to have been committed by one or more members of an organization and is sanctioned by or participated in by an officer of the organization.
2. An offense is alleged to have been committed by one or more members of an organization and organizational funds are used to finance the venture.
3. An offense is alleged to have been committed by one or more members of an organization and is related to an organizational process or function. These include, but are not limited to, recruitment, initiation and pledgeship.
4. An offense is alleged to have occurred as a result of a function sponsored by a student organization.
5. An offense is alleged to have been committed by one or more members of an organization and is supported by a substantial number of the organization’s membership.

PROCEDURES
When a student organization is charged with violation of the Student Organizational Conduct Code, disposition of the student organization’s case shall follow the procedures outlined below.

1. Staff members in the Office of Student Conduct and/or the Center for Student Involvement will investigate referrals and determine if alleged conduct charges should be filed.

2. Written notices of the charges will be given to the President or an official representative of the organization.

3. The President or an official representative of the organization will be offered the opportunity to meet with a representative of the Office of Student Conduct to submit a plea to the charges and select the type of hearing. For minor violations, the Student Organization may be offered the opportunity to waive the right to a hearing in favor of an informal conduct conference. Determination of the severity of the violation will be at the discretion of the student conduct officer.

4. 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 will be provided to the student organization at least five business days prior to the hearing. The hearing may be held in less than five days if there is a compelling reason to do so.

5. Student organization leaders participating in organizational conduct hearings are assured the following procedural safeguards:
   a. The right to written notice of the hearing and the specific charges against them.
   b. The right to provide evidence, call their own witnesses, and ask questions.
   c. The right to be present at the hearing without academic action resulting from class absence.
   d. The right to have an advisor present. This advisor may be the organization’s advisor as registered with the Center for Student Involvement or a member of the University or greater community chosen by members of the organization, or a representative of the organization's Headquarters.
   e. The right of access to an audio tape recording.
   f. The right to appeal decisions and/or sanctions.

RESOLUTION OF CONDUCT CASES
Student organizations referred to the Office of Student Conduct shall be offered a choice of an Administrative Hearing or a Student Conduct/Ad Hoc Hearing, depending on what is most appropriate for the case. In cases with
minor alleged violations, the student organization may be offered the opportunity for an informal Conduct Hearing.

AGENDA FOR STUDENT ORGANIZATION CONDUCT COMMITTEE HEARINGS

1. Hearing officer calls the meeting to order and in cases of formal Hearings, explains that a tape recording is being made and asks that all present introduce themselves.

2. Hearing officer introduces the case by naming the organization respondent and listing the alleged violations of the Conduct Code for Student Organizations.

3. Hearing officer asks the Student Organization representative how the organization pleads to the alleged violations. The representative will then respond with a plea of responsible or not responsible to each alleged violation.

4. A representative of the University will present the case and supporting evidence, including calling witnesses. Board 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. Board 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. Hearing officer adjourns the hearing, which is followed by a period of discussion and deliberation.

ADMINISTRATIVE HEARINGS
The Dean of Students or a designated administrator conducts these hearings following the above guidelines.

AD HOC BOARD HEARINGS
Such boards may be appointed by the Dean of Students or his or her designee when the University 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 Dean of Students.

INTERPRETATION OF REGULATIONS
Conduct 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 and any members of that 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/ADVISORS
Individual students appearing in organizational conduct hearings may be accompanied by legal counsel or an advisor. The role of counsel/advisor in the meeting shall be limited to consulting with the individual student. Students who will be accompanied by an advisor must inform the Office of Student Conduct in writing at least two business days prior to the scheduled date of the hearing. An advisor may be an attorney.

CONDUCT SANCTIONS
The following measures are conduct sanctions which may be required of a student organization if found responsible for a violation of student organization regulations. This list is not exhaustive or in order of severity and may be enlarged or modified to meet particular circumstances.
1. Recommendation for Charter Revocation - An official request to a national office that the local chapter’s charter be revoked.
2. Revocation of University Registration - Permanent severance of the organization’s relationship with UWG.
3. Suspension of University Registration - Temporary severance of the organization’s relationship with UWG for a specified period of time. The period of time is to be specified in the decision of the hearing body.
4. Restitution - Reimbursement for a loss caused by the organization’s actions.
5. Community Service - Assignment to work a specific number of hours of community service.
6. Restrictions - Restriction of some or all of the organization’s activities or privileges, including, but not limited to, social functions and rush privileges. Social restrictions placed on organizations may vary, based on the nature of the offense.
7. Written Reprimand - A written statement of disapproval delivered to the organization.
8. **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.

9. **Educational** - Alcohol awareness programs, risk management programs, etc.

**APPEALS**
Requests for appeals must be in writing to the Vice President for Student Affairs and Enrollment Management within three business days. Appeals must be specific and detailed as to the nature and substance of the student organization’s complaint and must clearly indicate what action is requested. Cases will not be reheard on appeal, but rather will be decided based upon the record of the original proceeding. Mere dissatisfaction with the decision is not grounds for an appeal. If the organization wishes to appeal further it may submit an appeal request in writing to the President of the University within 2 business days of the Vice President’s decision. 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.

**RECORD RETENTION**
Student organization conduct files are kept in perpetuity. Additionally, as the cases are filed against organizations and not individuals, information about the cases may be shared, as deemed appropriate. Privacy of records that applies to individuals does not apply to student organization cases.
Policies and Guidelines

SECTION I

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

POSTING/DISPLAY POLICIES

I. GENERAL PROVISIONS

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

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

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

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

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

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

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

8. Laminated materials will not be approved.

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

10. “Your On-Campus Copy Center” is available for students and student organizations to send or bring print files for copying. A computer and printer are located in the lobby area for your use. Color copies cost 60 cents; black only, 10 cents. A variety of paper choices are available.
The following restrictions will apply to ALL registered student organizations.

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

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

1st Violation - Student organization and advisor will receive a written warning.

2nd Violation - Student organization will not be allowed to post on campus for one semester.

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

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

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

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

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

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

3. Commercial advertising is not permitted.

VII. POSTING BY INDIVIDUALS
1. The privilege to post is extended to officially registered campus organizations and departments only. Individual posting is not allowed.

VIII. CHALKING GUIDELINES
1. It is permissible for University Departments and registered student organizations to chalk on designated university sidewalks. Those designated concrete sidewalks are in front of the Library, the Food Service Building (Z-6), the University Community Center, the quad area surrounded by the Pafford Social Sciences Building, the Boyd Math-Physics Building, the Humanities Building, TLC Building, on the walkway from the Library to the University Community Center, and in front of the Campus Center.
2. Only concrete walkways can be chalked. Absolutely no chalking on bricks, walls, floors or other surfaces, or outside of Residence Halls.
3. Chalking is to be done primarily to make announcements about departmental and organizational activities.
4. Spray chalk is not permitted.

IX. TABLE TENTS
While the University of West Georgia supports the First Amendment Right regarding the expression of freedom of speech, the university reserves the right to regulate Time, Place & Manner of expression. The following provisions and regulations shall apply to the posting of Table Tents on campus:
1. Only Registered Student Organizations and University Departments (including Aramark) may put table tents on the tables at Z-6, UCC Market Fresh Deli, & Wolves Den Food Court.
2. Registered Student Organizations must have Table Tents pre-approved by the Center for Student Involvement.
3. Registered Student Organizations must present Table Tents intended for posting in food service locations to Auxiliary Services for final approval.
4. Registered Student Organizations may not place Table Tents on campus more than 3 times per semester.
5. Organizations are limited to one (1) Tent per Table at one time; not to exceed 75 at Z-6, 30 at UCC Market Fresh Deli, and 30 in the Wolves Den Food Court.
6. Table Tents will be limited in size to no more than 8½ x 14 paper folded into a trifold configuration.
7. All approved Table Tents must include the event Name, Time, Place, the Name of the Sponsoring Organization, date Table Tents posted and dates they expire.
8. All approved Table Tents must include a disclaimer stating that the
views and opinions expressed on this communication piece do not necessarily reflect the position, nor have the endorsement of, the University of West Georgia.

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

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

POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS

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

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

Upon the resignation of an advisor, the organization will have 30 calendar days to obtain a new advisor. Organizations that do not obtain a new advisor within those 30 days will not be considered a registered organization until they obtain a new advisor.

SELECTION HINTS

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

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

STAFF MEMBERS IN THE CENTER FOR STUDENT INVOLVEMENT, MAY NOT SERVE AS ADVISORS TO STUDENT ORGANIZATIONS, UNLESS IT IS A PART OF THEIR POSITION DESCRIPTION OR OFFICIAL DUTIES.
BECAUSE SOME ORGANIZATIONS ARE SPONSORED BY ADMINISTRATIVE OR ACADEMIC DEPARTMENTS AS A PART OF THEIR DEPARTMENTAL MISSION, ADVISORS MAY BE APPOINTED BY THE INSTITUTION.

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

POLICY
The Center for Student Involvement, in cooperation with the Registrar’s Office, will secure grade point averages for Social Greek organizations on a continuing basis.

Procedure
1. New members will be requested to sign a statement acknowledging the release of GPA and other information that might be requested by CSI and/or his/her specific organization during their New Member period. These statements will be kept on file in the Center for Student Involvement for the duration of the individual’s affiliation with the organization and will be terminated upon the graduation of disassociation of the individual.
2. Once the grade point averages have been secured by the Center for Student Involvement, the organization’s president will be contacted.
3. Individuals requesting and receiving grade point average information must be a current officer within his/her respective organization and must be listed on the organization’s OrgSync page and the Fraternity/Sorority Information Form.

Chapter Grade Point Average (GPA) Policy
1. In order for a social Greek organization to remain in good standing with the University, the chapter must maintain a 2.50 semester GPA during the fall and spring semester. If a Greek organization drops below a 2.50 semester GPA, then the organization will be placed on social restriction for the following semester.
2. The first semester a chapter falls below the standard, the chapter will be placed on social probation. The only events that the chapter may participate in are the organizational meetings/ceremonies, membership recruitment, and philanthropic events. The chapter may not participate in or sponsor any social events, including step shows and homecoming events.
3. If for a second consecutive semester, the chapter fails to meet the minimum University standard of a 2.50 semester GPA, the chapter may not participate in or sponsor any social functions for the following semester (same as above) homecoming or intramural sports. The chapter may not participate in or sponsor any social events, including step shows and Greek Week. Your chapter will need to submit an academic performance plan and review with Fraternity and Sorority Life staff.
4. If the chapter continues to fall below the standard of a 2.50 semester GPA, it then runs the risk of being removed from campus and/or receiving other sanctions.
ACADEMIC REQUIREMENTS FOR SOCIAL GREEKS
To participate in Recruitment, or Intake, students must have a minimum of a 2.0 UWG adjusted GPA from high school, if a first-time university student, or a 2.0 University GPA based on at least 12 hours of non-developmental University work, if a UWG or transfer student.
However, each chapter has their own minimum requirements which might be higher than the university minimum. For example, some Panhellenic and IFC organizations cannot extend membership to students who have below a 2.20 UWG adjusted GPA while others might have a higher GPA requirement, up to a 2.7 GPA. The average NPHC required GPA is a 2.5; however, some also require a higher GPA.
Students must maintain full-time student status (minimum of 12 credit hours for fall and spring, 9 for summer) during their member periods.
The Center for Student Involvement administers these policies. If you have questions about them or would like to receive a copy of the complete policy governing Greek Organizations, contact the Center for Student Involvement in the Campus Center.

POLICY 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
The Chief Business Officer has established procedures for compliance with the Sales, Advertising, and Solicitation Policy. Some of the requirements follow.

Definitions:
Advertising – announcements or messages intended to persuade members of a target market or audience to purchase or use products, services, organizations, or ideas including First Amendment protected speech. All forms of advertising used on campus must be approved by the Chief Business Officer or his/her designee, to include:

Direct Advertising – documented information that promotes a service or product (e.g. Post cards, newspapers, magazines, flyers, electronic distributions, etc.)

Indirect Advertising – an unwritten methodology that promotes a service or product (e.g. distribution of product samples, human billboards, open-air preaching, etc)

Advisor – faculty, staff, or alumni who are assigned to a student or a student organization for the purposes of mentoring and assisting the student or organization with requirements related to academic programs or university events

Affiliated Organization – as defined by the Board of Regents Policy Manual, Policy 17.1; includes University of West Georgia Foundation, University of West Georgia Real Estate Foundation, and the University of West Georgia Athletic Foundation.

Approved Contracts – those contractual agreements that have been submitted through the designated University procurement or review processes and include all of the required signatures.

Authorized Events – activities that are approved by the appropriate University officials, and are characterized by the rental of university facilities or space and the congregation of students, faculty, staff, or guests for student services events, including, but not limited to University athletic or academic purposes. NOTE: Transactions conducted by Academic, Student, or University units for purposes directly related to academic or athletic instruction are not considered Auxiliary Services but would be considered Authorized Events, and therefore are not subject to these requirements. However, recurring transactions of a similar nature MUST be approved by the President or designee as required by Board of Regents Policy Section 8.2.15.1. Please refer to the Dean of the College or the Provost for any requirements related to such transactions.

Auxiliary Services – “an activity that exists to provide a service directly or indirectly to students, faculty or staff, and for which a fee is charged that is related to, but not necessarily equal to, the cost of the service” – includes housing, food services, stores, health services, transportation and parking, etc. See, Board of Regents Business Procedures Manual, Section 15, Introduction.
**Business Activity** – includes any undertaking of an individual or group which encompasses the production, sale, and distribution of products or services. The sale and distribution of products and services includes any method of marketing through direct or indirect selling. This includes any promotional literature.

**Charitable Organization** – a non-profit, tax exempt organization that devotes all resources to philanthropic and social goals serving the public interest or common good; for students and student organizations, the Advisor will review the charitable organization’s documentation to determine if it meets this definition for purposes of these Procedures; in all other situations, the Vice President of University Advancement or his/her designee will make the final decision as to whether an organization meets the definition for the purposes of these Procedures.

**Chief Business Officer** – shall be used interchangeably with the Vice President of Business and Finance unless the University has designated otherwise in its Organizational Chart

**Commercial** – related to the buying or selling of goods and services for profit

**Cooperative Organization** – for purposes of these Procedures, see definition for **Affiliated Organization**

**Criminal Code** – Official Code of Georgia Annotated, Title 16.

**Electronic Mail Distribution List** - any list service or application that distributes electronic messages to UWG employees or students (using the “westga.edu” extension, including but not limited to, “All Faculty” and “All Staff”)

**Foundation** – for purposes of these Procedures, see definition of “**Affiliated Organization**”

**Fundraising** – the solicitation or collection of contributions (cash or of other value)

**Newspapers/Magazines** – a publication issued at regular intervals, and commonly containing news, comment, features, and advertising; for the purposes of these Procedures, UWG reserves the right to limit the placement or sale of publications that do not advance its educational mission.

**Non-Affiliated** – any individual, business, or organization that is not authorized by Board of Regents or University of West Georgia policies for purposes related to the mission of the University

**Non-commercial written materials**- pamphlets, handbills, circulars, newspapers, magazines and other materials that support University events or are otherwise protected by the First Amendment.

**Raffles/Prize Drawings** – as defined by O.C.G.A. § 16.12.22.1, “any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such term shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded”
Sales – an exchange of mutual benefit among parties; for the purposes of these Procedures, “Sales” means an exchange of money for goods or services

Solicitation – the act of seeking an exchange of mutual benefit among parties; includes, but is not limited to, actions seeking attendance at venues, cash contributions, purchase of goods or services including First Amendment protected speech

Sponsorship – the payment of costs or benefits in return for the right to conduct business

Student Conduct Code – for the purposes of these Procedures, the UWG Student Conduct Code as found under the Vice President for Student Affairs and Enrollment Management, and as carried out by the Dean of Students

University Unit – For the purpose of this policy a University Unit includes academic departments, class-related events (e.g. practicum), staff organizations, and similarly organized University groups

UWG Campus – for purposes of this Policy and Procedures, “UWG Campus” refers to all University of West Georgia facilities, grounds, equipment, instructional sites, centers, and real estate that are owned by, or under the control, of the University.

ADVERTISING on Campus.
Advertising is only allowed for Authorized Events, and must follow these procedures:

1. Any commercial business advertising by or through students on the campus of the University of West Georgia must be coordinated and approved through the office of Auxiliary Services.

2. Non-commercial written materials, including petitions for signature, maybe distributed on a person to person basis in the designated open areas; which are, the Quad and outside the University Community Center, Library, and Food Service Building. It may also be distributed at least 20 feet from outside of buildings provided the distribution does not block access to University buildings or disrupt classes or educational activities. Any written material that is not distributed or is discarded in the visual area of the person(s) distributing the material shall be removed by the person(s) distributing the materials upon departure from the area. University Police, the Risk Manager, the Senior Vice President of Auxiliary Services, or the President reserve the right to move or stop the distribution based upon issues of significant safety concerns, which may include threats of violence or significant impediment to traffic. For safety purposes, the University highly recommends that the persons distributing materials seek advice from Risk Management and the University Police prior to distributing materials.

3. The location of advertising must be approved by the AVP of Auxiliary Services.

4. No drop (bulk) delivery or unattended distribution is allowed.
5. Any distribution of advertising or non-commercial written materials that fail to meet these requirements could result in a student Conduct Code violation or referral to the University police for violation of Georgia’s Criminal Code regarding posting of materials without consent.

SALES on Campus or at University Events.
1. Students participating in a practicum or class related event will follow the procedures for Academic Units.
2. Students and student organizations may raise funds for a Charitable Organization with a valid tax exemption letter from the U.S. Internal Revenue System or for the use of an academic department or a registered student organization. Co-sponsorship with a non-affiliated University organization of any form, or at any level, is strictly prohibited.
3. Sales by students or a student organization that receive Student Activity Fee Budget Allocation (SAFBA) funding must be conducted entirely through a recognized student organization, utilizing that organization’s student account for any collection of funds. Funds raised must be deposited to and accounted for through the student organization’s University revenue account.
4. Student organizations that are not SAFBA funded may possess an external bank account provided it does not reference the University of West Georgia name or derivative thereof.
5. Student organizations must contact the Department of Auxiliary Services to request authorization for a sale, and must submit a completed Fundraiser Approval Form prior to the initiation of any sales or set up on campus.
6. The University’s exclusive food service provider must approve food sales, other than bake sale type items.
7. Student organizations are required to adhere to any additional Department of Auxiliary Services requirements regarding sales and fundraising.
8. The West Georgian is expressly allowed to sell advertising space within any guidelines established for that student run organization.
9. Additional Requirements
   Auxiliary Services is the institutional unit authorized by the Board of Regents to conduct sales of goods and services on campus (i.e., textbooks, University merchandise, food services, printing, etc.). See, Board of Regents Business Procedures Manual, Section 15. Although most sales will be authorized through contractual arrangements with vendors, all other sales (including sales to benefit charitable organizations) must be submitted to and approved by the Senior Vice President of Auxiliary Services. The following sales may also require additional approvals:
   a. Raffle Tickets for Cash Awards or Prizes:
      Raffle tickets for cash awards or prizes require the approval of the
Carroll County Sheriff’s Office and the Advisor (for students or student organizations) or Vice President of University Advancement or his/her designee (for employees).

b. “All Faculty,” “All Staff,” or other Electronic Mail Distribution Lists: Sales or solicitation through Electronic Mail Distribution Lists for personal goods or services that result in the exchange of money or cash donations is prohibited unless approved in advance by the Vice President of University Advancement or his/her designee in consultation with the Chief Business Officer.

SOLICITATION/SPONSORSHIP/FUNDRAISING on Campus or at University Events.

Solicitations for cash contributions by students through sales activities are permitted as set forth above. Fundraising events on campus that do not involve the sales of goods or services may be permitted in limited circumstances as approved by the Advisor, Provost or the University of West Georgia’s Cooperative Organizations. Sponsorships for student activities (eg. Intramurals, SGA, registered student organizations, etc.), may include long- or short-term print opportunities, signage, game and event promotions, and apparel advertising.

ALCOHOLIC BEVERAGE POLICY

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. The University of West Georgia enforces this law. The university’s complete alcoholic beverage policy is available at www.westga.edu/policy

UWG MEDICAL AMNESTY POLICY

Purpose of the Policy

- UWG encourages the responsible use of alcohol. The Medical Amnesty Policy encourages all students to make responsible decisions in life-threatening situations that result from alcohol or other drug use and to seek medical attention for anyone who is in danger due to intoxication or blood alcohol poisoning.
- Medical Amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other situations, which also include prohibited conduct such as assault, property damage or distribution of illegal substances.
- In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal judicial action may be taken against the individual(s) or organization,
- The University of West Georgia enforces state law prohibiting the possession and consumption of alcoholic beverages by persons under the age of 21. The Medical Amnesty applies only to the UWG Student Conduct Code and does not in any way prohibit law enforcement personnel from enforcing the laws of the State of Georgia. However, in cases where law enforcement personnel are involved, an act of
responsibility may be considered favorably and may mitigate possible consequences.

Students in need of medical assistance

- When an individual student receives emergency medical attention that is directly related to the consumption of alcohol, the Dean of Students or his or her designee has the discretion to refer the student for an alcohol assessment or substance abuse related counseling in lieu of charging the student with a violation of the Conduct Code.
- Parents of students under 21 years of age may be notified in accordance with the University’s alcohol and substance abuse policy.

Students seeking assistance for others

- UWG students are encouraged to look safeguard their own health and welfare, as well as that of fellow students. Students are sometimes reluctant to request assistance due to possible disciplinary action. To remove this barrier and to encourage students to make responsible decisions regarding medical assistance in alcohol or other drug related emergencies, the UWG Medical Amnesty policy is enacted.
- When a student seeks emergency assistance on behalf of persons who may be experiencing alcohol or drug related emergencies, the Dean of Students or his or her designee has the discretion to allow all students to participate in an educational program, in lieu pursuing charges for a violation of the UWG Student Conduct Code.

Student Organizations

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

UNIVERSITY HAZING POLICY

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited. Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of university rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of The University of West Georgia as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total university community. Activities considered to be hazing shall include one or both of the following elements: coercion, either overt or covert, and production of physical or
mental 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 that are not part of a university course or departmental educational program.
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.
Student Involvement staff members will assist in the proper implementation 
of these policies. Complaints and charges of violations will be investigated, 
and if substantiated, appropriate action will be taken.
It is possible for individuals or organizations or both to be held responsible 
in the event these policies are violated. Violations may result in university 
disciplinary action and/or legal action through the courts. University dis- 
ciplinary action may include the withdrawal of university recognition from 
offending organizations through referral to the Conduct Code and conduct 
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 Center for Student Involvement each year. If a copy is not filed, 
university disciplinary action may be taken.

State Of Georgia Hazing Law
16-5-61 HAZING

(A) As used in the Code Section, the term:
(1) “Haze” means to subject a student to an activity which endangers 
or is likely 
to endanger the physical health of the student, regardless of the 
student 
will ingness 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, member- 
ship, office, or other status in a school organization.

(C) Any person who violates this Code Section shall be guilty of a misde- 
meanor punishable by a fine not to exceed $500 (Code 1981, 16-5-61, 
enacted by GA.L. 1988, p694,1.)

CIVIL RIGHTS OF STUDENTS ASSURED
It continues to be the policy of the University of West Georgia to provide 
equal opportunity to all students and applicants for admission without 
regard to race, creed, color, sex, sexual orientation, national origin, religion, 
age, veteran status, or disability status. The university does not discrimi- 
nate against any student or applicant in regard to any position for which the 
student is qualified.
For those with physical or mental limitations, the University will provide 
reasonable accommodations. Students with disabilities who have special 
needs should contact the Counseling Center, Row Hall (678) 839-6428, 
(campus extension 96428), to discuss their concerns and needs. The Coun-
The Counseling Center coordinates accessibility services for students with disabilities, including pre-enrollment interviews, counseling, and readers. Any student who believes that he or she has been discriminated against because of race, creed, color, gender, sexual orientation, national origin, religion, age, veteran, or disability status is encouraged to let appropriate authorities at the university know of this treatment. If the student chooses, he or she may file a grievance. For grievances of discrimination of a sexual nature, please also see the section titled “Sexual Misconduct” in this handbook.

A student who wishes to know more about these procedures, or desires to speak with someone for advice about how to proceed with a complaint, may contact the Dean of Students at (678) 839-6423 or the Social Equity Officer at (678) 839-5344.

**Single-Sex Student Organizations Guidelines**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender in educational programs and activities at the University of West Georgia, unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX and compliance with Title IX is also a condition to be a registered student organization at the University. Since passage of this law and the publication of the implementing regulations, the university will be using the following criteria for determining when single-sex organizations are excluded from the application of Title IX:

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

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

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

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

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

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

**SEXUAL MISCONDUCT POLICY**

The University System of Georgia and the University of West Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis
of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

The University of West Georgia follows the Georgia Board of Regents Policy 4.1.7 on Sexual Misconduct Policy, which includes the following:

**Definitions and Prohibited Conduct:**

**Community:** Students, faculty and staff, as well as contractors, vendors, visitors, and guests.

**Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** An intentional sexual touching upon a person, without consent or where the person is incapacitated, and/or by
force, by another person or with any object. Sexual contact includes but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.

Privileged Employees: Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant’s or alleged victim’s wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.

Respondent: Individual who is accused to have engaged in conduct that violates this Policy.

Responsible Employees: Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs” or other public forums in which students may disclose incidents of prohibited conduct).

Sexual Assault: An umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery.

Sexual Exploitation: “Sexual Exploitation” occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

Invasion of sexual privacy;
1. Prostituting another individual;
2. Non-consensual video or audio of sexual activity;
3. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
4. Intentional observation of unconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
5. Knowingly transmitting an STD or HIV to another individual;
6. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
7. Sexually-based bullying.

Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that: is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one’s work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or benefit from an institutional program or activity.

Stalking: Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress.

Reporting:
Relying upon the definitions above, complaints regarding sex discrimination, sexual harassment or sexual misconduct can be reported to any of the following individuals:

- Social Equity Officer and Title IX Coordinator
  Aycock Hall, Room 112
  678-839-5344
- Director of Human Resources and Title IX Deputy Coordinator for Faculty, Staff and Visitors
  Aycock Hall, Room 112
  678-839-6424
- Student Conduct Specialist and Title IX Deputy Coordinator for Students
  Campus Center, Room 200
  678-839-4733
- Assistant Athletics Director and Title IX Deputy Coordinator for Gender Equity in Athletics
  Athletic Operation Building, Room 242
  678-839-9364
- Report using our anonymous online form (“Incident Report” at www.westga.edu/UWGCares)

INVESTIGATIONS:
Investigations will be coordinated through the Title IX Coordinator’s office. All complaints (including those involving claims of discrimination) will be investigated in accordance with the terms of BOR Policy 4.1.7. This includes complaints that do not include a complaint involving a student (i.e., complaints between employees or vendors). For additional information, please contact the Title IX Coordinator’s office, who is authorized to establish further guidelines to assist with compliance.
Investigation Report Findings.
The investigator will issue a written report to the parties of the charges, findings of cause/no cause, description of evidence supporting the findings, and recommendations of sanctions, as applicable. The parties have the opportunity to respond within three business days and the investigator may supplement the report in accordance with BOR Policy 4.1.7.5. At such time as the investigator’s report is finalized, the Title IX Coordinator will discuss the findings and recommended sanctions, as applicable, with the parties. Any disagreements with the findings or sanctions by either party will result in the forwarding of the complaint and the investigation report for hearing by a Panel assigned by the Title IX Coordinator. The Title IX Coordinator’s office is authorized to establish further guidelines to assist with compliance.

Hearing Procedures.
Hearings involving a student, either as a Complainant or as a Respondent, will be resolved in accordance with BOR Policy 4.1.7.5. All other hearings that do not involve a student as a Complainant or Respondent will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator’s office is authorized to establish further guidelines on the hearing procedures.

Appeals.
Appeals of hearing results for complaints involving a student, either as a Complainant or as a Respondent, will follow the procedures set forth in BOR Policy 4.7.1.6. All others will follow the Protocols for Employee Civil Rights Complaints. The Title IX Coordinator’s office is authorized to establish further guidelines on appeals.

For more information as to expectations for Registered Student Organizations, please contact the Dean of Students.

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 and the Georgia Drug-Free Post Secondary Education Act of 1990 is published annually in the fall quarter Schedule of Classes and is distributed to all new students during orientation. Copies of the policy may be obtained in the Human Resources Office, Aycock Hall and the Office of Vice President for Student Affairs and Enrollment Management, Campus Center.
POLICY GOVERNING OUTDOOR SPEECHES, DEMONSTRATIONS, DISTRIBUTION OF WRITTEN MATERIALS AND MARCHES
The most updated version of this policy can be found on the UWG website at westga.edu/policy.

Voter Registration Drives
Voter registration drives must be coordinated through the designated campus voter registrar. The designated voter registrar is Howard Goodson, hgoodson@westga.edu.
If your student organization would like to host a voter registration drive on campus, please contact Arielle Korsgaard of the College of Arts and Humanities Dean’s Office about reserving a computer lab for the event. Email akorsgaa@westga.edu or office phone 678-839-5450.

UWG LOGO AND TRADEMARK POLICY FOR STUDENT ORGANIZATIONS
A unified, unique and strong visual identity is a critical element of any organization’s image. This set of coordinated branding elements, including logos and standard colors and typography, establishes a consistent, distinctive visual presence for an institution and helps its many constituencies recognize and remember it.
The University of West Georgia’s Visual Identity Program is comprised of the university trademarks, mascot, official colors and typefaces, and the guidelines for their use. A UWG trademark is any mark, logo, symbol, word or letters that have become associated with the university, including, but not limited to, the university’s name, wordmarks, shield, athletics logo and seal. These trademarks are the property of the Board of Regents of the University System of Georgia, and many are registered in the U.S. Patent and Trademark Office.
Proper use of UWG’s visual identity is essential to successfully communicating the university’s image, and the visual identity guidelines were created to protect the integrity of UWG’s trademarks and ensure their application in an appropriate, graphically appealing manner.

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

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

All UWG logos and trademarks must be reproduced in accordance with the visual identity design standards described below under “Reproduction Criteria.” Detailed descriptions and illustrations of university logos and trademarks are available online at www.westga.edu/ucm. To obtain logo and trademark files appropriately formatted for various uses, see “Where to Go for Help” on page 40.

Wolfie, the Athletics Mascot
Photographs of UWG’s athletics mascot, Wolfie, may be used on a student organization’s visual materials, including merchandise and promotional items, but no unauthorized illustrations of Wolfie may be used for any purpose. Photos of Wolfie in special settings or costumes may be obtained through the Office of University Communications and Marketing. A student organization may use these same logos on its official social media profiles or pages, provided no objectionable content appears on such profiles or pages.

Identification
All print and electronic materials, emails, websites, social media, and other communications, must clearly portray that the student organization is responsible for the content and opinions. In no event may any organization state or imply—either implicitly or by omission—that it represents the university or any of its official departments, programs, programs of study, or other institutional initiatives.

The University Seal
The university seal is reserved for official university use and may not be used by student organizations for any purpose.

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

Merchandise and Promotional Items
Any use of a university logo or trademark on merchandise or promotional items intended for sale or giveaway, such as t-shirts, hats, cups, pennants, tote bags, key chains and lanyards, must be approved by the UWG Trademark Licensing Office – Auxiliary Services. All such items must be produced by a licensed vendor, which in some cases will pay royalties to the university. If your organization would like to use a vendor that is currently
unlicensed, contact Trademark Licensing about the simple and inexpensive process of obtaining a license.

Use of the symbol “®” or “™” is required next to the appropriate logo or trademark on all merchandise and promotional items. See “Trademark Symbols” below for more details. In no event should the organization logo and the university logo appear to be a single logo.

**Reproduction Criteria**

As trademarks, UWG’s wordmarks and other graphic marks are protected by federal law and may be reproduced only in their approved configurations and colors. Enlarging or reducing a logo or trademark, be careful not to distort or skew its proportions. (This can usually be avoided by holding down the shift key when stretching the art.)

All reproductions of trademarks should be at a high level of technical quality. Photocopies, laser prints and web files of trademarks are not suitable for print reproduction, and marks formatted for printing should not be used on the web. To obtain logo and trademark files appropriately formatted for various uses, see “Where to Go for Help” on page 40.

**TRADEMARK SYMBOLS**

Use of the symbol “®” or “™” is required next to the appropriate logo or trademark on all merchandise and promotional items. The “®” symbol indicates that a trademark is federally registered in a certain class of goods. It is used on the university wordmarks. The “™” symbol is used to claim common-law trademark rights on a mark that is not federally registered. To obtain logo and trademark files with the “®” or “™” symbols see “Where to Go for Help” on page 40.

**UNIVERSITY COLORS**

The university’s official colors are blue (PMS 286) and red (PMS 185). PMS is an abbreviation for the Pantone Matching System, an industry-standard set of printing ink colors. Blue is the primary university color, and red is used as an accent. Gray (PMS 429) is a secondary color used in the UWG athletics mark and as an additional accent color in the design of publications and other visual materials.

Whenever possible, the university wordmarks and other trademarks should print in the official university colors: blue, red and gray for three-color marks; blue and red for two-color marks; and blue for one-color marks. When these colors are not available, UWG logos and trademarks may be reproduced in one of the following ways:

- in black
- reversed out in white
- reversed out in white with red accents
- embossed
- foil-stamped

If none of these options is possible, a logo or trademark may print in one (never two) of the main colors of the design in which it is to appear. Depictions of all color configurations except embossing and foil-stamping are available online at www.westga.edu/ucm.
OFFICIAL TYPEFACES
UWG uses a set of standard typefaces on printed materials, official signage, vehicles and other branding items, and a separate set of web-readable typefaces online. Student organizations are not required to use official typefaces in their materials, but a list of these typefaces is available at www.westga.edu/ucm for informational purposes.

WHERE TO GO FOR HELP
UWG’s visual identity guide is available online at www.westga.edu/ucm. (Some exceptions to color specifications may be granted for merchandise and promotional items through UCM.)
UWG logos and trademarks may not be altered, deconstructed, embellished, ornamented, flipped or rotated, and type and other logos should not be positioned so as to appear to be a part of the UWG marks. When php. The following UWG offices can provide logo and trademark files and help with policy and usage in the indicated areas:

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

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

Print Publications
Department of Publications and Printing, 678-839-6483
Your On-Campus Copy Center
E-mail: pubprint@westga.edu
Run with the Wolves. GO WEST.
PROCEDURES FOR RESERVING AND USING UNIVERSITY FACILITIES BY STUDENT ORGANIZATIONS AND OFF-CAMPUS GROUPS

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

Student organizations may use classrooms and other space on campus if they are a registered student organization with a faculty or staff advisor. The Center for Student Involvement will provide to each of the Colleges and Auxiliary Services within three weeks after the semester starts, a list of all of registered student organizations and their respective advisors. The President or Vice President of the student organization will complete the form online at least 10 business days before the event. The form can be found at http://docs.google.com/forms/d/1g0zPLMvEB-SVBmQZZSax-o38Yo38YoC1FiGdRnn_HlAotdCM/Viewform?vsp=send_form. He or she will request a room at a specific time on a specific date. If Auxiliary Services has a suitable room for the group, Auxiliary Services will schedule that room and put the event on the calendar. Student organizations must complete an event review form for certain events as per Auxiliary Services.

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

- College of Arts & Humanities ........................................678-839-5450
- College of Sciences & Mathematics .............................678-839-5190
- College of Social Sciences ...........................................678-839-5170
- 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 a non-catered event is scheduled for an off-campus group, the person who schedules it in the University office will:

- Notify Facilities and Grounds with all details of facility set-up and clean-up.
- Notify University Police. 678-839-6000
- Schedule audio-visual or technology equipment (appropriate charges may apply)

When an event is scheduled for a student organization, the person who schedules it in the University office will (unless a large event form is required):
• Notify Facilities and Grounds with all details of facility set-up and clean-up.
• Notify University Police. 678-839-6000
• Audio-visual or technology equipment must be reserved by the advisor through ITS at 678-839-6459.

When an event is scheduled for a department, the requestor will be responsible to (after the reservation has been confirmed):
• Notify Facilities and Grounds with all details of facility set-up and clean-up.
• Notify University Police if necessary (678-839-6000)
• Schedule audio-visual or technology equipment through ITS at 678-839-6459.

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 must be placed back to the original set-up.

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

• The last organization using the facilities in the evening will call University Police (678-839-6000) and wait until the room/building is securely locked to guarantee student and facility safety.

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

ROAD RACES/WALKS/FUN RUNS

Road races may be permitted on the university campus on an individual, first-come, first-served basis. Only UWG departments, non-profit organizations, and registered student organizations can host an on-campus road race. Road events will be assessed on safety and operational impact of the event to campus operations. Auxiliary Services is the reserving agent for all outdoor spaces. The following rules apply to all on-campus road/pedestrian events:
• Road races/walks/fun runs must be scheduled with Auxiliary Services 60 days in advance. The University offers no guarantee that they will be able to accommodate an event that demands a significant amount of resources.
• Road races/walks/fun runs must be confined to the Athletic Complex
• Road races (5ks) must be insured for liability. ($1M per occurrence)
• Groups will be charged back for all services, including traffic control and facility restoration.
GREENBELT
The Carrollton Greenbelt was constructed with public funds and is intended for enjoyment by the surrounding community. As such, requests by student organizations to host events on this space will typically be denied if they interfere with the public’s use of this facility or if the event poses an operational impact to the university. Auxiliary Services will consider permitting use of this space on weekends based on the same criteria; and will prompt the group to complete an Event Review Form.

If the event poses vehicle/pedestrian risks, Auxiliary may require that the group hire university police officers to control traffic.

The following rules will be enforced for any activity on the Greenbelt:
1. Timed bicycle events will not be permitted.
2. The unlit portion of the Greenbelt (between West Georgia Drive and Lovvorn) road is closed at night.
3. No vehicles, tables, or any other materials may be placed on the Greenbelt, or in any manner that may impede upon Greenbelt operations.
4. Student groups may not market their event (flyers, signs, chalk) on the Greenbelt.

Please note during the first two weeks of each semester reservation confirmations may be delayed due to high traffic volume.

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

Section I. Reservation of Facilities

Who May Use Facilities
Facilities are designated for official university events, academic meetings, and programs of registered student organizations. Student organizations must be registered with the Center for Student Involvement, have a faculty or staff advisor, and comply with the rules set forth in the Student Organization Conduct Code by the Center for Student Involvement.

Non-university groups, which must meet eligibility requirements as defined in the 6th and 7th priorities, may reserve or rent available facilities in accordance with this policy statement:

a. Use of campus facilities for personal social events, except those catered by the University food services, is not permitted (see Section IV), with the exception of Kennedy Chapel.

b. Summer Conferences and Camps for outside groups will be scheduled by Auxiliary Services (678-839-6525).
c. Co-sponsoring of non-university groups with registered student organizations or university departments is not permitted.

**Priority Usage of University Facilities**

1st Priority - Academic classes have first priority.

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

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

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

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

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

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

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

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

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

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<td>All other campus spaces</td>
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<tr>
<td>Alumni House and Grounds</td>
<td>Alumni House</td>
<td>678-839-6582</td>
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</table>

Note: No Student Organization may reserve Auxiliary Service managed spaces for the upcoming semester before mid-term of the current semester. No Student Organization may reserve Auxiliary Service managed spaces for more than a 3-hour time period (per reservation) without approval from the Assistant Vice President of Auxiliary Services. Auxiliary Services reserves the right to suspend student organizations from use of facilities reserved by Auxiliary Services anytime due to failure to comply with rules and regulations. All events within Auxiliary managed spaces must have a posted end time no later than 11:30pm with all breakdown and clean up to be completed before midnight.

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

Food events are not permitted in the following locations:
1. Front patio of the UCC
2. Front of Z-6
3. TLC atrium or entrances
4. Bookstore Patio

SECTION III. FEES

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

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

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

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

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

When No Fees Are Required
There shall be no usage fees assessed when the event is promoted and presented by a University of West Georgia organization and directly related to that unit’s mission, academic offerings, or organizational mission and for which no admission is charged. There shall be no usage fees when a facility is used as an informational gathering of a University of West Georgia organization for the purpose of conducting business related to the user’s organization. There shall be no usage fees assessed if these user groups incur no charges for custodial, maintenance, or University Police personnel as a result of the event.

Damage Deposit
A damage deposit may be requested when reservations are made for equipment or facilities. Any group, except registered campus organizations or
University-affiliated groups, may be charged rent.

**Safety and Insurance Requirements**

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

**SECTION IV. EVENTS SET-UPS**

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

**Rental of Non-University Assets**

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

**SECTION V. POLICIES PERTAINING TO ALCOHOLIC BEVERAGES**

Groups using University facilities must conform to University policies pertaining to alcoholic beverages. Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. Procedures for alcohol use on-campus and at university events can be found online at [http://www.westga.edu/policy](http://www.westga.edu/policy)

**SECTION VI. UNIVERSITY POLICE**

University Police officers may be required at certain campus events. The Chief of University Police (or designee) will determine if University Police Officers will be necessary. The University Police will determine the number of officers needed and the hours that the officers will be present. Neither private security nor off duty officers from local police agencies can be used for event security without the approval of the Chief of University Police (or designee). Only certified police officers from the City of Carrollton, the Carroll County Sheriff’s Office or Georgia State Patrol will be considered. Note: Only in rare cases will off duty police or private security be approved to work an event. Under no circumstances will private security be allowed to carrying firearms while on campus. The Organization will be responsible for paying the officer(s). Payment must be made in full in advance of the event and will include the officers overtime rate of pay plus social security.
SECTION VII. OPEN FLAME
Use of open flame (candles, tiki torches, patio heaters, grills, campfires, etc.) is prohibited on campus unless approved by the Office Risk Management/Environmental Health and Safety.

SECTION VIII. DINE WEST, UWG DINING & CATERING
All campus events which include the serving of food must have that food provided by Dine West. Approval for any outside vendor must be made by the Executive Director of Campus Dining.

SECTION IX. FOOD SAFETY
Groups must complete and submit a food safety plan to Risk Management (UCC 309) if:
1. The group will be cooking raw meats, and;
2. The group will be serving to the general student or campus population.
Food safety plans must be submitted at least two days prior to the event.
Contact Risk Management (678-839-6277 / safety@westga.edu) for a form.
The following guidelines pertain to selling prepared food to the campus community (such as bake sales):
1. Controls should be used to minimize contact with the food (gloves, tongs, individual wrappings, etc.).
2. Ingredients should either be listed or available at the site of sale.

CAMPUS CENTER RESERVATIONS
Contact: University Recreation.......................................................... 678-839-5500
The University Recreation (UREC) Administrative Office is responsible for the reservation of all meeting, ballroom and activity space in the Campus Center. The primary objective of the UREC Administrative Office in this capacity is to serve the members of the UWG community including students, faculty, staff, alumni and occasional off-campus organizations.
This section outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact or visit the UREC Administrative Office on the Campus Center main floor to discuss individual event needs.

Reservation Requests
All reservations must be made online at www.westga.edu/urec or at the UREC administrative desk located in the Campus Center. Reservations will be made in accordance to the established priority list listed below. A Reservation Request Form will be required to determine appropriate priority and final approval. The UREC Administrative Office reserves the right to determine a space request’s priority tier.

Reservation Priority
The Campus Center was built and is sustained with student fees to enhance the social, cultural and recreational life of students at the University of West Georgia; therefore, the following reservation priority exists. Please note that certain major, university-wide events such as Homecoming Week, Orientation, presidential or vice presidential events, etc. will be given priority.

Tier I:  Student organizations and departments housed in the Campus
Center charged with providing campus-wide programming - Such as the Student Activities Council, Student Government Association, and the Center for Student Involvement. These events are intended to serve the entire student body or University of West Georgia Campus.

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

Tier III: University Departments

Tier IV: Off-campus organizations (non-profit & for-profit) & UWG Alumni - Non-profit organizations must provide a copy of the IRS form 501 (c) (3). All Board of Regents and UWG policies such as those for insurance coverage apply.

Reservation Schedule

<table>
<thead>
<tr>
<th>Tier</th>
<th>For SPRING/SUMMER 2017 Reservations</th>
<th>FALL 2017 Reservations</th>
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<tbody>
<tr>
<td>Tier I</td>
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<tr>
<td>Tier II</td>
<td>8/22/16</td>
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<tr>
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</tr>
<tr>
<td>Tier IV</td>
<td>10/3/16</td>
<td>4/3/17</td>
</tr>
</tbody>
</table>

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

General Reservation Policies

1. Reservations submitted on time are accepted on a first come, first served basis within the priority tier.
2. A request for space does not guarantee that a space will be assigned. The UREC Administrative Office reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event conflicts with any university policies.
3. All reservations for registered student organizations must be approved by the organization president, vice-president or advisor. Organizations will be responsible for adhering to all policies and procedures regarding security, conduct and damages as per the facility use agreement.
4. University Recreation prohibits activities that interfere with people entering or exiting the building. In addition, amplified sound may not be projected in an area where it may be disruptive to University business.
5. Attendance at events will be limited to the posted room capacity.
6. Events cannot block doorways, hallways or aisles with chairs, tables or persons without permission from the Coordinator of Events due to fire safety code.
7. The listed organization will be held liable for damages to the facility and
its equipment. Damages to the facility may lead to suspension of reservation privileges and/or future use of the facility.

8. All requests for tables, chairs, audio-visual equipment, staging, public address equipment, room set-up, etc. must be made at the time of the reservation or at a scheduled meeting with the Coordinator of Events (or designee). Any reasonable room set-up changes or equipment changes to the original request must be made at least one week prior to the event. If changes are made after these deadlines, University Recreation personnel reserve the right to either not honor the changes or charge the group for the direct costs associated with the changes.

9. The HPE Gym, Room 302 & 303 are behind controlled access and for Campus Center members only. If a reservation requires non-members to access these areas, you must set up a meeting with the Coordinator of Events at least 5 business days prior to event to discuss appropriate access procedures for non-members.

10. The Climbing Wall, Aerobics Studios and Game Room can be reserved by groups on a case-by-case basis. Organizations should contact the Coordinator of Events to determine when these facilities are available and any associated costs.

**Limitations**

Organizations may only reserve the full ballroom three times per semester and a portion of the ballroom four times per semester. The HPE gym may only be reserved three times per semester. In addition, organizations may only reserve a room for meetings three times a week for no more than two hours at a time. This is to ensure all organizations are provided with equal opportunity to utilize space in the Campus Center.

**Cancellations**

- A minimum notice of 7 business days is required for ballroom and HPE Gym reservations. A minimum notice of 3 business days is required for meeting room reservations.
- If an organization fails to let the Coordinator of Events (or designee) know, in writing, of an event cancellation or fails to utilize a room, all other reservations for that group will be cancelled for the next 3 months from the date of the original reservation.

**Risk Management**

- Events deemed as high-risk by the University Recreation staff may require a meeting with the Risk Management Director, Matt Jordan.
- A Certificate of Insurance may be required for outside groups, engaging activities and ticketed events.
- Golf carts are not permitted on the Campus Center back patio. Vehicles should park at the designated loading dock or cart area for loading/unloading. Any special requests must be submitted to the University Recreation administration staff for approval.

**Charges**

- Charges may apply to certain events depending on scope and purpose.
For example, if an entry fee is charged or the event is designed for-profit, charges may apply.

- The standard stage is included in Ballroom 108.2. Special setups are approved on a case-by-case basis. A smaller portable stage is available for no cost.
- A cleaning fee or reservation suspension may be assessed to any organization, if agreed upon conditions are not met or if excessive clean-up is needed to return the facility to its previous condition.
- The sponsoring organization, regardless of tier, will be responsible for all costs associated with security at their event. University Police, not University Recreation, will determine the type and amount needed. This will be passed on to the group in the form of a direct cost.
- A custodial fee will be assessed for every off-campus group event; however, the final amount will be determined after the event. UWG Facilities and Grounds will determine the number of custodial staff necessary and the rate.

**COLISEUM RESERVATIONS**

Contact: Coliseum.......................................................... 678-839-5105

The Coliseum is a destination multi-purpose venue connecting superior educational growth with quality events and services while creating a positive impact on the University and regional communities. The Coliseum hosts academic classes, athletic competitions, student organization events, and special non-university events. To reserve space in The Coliseum please refer to the guidelines in the following section. For specific questions concerning reservations, please contact The Coliseum Administration. Failure to comply with The Coliseum’s Policies and Procedures may result in cancellation of reservations or denial of future requests.

I. **Booking Procedures (Registered Student Organizations)**
   a. For any event space in The Coliseum, a group/organization/department must fill out an on-campus/off-campus Reservation Request Form found online at http://www.westga.edu/coliseum/coliseum_reservations.php
   
   b. Student Organizations requesting space, must be currently registered by and in compliance with the Center for Student Involvement, and have approval from organization’s advisor to reserve space in The Coliseum. Only the President or Vice-President listed on the student organization’s registration may make reservations.
      i. The correct Reservation Request Form must be sent to The Coliseum Administration in the appropriate time frame:
         1. At least seven days in advance for meeting space,
         30 days in advance for events
   c. The Coliseum Administration will review the Reservation Request Form and plan a meeting with the event organizer and any other parties deemed necessary (police, risk management, etc.).
      i. Registered Students Groups may be required to fill out a large event form through Auxiliary Services depending on
the nature of the event.
d. Production and prices will be discussed and agreed upon at event meeting.
e. All changes in event set up or times must be submitted to The Coliseum Administration at least 7 days before the event.
f. An invoice for any charges will be sent no later than 10 days after an event and must be paid within 30 days.

II. Policies (All groups)
a. Reservation Request Form:
   i. Before any action can be taken, a Reservation Request Form must be completely filled out and submitted to The Coliseum Administration.
b. Co-sponsoring:
   i. Per University Policy, co-sponsoring an event is prohibited at the University of West Georgia.
   ii. Co-Sponsoring can be defined as an off-campus group funding an event for an on-campus group.
c. Space Available for Reservation:
   i. Arena Floor: all courts
   ii. Atrium (West Concourse)
   iii. Concourses: North, South, and/or East
   iv. Lecture hall: 2100
   v. Skyboxes: 3006, 3008, and/or 3009
d. Communication:
   i. All communication, including changes and cancellations, must be through the event contact listed on the Reservation Request Form. No changes will be made without their approval.
e. Cancellation:
   i. All cancellations must be made to The Coliseum Administration office no later than 72 hours in advance of the scheduled event and must be submitted by the event contact listed on the reservation request form
   ii. If an organization fails to cancel an event and does not utilize the reserved space, The Coliseum Administration may assess a fee.
f. Event Planning Meeting:
   i. If deemed necessary by The Coliseum, an organization must meet with a representative from The Coliseum Administration before each event. Failure to meet will result in forfeiture of reserved space.
   ii. During said meeting, depending on the size and scope of the event, additional production charges may be assessed by The Coliseum Administration.
g. Reservation Priority:
   i. Reservations will be held on a first come first serve basis;
however, a basic priority list, as set by the university, is as follows:
1. Academic Classes
2. Major University Events
3. Athletic Competitions
4. Meetings and events associated with academic programs
5. Any Student Activities event
6. Registered Student Organizations
7. Off-campus not-for-profit groups
8. Off campus-for profit groups

h. Event Management:
i. Designate and make known to Coliseum Administration who is in charge of the event.
ii. Restore facilities used to former condition and remove all equipment and property belonging to the renter immediately following the event.
iii. Provide adequate, trained personnel to manage the event.
iv. Plan and execute the event in a safe and responsible manner.

i. Operations Staffing:
i. Set up and tear down of all department assets will be conducted solely by The Coliseum staff.
ii. Each event will be staffed by a minimum of 1 member of The Coliseum.

j. Reservation Agreements:
i. All set ups and events must be approved by The Coliseum Administration as well as any parties deemed necessary for the operation of the event (i.e. Risk Management, University Police, Food Services, etc.).
ii. Until all parties involved have approved the event, there is no legal or binding agreement between The Coliseum and the organization reserving the space.

k. Exchanging Reservations:
i. Groups may not exchange dates without approval from The Coliseum.
ii. In the event two parties would like to exchange dates, both event contacts must contact The Coliseum Administration and both event contacts must agree to exchanging dates.

l. Conduct:
i. The sponsor/contact of the event/reservation is solely responsible for the conduct and actions of the participants. The Coliseum takes no responsibility for actions of participants.
ii. Participants must follow all facility and university policies as well as all state and federal laws.

m. Rental Period:
i. The scheduled event is limited to the reservation times listed on the Reservation Request Form. An additional fee of $50 per hour may be assessed if event extends past scheduled times at the discretion of The Coliseum Administration.

n. **Damaged Items/Assets/Property:**
   i. Depending on the severity and type of damage occurring to items, assets, or property belonging to The Coliseum, an additional repair fee will be assessed at the discretion of The Coliseum Administration.

o. **Tables/Chairs/Trash Cans/Bathrooms:**
   i. Tables, chairs, trash cans and bathrooms in The Coliseum may be provided by request.
   ii. Coliseum Administration will assist in determining the placement of tables, chairs and the number of accessible facilities.
   iii. A setup fee may be applied for assembly style seating for large events at the discretion of Coliseum Administration.

p. **Food Services:**
   i. Only UWG Catering is authorized to provide catering and concession services on campus.
   ii. Contact UWG Catering at catering@westga.edu or by phone at 678.839.5981 for more information.
   iii. Unless authorized, no food or drink is permitted within space provided by The Coliseum. The group holding the event is responsible for any damage and repair costs due to unauthorized food and drink.

q. **Ticketing:**
   i. Organizations have the option to host a ticketed event; however, The Coliseum Administration must grant approval.
   ii. For ticketing services, contact Townsend Center of Performing Arts by phone at 678-839-4722.

r. **Open Flames:**
   i. Open flames and candles are not permitted in any area of The Coliseum.

s. **Decorations:**
   i. All decorations must be flame resistant and are subject to approval by The Coliseum Administration, which will be discussed at the event meeting.
   ii. Due to safety concerns, windows and doors may not be covered.

r. **Prohibited Items:**
   i. Alcohol: Possession and consumption of alcohol in The Coliseum is prohibited.
   ii. Tobacco: the use of all forms of tobacco products on University property is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of
smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

iii. Animals: Animals are not permitted in The Coliseum unless they are service animals assisting a disabled guest.

iv. Bags and Coolers: Duffels, other large bags and coolers are not permitted in The Coliseum. If you arrive with such items you will be requested to return those items to your vehicle. If accommodations need to be made for medical reasons, please contact The Coliseum Business Office at least 24 hours in advance of your arrival to The Coliseum. All bags and purses brought into The Coliseum may be subject to a search by Coliseum security or crowd control personnel.

v. Balloons, air horns or other artificial noisemakers.

vi. Firearms and Weapons: No firearms or weapons of any kind are permitted in The Coliseum.

vii. Handouts: The distribution of promotional items, handbills, flyers, pamphlets, printed materials, as well as the solicitation of signatures is not permitted on The Coliseum premises without the express written consent of the University of West Georgia.

viii. Large signs or banners may not be displayed on The Coliseum premises unless approved by Coliseum Administration.

ix. The use, charging, and unattended storage of self-balancing scooters (or “hoverboards”) is prohibited in all university buildings.

u. Wireless Internet:
   i. Wireless internet is provided by the University; however, all groups without an official university login should let The Coliseum Administration know of their wireless internet needs within 14 days of the event. Wireless internet service is not guaranteed, and The Coliseum will not be responsible for service interruption.

   ii. A single use specific password will be generated by ITS for the event.

v. Wired Internet:
   i. Wired internet is available throughout the concourse area and can be used for tabling events. Please let The Coliseum know of your needs within 14 days of the event. Wired internet service is not guaranteed, and The Coliseum will not be responsible for service interruption.

w. Event Marketing:
   i. Do not release any information stating your event will be held in The Coliseum until you have received written confirmation of the dates requested for your event.

   ii. Complete the form at http://www.westga.edu/ucm/968.php through The Office of University Communications and
Marketing if you are seeking permission to take photos or videos on the University of West Georgia campus.

iii. Requests for events on the marquee in front of The Coliseum may be made through the UCM website at http://www.westga.edu/ucm/885.php

x. Third Party Vendors:

i. Request approval for any third party sponsorships, merchandise sales, exhibitors or entertainment acts a minimum of 30 days prior to event. Any business agreements made between renter and third party entities for the purpose of the event are subject to the Department of Auxiliary Services terms and conditions. Unauthorized vendors or vendors not in compliance with the agreed upon terms and conditions will be asked to leave the premises.

ii. Any equipment required by the renter or subcontractors of the renter not provided by The University shall be supplied by and paid for by the renter. The Coliseum will not be responsible for accepting any deliveries, assisting with load in/load out or the setup/teardown of any equipment provided by the renter.

y. Inclement Weather:

i. In the event of inclement weather, we will monitor the weather in the days leading up to the event, and respond to each scenario proportionately as it occurs.

ii. In the event of light to moderate rain: We typically do not allow early entrance before a ceremony or allow patrons to linger in the building after the ceremony ends. We would still like for the graduates to meet their families outside The Coliseum. University staff members will be present at the front doors to distribute umbrella bags and keep the area just inside the front door as dry as possible.

iii. In the event of heavy rain, high winds, or heavy lightening: Decisions on patron entrance and exit will be made collectively, with guidance from University Police, Risk Management and the school principals.

iv. In the event of Severe Thunderstorm Watches/Warnings and Tornado Watches/Warnings: Decisions will be deferred to University Police.

iii. On-Campus Departments/Organizations

a. Reservation Request Form:

i. On-Campus organizations must fill out the On-Campus Reservation Request Form found online at http://www.westga.edu/coliseum/coliseum_reservations.php

b. On-Campus Classification:

i. To reserve space in The Coliseum as an On-Campus organization:
   1. The student organization must be registered through the
Center for Student Involvement. For more information visit www.westga.edu/CSI.

2. The Department or Organization must obtain approval from the department head/organization advisor.

3. The Department/organization must have access to their account number in order to pay any charges.

4. There shall be no co-sponsored events held at the Coliseum.

c. **Meetings and Costs:**
   i. After submitting the Reservation Request Form, the Event Contact must meet with The Coliseum Administration to discuss Space and Pricing if necessary. A basic overview is listed below:
      1. Event Space in The Coliseum: No charge
      2. Production Costs: Vary but includes prices for:
         a. Tarps
         b. Bleachers
         c. Stage
         d. Assembly Style Floor Seating
      3. Additional charges include but are not limited to
         a. Event Management Services
         b. Custodial Services
         c. Police
         d. Sound/Light Production
         e. Jumbotron/Video Replay services

d. **Large Event Forms:**
   i. Events that may attract a large number of attendees must also go through the large event registration process with Auxiliary Services. Please contact them at 678-839-6525 for more information.

e. **Collaboration Costs:**
   i. Costs of collaboration with other University Entities (UCM, Pub and Print, University Police) will not be handled by The Coliseum but should be negotiated between the Department/Organization and the University Entity.
   ii. There may be additional costs billed from other departments.

f. **Billing:**
   i. Costs incurred by On-Campus Departments/Organizations will be paid via expenditure transfer to The Coliseum.
   ii. The approval of the Department Head/Organization Advisor provided on the Reservation Request Form will be used to initiate the on-campus budget transfer.

IV. **Insurance**
   a. The Event Manager, along with the UWG Risk Manager, will determine if an event held in The Coliseum requires insurance for the event. Standard insurance requirements for events are $1 million
per occurrence and $2 million aggregate per occurrence, but is subject to change as deemed by Coliseum Management. If insurance is required:
  i. The Insurance must be date specific and in the name of the organizer/promoter.
  ii. If an organization/promoter does not have insurance, it can be purchased through the Tenant’s and Users’ Liability Insurance Policy at the following link https://www.urmia.org/tulip/tulip.cfm?

V. Production Expenses (On Campus Groups)

a. Production Expenses:
   i. Bleachers: $75 per bank of bleachers
   ii. Tarps: $75 per court
   iii. Stage:
        1. 16’ x 16’ stage: $50
        2. 24’ x 24’ stage: $75
        3. 40’ x 32’ stage: $100
   iv. Assembly Style Floor Seating: $50 per 100 Chairs

b. Additional Services (as deemed necessary by Coliseum Management):
   i. University Police: $30/Hour for each officer
   ii. Argus Security - Prices vary based on event

CONTACT INFORMATION:
Please contact The Coliseum Administration at coliseum@westga.edu or call 678-839-5105. The listed policies, procedures, and sample expenses are subject to change. For up to date information, please contact The Coliseum Administration.

GUIDELINES FOR THE USE OF ROOMS AND SPACES
College of Arts & Humanities............................................. 678-839-5450
College of Sciences & Mathematics................................. 678-839-5190
College of Social Sciences............................................. 678-839-5170

Reservation form can be picked up outside the CSI office.
The Event Reservation Form for COAH, COSM, & COSS must be submitted by registered student organizations to the appropriate office at least five (5) business days prior to the event. Registered Student Organizations planning a large event should submit the Event Reservation Form to the appropriate office at least 10 (ten) working days prior to the event. Changes to reservations should be requested three (3) business days in advance of the event. This office must be notified 24 hours in advance of event cancellations.

Due to class scheduling, reservation requests will not be confirmed, each semester, until after the second full week of class meetings. Reservations are only approved for the current semester and end on the last day of regular class meetings. Because space availability changes frequently, this office does not provide information concerning vacancies prior to receiving
the Event Reservation Form. In addition, if a specifically requested space is not available, an appropriate alternative will be reserved. Room assignments will not be revisited once a room is assigned to a group for an event without additional information supporting the change. *With the exception of events that are endorsed by a vice-president, reservations for spaces designated as alternative venues (rain-outs) will not be accepted.*

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

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

This office reserves the right to refuse reservations for events that may interfere with surrounding classes. Music must not be played in areas where, or at times when, it may be disruptive to classes or offices.

All events involving food must also be approved through Auxiliary Services and Risk Management. Food sales are not permitted in the TLC Atrium.

**NO FOOD or DRINKS are allowed in the lecture halls.** Lecture Halls must be locked at the conclusion of each event.

For events incorporating copyrighted materials, please refer to the “Copyright and Public Performance Regulations” policy at [http://www.westga.edu/assetsSA/csi/CpyrghtPubPerfRegs11.pdf](http://www.westga.edu/assetsSA/csi/CpyrghtPubPerfRegs11.pdf)

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

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

Classrooms and lecture halls are not to be used for storage by student organizations. Additionally, if damages occur, the student organization must reimburse UWG for repairs and will be prohibited from using facilities for one academic year.

Organizations and groups that do not comply with these policies, or found to falsify information, will not be granted permission to use the facilities and possibly denied future use.

**NO EXCEPTIONS!**

**Reservation Managers**

*Turn your Event Reservation Form into the appropriate office.*
<table>
<thead>
<tr>
<th>Building</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology Building</td>
<td>COSS Dean's Office, Pafford 336</td>
</tr>
<tr>
<td>Biology Building</td>
<td>COSM Dean's Office, TLC 3231</td>
</tr>
<tr>
<td>Boyd Building</td>
<td>COSM Dean's Office, TLC 3231</td>
</tr>
<tr>
<td>Callaway Building</td>
<td>COSM Dean's Office, TLC 3231</td>
</tr>
<tr>
<td>Humanities Building</td>
<td>COAH Dean's Office, TLC 3226</td>
</tr>
<tr>
<td>Pafford Building</td>
<td>COSS Dean's Office, Pafford 336</td>
</tr>
<tr>
<td>TLC Building</td>
<td>COSM Dean's Office, TLC 3231</td>
</tr>
</tbody>
</table>

(Reservations for TLC 1106 or 1116 can be submitted to COSS Dean's Office)

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

Return desks to neat rows at the end of the reservation

Food and drink may be served

Arrangements must be made to clean up food and drink afterward

**Cashen Recital Hall (233 seats)**

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

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

**Special Purpose Rooms and Spaces:**

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

**RICHARDS COLLEGE OF BUSINESS**

Contact: Richards College Dean's Office.............................. 678-839-6467

Reservation of rooms in Adamson Hall and Miller Hall must be scheduled through the Richards College of Business Dean's Office. All reservations for Richards College facilities are made through the Assistant Dean's Office in Miller Hall. Due to class scheduling, reservations for the classrooms cannot be confirmed until the second week of each semester. All reservations are revocable in case of space-planning emergencies, as determined by the Dean or Assistant Dean of the Richards College of Business. **Reservations for registered UWG student organizations must be requested in conjunction with the organization's faculty advisor, and the advisor or advisor designated alternate must attend the scheduled event if it occurs outside of normal business hours, which are 8 am to 5 pm, Monday through Friday.**
Arrangements must be made with University Police to unlock/lock the room and/or building. Event organizers must include in their contracted hours of scheduling sufficient turnover time for setting up and taking down of events. Typically, this means 1.5 hours prior to and 1 hour after the event. Access to the room will not be permitted until the time for which it is contracted. After use, rooms must be cleaned, furniture must be returned to the original position, and all technology-related equipment must be shut down.

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

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

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

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

1. the cost of any repair and/or replacement resulting from any damages to the facility and its equipment.
2. adhering to all campus policies and procedures regarding security and conduct.
3. Enforcing UWG alcohol guidelines and smoke-free policy.
4. Restoring the facilities to their original state after the event.

The Richards College reserves the right to refuse future reservations/rentals to organizations that do not comply with these policies.

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

**No food or drink is allowed in any of the RCOB classrooms. Food service at any event must have prior approval of the RCOB Dean’s office at least 48 hours in advance.**

Miller Hall Rooms available for scheduling:

- **Miller Hall 1308** Classroom: Seats 42 (moveable)
- **Miller Hall 1309** Classroom: Seats 50 (moveable)
- **Miller Hall 2201** Classroom: Seats 45 (moveable)
- **Miller Hall 2202** Classroom: Seats 45 (moveable)
- **Miller Hall 2214** Classroom: Seats 70 (moveable)
- **Miller Hall 2213** Classroom: Seats 70 (moveable)
- **Miller Hall 1201** Lecture Hall: Seats 100 (moveable chairs)
- **Adamson Hall 115** Classroom: Seats 30 (fixed)
- **Adamson Hall 117** Lecture Hall: Seats 90 (fixed)
- **Adamson Hall 227** Classroom: Seats 49 (fixed)
- **Adamson Hall 217** Classroom: Seats 49 (fixed)
EDUCATION CENTER AND EDUCATION ANNEX
Contact: College of Education Dean's Office .................................................. 678-839-6570

A. To use any of the rooms in the Education Center or Education Annex these rules must be followed:

1. Email room requests for the Education Center or Annex to wbrand@westga.edu.
2. A Facilities Use Agreement must be signed by the user accepting responsibility and agreeing to terms and conditions.
3. Faculty/staff advisor must be present at the event.
4. Serving food/drinks in the Education Center and Educational Annex is dissuaded.
5. If the event requires furniture in the classrooms to be rearranged, the users must return the rooms to standard room arrangement. There is a diagram at the front and back of the rooms.

B. Additional information about specific rooms:

1. Capacity:
   a. Education Center rooms 1-5: Approximately 72 people
   b. Other Education Center rooms: Approximately 30-45 people
   c. Education Annex 113, 120, and 220: Approximately 18 people

2. Technology: These rooms are multimedia classrooms.

University Vehicle Use and Operation Policy
University vehicles are not available for student use. Potential drivers of university-sponsored groups should be qualified through the department which sponsors them.

CHECKOUT OF MEDIA EQUIPMENT
Information Technology Services (ITS)
Contact: ITS ................................................................................................. 678-839-6459

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

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

- The organization Faculty/Staff advisor must approve the request by sending an e-mail to ITSMedia@westga.edu or appearing in person at the ITS office in the basement of the Anthropology Building (with ID card) at least 48 hours before the needed delivery time.
- ITS can deliver and set up equipment to any indoor location on campus (excluding Residence Halls) during normal office hours – typically M-F 8:00 am to 5:00 pm (subject to change). ITS can also tear down and retrieve the equipment. Note the person accepting responsibility for the equipment will be responsible for it until ITS shows up to collect it. The office is not open on weekends or evenings.
- Students may choose to pick up or return the equipment without ITS involvement. Equipment to be returned by the organization should be returned on time so that ITS can fulfill other commitments.
- ITS can provide training on use of equipment if asked.
- When placing your order, please be sure to give exact instructions as to who will be responsible for the equipment. Equipment will not be left without the appropriate representative accepting the delivery with a signature. If a delivery is made and the appropriate person is not there to receive it, the equipment will be returned to ITS and the order canceled.
- By signing the order form the organization agrees to the following:
  - full knowledge of how to operate the equipment
  - will pay replacement cost if lost or stolen
  - will pay any repair charges due to damage not caused through normal wear
  - equipment was personally checked out by organization representative and found to be in good working condition.
- Normally equipment is not to be taken off of campus. Special permission must be received from ITS Management before doing so.
- At the first sign of malfunction, discontinue operation, immediately disconnect the power plug, and contact the ITS Service desk (678-839-6587). Be prepared to give the service personnel a description of how the problem occurred.

Revised 4/2011

PROCEDURES FOR OBTAINING PRINTED MATERIALS
YOUR ON-CAMPUS COPY CENTER
The Department of Publications and Printing, Your On-Campus Copy Center, offers color and black-and-white copying and printing for students and campus organizations. Large-format posters, vinyl banners, and corrugated yard signs can be produced for you within a few days. Also offered are book binding, publications design, and more. If you don’t see what you need on the price list, ask a staff member. There are several ways to obtain printing:
  - Email your files to pubprint@westga.edu. Be sure to include instructions and your contact information, and remember to attach your files.
  - Place your order in person. A computer is available in the lobby so
that you can send files from your jump drive directly to the quick copy equipment on site. While-you-wait copies are available, first come, first served. For larger projects, it’s best to allow several days.

- Your On-Campus Copy Center is located off Back Campus Drive on Pub and Print Drive, across from East Commons dining hall. The print shop’s hours are Monday through Friday, 8 a.m. to 5 p.m.
- Call 678-839-6483 to plan your printing. A full-time staff is available to assist you.

Other services include student business cards, spiral and coil binding for your copies, table tents, fliers, and publicity materials (bus signs, retractable banners, pavement, wall and window decals, etc.).

PROCEDURES REGARDING STUDENT ORGANIZATION MAILINGS AND MAIL BOXES

Your campus organization may obtain a mail box on campus. Please stop by the campus mail room, located in the University Community Center. A five-dollar key fee (non-refundable) it will be required for the key. (organization mail only, no personal mail can be sent to the PO box.) Mail should be addressed:

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

An organization needs 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. Interoffice mail may be sent to other students and faculty at no cost. Mail addressed to faculty must have department and name. Names and PO box numbers are required for mail sent to students. Organizations cannot stuff mail boxes with fliers. Off campus mailings will be processed at regular United States Postal Service (USPS) rates. Stamps, stamped #10 envelopes, registered-mail, certified-mail, return receipts, insured mail, delivery confirmations and money orders may be purchased through Mail Services (cash or check only). 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 3:30 p.m. dispatch.

PORTAL/MYUWG ANNOUNCEMENTS

Approved student organization designees (president) can send announcements to servicedesk@westga.edu, and they will be posted under “Announcements” on the portal.

Documenting Group Volunteer Hours

Volunteer Experience:
Volunteers are individuals who perform hours of service, for a public agency for civic, charitable, and humanitarian reasons, and for personal or profes-
sional experience. Volunteers are uncompensated and provide services without the expectation of compensation. All volunteers are expected to abide by University policies and procedures as outlined in the student handbook. Student organizations coordinating volunteer efforts are also expected to abide by University policies.

### Acceptable Hours

- Providing a service to a non-profit organization, community, or the environment without compensation
- Coordination of fundraising activities for non-profit organizations
- For the most part, time spent in training or organizing a community service project
- Coaching youth sports or fitness/educational classes without compensation
- Involvement in for-profit business projects that address a community service need
- There are likely many more acceptable volunteer hours. If you are questioning something, you are always free to contact the Center for Student Involvement at 678-839-6526.

### How To Log Service Hours

All hours must be submitted and approved through OrgSync. To see a visual step-by-step outline, visit the Center for Student Involvement website at [http://www.westga.edu/csi](http://www.westga.edu/csi) and click on Volunteer.

#### Tracking Individual Volunteer Events - Paperless

- Sign in to OrgSync ([www.orgsync.com](http://www.orgsync.com)) using your UWG username and password
- Click your profile picture located on the top right of your screen
- Select Involvement from the drop down menu
- Click Add Involvement Entry
- Select Service Participation
- Complete the Form

#### Tracking Group Volunteer Hours

- Sign in to OrgSync ([www.orgsync.com](http://www.orgsync.com)) using your UWG username and password
- Click on “Volunteer Opportunities” located on the under “Featured” on the left side of the screen
- Click on Forms
- Select Group Volunteer Tracking Form
- Complete the form and be sure to submit a sign-in sheet
Developing a Constitution

SECTION III

Amazing things happen when you GO WEST.
DEVELOPING A CONSTITUTION

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

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

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

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

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

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

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

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

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

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

**Article IX. RATIFICATION**

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

**BYLAWS**

The by-laws would contain:

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

**SAMPLE CONSTITUTION**

**ARTICLE I. NAME**

Section 1. The name of this organization shall be the University of West Georgia Student Organization.

**ARTICLE II. PURPOSES**

Section 1. The purpose of this organization shall be:

1. 

2. 

**ARTICLE III. MEMBERSHIP AND DUES**

Section 1. Membership in this organization shall be open to all University of West Georgia students, faculty, and staff.

Section 2. Membership shall be maintained by the payment of dues which are 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
Publications and Printing, Your On-Campus Copy Center, is available for all your copy and printing needs including:

- Posters
- Handbills
- Fliers
- Table tents
- Signs and stands
- Banners
- Student business cards
- Color and B&W copies
- Invitations and announcements
- Canvas photo prints
- Book Binding
- Spiral and coil binding
- Notepads and letterhead
- Bus signs
- Retractable banners
- Pavement, wall or window decals
- Dry erase laminate
- Student print lab in the lobby

Your On-Campus Copy Center
Across from East Commons Dining Hall
Monday - Friday 8 am - 5 pm
678-839-6483
pubprint@westga.edu
www.westga.edu/pubprint
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. Update electronic versions can be found on the Center for Student Involvement website: westga.edu/csi

Just west of Atlanta, a spirited University lies nestled among the rolling hills and tranquil lakes of Carrollton.

Across campus and around town, you’ll hear the hum of intellectual exploration, the laughter of camaraderie, and – of course – the howl of the Wolves.

At UWG, we see things differently. We respect our roots but we’re not bound by tradition. We blaze our own trails rather than follow the crowd. And we’re making history, not simply studying it.

This is the land of opportunity and discovery. If you ask us, the stars shine just a little brighter here – in the sky and among us.