REGISTERED STUDENT ORGANIZATION (RSO)

Summary

Student organizations at Columbus State University exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-governance, student organizations are an integral part of the University community and as such are obligated to contribute to the scholastic attainment and general development of the individual student.

Purpose

This document presents the goals, benefits, standards, rules, and appeals processes for RSOs for advisors and student leaders.

Policy

Student organizations at Columbus State University exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-governance, student organizations are an integral part of the University community and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum.
Recognition of a group or organization grants to that group the right to use University facilities and to identify them with the University.

SECTION A: GENERAL INFORMATION
Privileges of Being an Active Organization
Student Organizations are an integral part of the campus community and provide out of classroom experience and involvement opportunities to enhance and enrich CSU. Organizations provide an opportunity to become connected, gain leadership skills, meet and interact with new people and to have fun. As a result, registered student organizations have the following privileges and opportunities:

· Use of University facilities and equipment.

· Ability to apply for Special Services Funds with the Student Government Association. Organizations must be an active member of SGA forum.

·   Inclusion on the Student Organization portal (csuinvolve.columbusstate.edu) along with free web space and publicity opportunities.

·   Inclusion in the Student Handbook, Student Life publications and CSU Catalog.

·   Opportunity to establish a University business email for the organization.

·   Participate in Homecoming and other campus-wide events.

·   Take part in training and leadership opportunities provided by the Office of Student Life and Development.

·   Access and use of the RSO Resource Center. The resource center is available for use by individual members and organizations. In addition, office supplies will be provided on a limited basis and leadership/event resources will be available to checkout. (see Section F)

Organizational Requirements & Responsibilities
In order to maintain active status, organizations must abide by the following:

·   Attend the Fall and Spring semester kickoff meeting for all RSO leaders. One representative from each organization's leadership must be present.

·   Maintain updated information through CSUinvolve (inclusive of officer and advisor transitions).

·   Sustain a minimum of five (5) members in the organization. Membership is available only to enrolled CSU students.

·   Register all organization events through CSUinvolve (refer to Section E).

·   Maintain a current copy of the organization's constitution and/or bylaws on CSUinvolve.

·   Complete organization renewal on an annual basis (see Organization Renewal).

·   Have a current faculty or staff member serving as the On-Campus Advisor.

·   All organizations must adhere to all local, state, and federal laws and regulations. In addition, all organizations are expected to adhere to the rules and regulations set forth within the CSU Student Handbook and any other University designated guidelines.

Greek Organizations on Campus:
The Office of Fraternity & Sorority Life directly oversees and advises all social greek-affiliated organizations. All organizations must also meet the requirements of RSO status. As a result,

all Social greek letter organizations must meet the following qualifications in order to be part of the Office of Fraternity & Sorority Life

· All Social Greek Letter Organizations must be a member of a one of the three Greek governing councils at Columbus State University nationally or internationally affiliated council (IFC, NPHC, CPH, MGC)

· The nationally or internationally recognized organization must have been active for a minimum of three years

· Additional requirements for maintaining charters for social fraternities or sororities may be set by the Greek Governing Council and/or The Office of Fraternity and Sorority Life.

Accessibility and Non-Discrimination: CSU is committed to an environment which embraces diversity and encourages all student organizations to foster an inclusive atmosphere. All organizations will abide by the University Equal Opportunity Policy (See CSU Student Handbook).

Hazing and Sexual Misconduct: All student organizations will adhere to the stated definition and abide by policy and procedures set forth by the CSU Student Handbook.

Drug & Alcohol Policy: See CSU Student Handbook.

Use of CSU Name & Logo:
Organization Title: Student organizations can use the institution name in the title, but cannot start the name of the organization with it. For example, you cannot be the Columbus State University Chess Club, but you can be the Chess Club at Columbus State University or the Chess Club of Columbus State University.

Logo: Please note the guidelines provided by University Relations in regards to the use of the CSU logo. Guidelines and proper use requirements can be viewed on the University Relations website.

Eligibility for Membership and Officer Status:
· All members and officers of a student organization must be currently enrolled students of Columbus State University.

· Organizations will not elect officers who are on academic or disciplinary probation. As stated elsewhere in these regulations, organizations at CSU exist to support and extend stated objectives of the University, one of which concerns scholastic attainment.

· No student on academic probation shall be pledged, initiated or permitted to join any recognized student organization.

· No student on academic probation shall be permitted to represent CSU in any

intercollegiate or extracurricular activity or to hold office in any recognized student organization.

· It is strongly recommended that a student possess and maintain a cumulative 2.0 grade point average to be eligible to serve as an officer of a student organization.

Non-CSU Sponsorship: Sponsorship of an organization is permitted from a non-CSU entity. However, this sponsorship is limited to contributing to the mission and objectives of a registered organization.

· Non-CSU entities are not permitted to promote their own agenda or solicit students for the purpose of profit or promotion of their mission or objectives.

· Non-CSU entities serving in an advisor or sponsor capacity are not permitted to attend any activity fair, Visitation Day, Welcome Back Picnic, or any event sponsored by the registered organization or other Columbus State University entities in the capacity of solicitation or promotion of their agenda or mission.

· Non-CSU advisors are permitted to attend the above mentioned functions but are limited to the advising role.

· Organizations are prohibited from giving access to individuals not enrolled at Columbus State University or individuals not belonging to their organization from participating in the above mentioned events, or giving said individuals access to facilities or University resources, events, etc.

Organization Yearly Renewal Procedure
At the beginning of each academic year all organizations must renew and update their organization information through CSUinvolve. This renewal will serve to confirm the active status of the organization, provide officer and advisor information and confirm the adherence to the Student Organization Handbook. Questions about this policy should be directed to the RSO Advisor located in Davidson 271.

Failure to complete the Organization Renewal Form by the appropriate deadline may result in loss of status and all privileges associated with said status. Renewal must be completed online through CSUinvolve.

SECTION B: ON-CAMPUS ADVISOR
Selection/Qualifications of an on-campus advisor

Every student organization must have an on-campus advisor.

· Advisors must be a current employee of Columbus State University.

· Student Organizations select the faculty or staff member that they wish to serve as

advisor.

· This advisor must be approved through the Office of Student Life and Development.

· The advisor must agree to serve in that capacity.

· The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. Serving as an advisor is a voluntary assignment. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations as identified below.

o At any time an organization does not have an advisor, it is the responsibility of the organization's officer to inform the Office of Student Life and Development. The organization will then be given a grace period of three (3) weeks to designate a new advisor.

o Organizations will utilize the RSO Advisor of Student Life and Development as a temporary advisor.

o Failure to secure an advisor in the given timeframe may result in loss of active status.

· Non-CSU advisors are not recognized as the official University advisor. The Office of Student Life and Development supports an organization's decision to have a non-CSU advisor, but in regard to all policies, procedures, paperwork, and serving in official capacity; the CSU on- campus advisor is the primary contact with the Office of Student Life and Development.

Roles/Responsibilities of Advisors
The following is a list of roles and responsibilities of a Columbus State University organization advisor:

· Sign all official University paperwork required by the Office of Student Life & Development

· Be able to complete Equests on behalf of the organization for event logistical, custodial or technical needs

· Be sure organizations comply with CSU and Board of Regents policy and the organization's constitution (organizations should supply a copy to the advisor)

· Meet with the officers of the organization often and regularly

· Attend as many organizational meetings/events/activities as possible

· Assist in reviewing and ensuring officers meet all academic requirements

· Know what the organization is doing and what decisions they have made

· Be available to answer questions

· Know the organization's financial status and assist in keeping track of it

· Keep the organization informed of opportunities on campus and when they need to take action

· Play a significant role in leadership development

Correspondence: The Office of Student Life and Development will send the advisor a copy of most information sent to the organization via email (distribution list is generated from CSUinvolve roster information). It is vital that the advisor knows what is happening with the organization.

Tips For A Successful Advisor
Clear expectations and commitment for all Be an advocate and resource for members

- Provide campus rules and procedural knowledge Ask questions, be involved and visible
- Allow the group to succeed
- Allow the group to fail, within reason
- Know your limits & the groups' limits
- Be visible and available for members to access Be consistent with your actions
- Teach leadership
- Be aware of organization activities and meetings Assist in planning and goal setting

SECTION C: REACTIVATING OR FORMING A NEW ORGANIZATION
In this section you will find information regarding the reactivation of a Registered Student Organization (RSO) and the formation of a new RSO.

Register a NEW Student Organization Or
Reactivate a Previously Registered Student Organization

If you are an organization that has been active in the PAST:

· Meet with the Office of Student Life and Development to obtain copies of any past constitutions or paperwork relevant to the organization.

· Review the RSO Handbook for policies and procedures related to organizations.

· Once complete continue to Step 2.

If you are a forming a new organization continue below: Step 1:
Notify the Office of Student Life and Development of your intent to form an organization. Please include the proposed title, purpose and organization type (Academic & Professional, Faith Based, Greek Life, Honor Society, Performing Arts, Special Interest).

Contact: Melissa Dempsey, dempsey_melissa1@columbusstate.edu

Note: During this period of formation organizations will be allowed to schedule a maximum of two (2) interest meetings on campus facilities.

Step 2: Advisor
Secure the commitment of a CSU faculty or staff member to serve as the advisor of this RSO.

· See the RSO Handbook for tips on the role of the advisor.

· **Note:** An organization may have more than one advisor; however, at least one must be an on campus faculty or staff member.

Step 3: Gather Paperwork
Below is a list of all components needed to complete the online process:

· Create a constitution for the organization. See the forms page for assistance.

· Scanned copy of Petitioner Signature Form. Must include at least five (5) signatures of current CSU students who are interested in joining the organization.

· Secure commitment and gather contact information for on campus advisor.

Step 4: Register with Student Life & Development
· Once the above steps are completed the primary contact will complete the RSO Registration through through CSUinvolve. (Training may be setup through the Office of Student Life and Development, User Guides may be found on the Student Organization website)

o The online application will be reviewed by the appropriate administrator. The primary contact will be notified of approval.

· RSO's are required to register at the beginning of each academic year. This registration confirms the active status of the RSO.

o Failure to renew will result in the organization's loss of all aforementioned rights and privileges to include:

· Removal from the RSO website, CSUinvolve

· Removal from the CSU Student Handbook

· Removal from the RSO distribution list (used to send announcements and opportunities)

· Loss of active status which will result in loss of facilities and posting privileges.

Step 5: Register with Student Government Association (SGA)
· Following RSO approval, SGA will contact the organization to discuss becoming a part of SGA. The SGA point of contact for organizations will be the SGA Speaker of the Representatives, sgasr@columbusstate.edu.

Benefits of joining SGA are:

o Each organization will have a representative serve as a liaison

o Opportunity to apply for organization funding

o Serve as a voice for your organization for CSU

Organization Website
All registered student organizations will have an organization page within CSUinvolve. This page will be created upon registration and maintained by the organization leadership. Organizations must designate a primary contact for their CSUinvolve page.

SECTION D: ORGANIZATION ACCESS FOR FINANCIAL ACCOUNTS
Organization Use of Agency Accounts

An agency account is funds held by Columbus State University on behalf of organizations and groups affiliated with Columbus State University.

Qualifications:
To qualify for an agency account, a group or organization has to be affiliated with the University and have a faculty and staff member as an advisor. (Examples include Greek organizations, honor societies, Columbus State University chapters of service organizations, etc.)

Benefits:
An agency account is beneficial for organizations that do not have a tax identification number. Banks will not open an account without a Tax ID or social security number.

Account Procedure & Regulation
Agency accounts allow an organization to deposit funds with the University and obtain funds for organization related expenses. Funds can be spent by the following methods:

1. Petty cash - A maximum of $100 may be obtained prior to incurring an expense or for reimbursement of expenses with a paid receipt.

2. Paper check - Paper checks can be used to pay invoices or reimburse expenses over the $100 limit for petty cash.

Agency accounts are typically used by organizations to purchase shirts, food and drinks for meetings, items required for fundraising (ingredients for bake sales, etc.), and other expenses that benefit the organization as a whole. Items that may not be purchased with agency funds include gift cards, alcohol, and other items that do not benefit the organization.

Access for Account Balance: Account balances may be requested through the Accounting office. **Tax Exempt Status:** Agency accounts are not tax exempt. Sales tax may be reimbursed with agency funds.

Campus Organization Financial Oversight
Oversight is provided by the faculty/staff advisor who must approve all expenditures, the Office of Business and Finance, who will create the account and verify funds, is available to cover expenses. The Purchasing Department will provide final approval for the expense.

Organization Recommendations for Finances
Funds should be used for expenses that are reasonable to support a group or organization. Organizations should have a treasurer who is responsible for tracking and reporting the account balance. Officers should obtain a copy of and become familiar with the deposit (cash receipt report), petty cash, and receipt book procedures from the Bursar Office online at http://bursar.columbusstate.edu/nonStudent.php.

SECTION E: EVENT REGISTRATION
It is mandatory that all organization events be registered through CSUinvolve five (5) business days prior to each event. All submissions will be reviewed by Student Life and Development and subsequently approved or denied. If an event is denied for any reason the organization will be notified. Note that reoccurring organization meetings do not have to be registered; however organizations are encouraged to advertise and post all events and/or meetings through CSUinvolve.

· **Movie Copyright:** Events including films or movies will be subject to copyright laws and must comply with all regulations. Assistance in regard to policies can be provided by the Office of Student Life and Development.

· **Events with Alcohol:** Events including alcohol will be subject to additional paperwork and restrictions. All required paperwork will be noted within the Event Registration Form on CSUinvolve and must be submitted seven (7) days prior to the designated event.

· Fraternity and Sorority affiliated events will follow any and all guidelines set forth from the Office of Greek Life.

Definition(s) of Social Event on CSU Property
While attending any campus function or organizational event, all CSU students are responsible for the actions of their guests and should therefore be mindful of all behavioral expectations. Organizations are responsible for those in attendance of their events and will be held accountable for violations of campus policies.

Meetings
· Meetings for campus organizations are open to CSU student members only unless the organization itself invites or accepts the presence of an outside party such as a guest speaker, campus administrator, etc.

· Meeting space should be reserved following the reservation guidelines for each facility. See Organization Facility Usage Section.

Productions
· Productions are events in which large attendance is a probability.

· These events often attract large crowds and therefore, security and planning are vital.

· The host organization is responsible for facilitates and equipment used for the events and should use sound judgment regarding crowd involvement and enforce any policies regarding University property.

NPHC New Member Presentations
· New member presentations are long standing traditions for National Pan-Hellenic Council organizations. Such events often attract large crowds and therefore, security for presentations is mandatory.

· While members from like organizations at other institutions often attend these events, the sponsoring organization is responsible for those in attendance of their events and will be held accountable for violations of campus policies.

Events Involving Alcohol
· Organizations that host an event involving alcohol in a CSU facility are required to follow all facility guidelines, officer requirements, etc. In addition, organizations must receive prior approval through CSUinvolve and complete all required forms.

Off-Campus Parties
· A party is an off campus social event hosted by a student organization whereby alcohol may be available.

· Such events require that student organizations assume total liability as the University does not govern or sanction these activities.

· The University strongly advises that organizations hosting parties assume best practices in risk management processes such as identification of underage attendees, designated drivers, presence of police officers, etc.

· The University further suggests that any contracts signed by organizations hosting such events are reviewed carefully to insure complete understanding of liability and expectations.

How to Determine an Organization Event
The following is a means of looking at a function and determining if it could be considered an organization sponsored event. If you answer yes to any of these questions then it qualifies as an organization event.

· Would an observer associate the event or facility with the organization?

· Will the event involve expenditure of organization funds?

· Was the event publicized as being associated with the organization?

· Does the organization assume responsibility for the event?

· Does any publicity or information include the organization information?

· Have members of the organization actively or passively endorsed the event?

· Was the facility reservation placed under the name of the organization?

SECTION F: RSO RESOURCE CENTER
The RSO Resource Center is located in Davidson Student Center 279. This center is available for use by all RSOs. Organizations are expected to respect and maintain all office supplies, equipment, checkout items and resources. In addition to designated space and supplies the resource checkout will provide a multitude of resources available for use and checkout by all active student organizations.

RSO Resource Checkout: These items must be used for the official capacity of the organization. All organizations must complete and adhere to the Resource Agreement and will be held responsible for lost or damaged items. A full list of resources is available within the Resource Center, Davidson 279.

SECTION G: CAMPUS PUBLICITY POLICIES
Activities Calendar Electronic Publicity: Online Activities Calendar will automatically be updated through the Cougar Scheduler when rooms are reserved.

Davidson Lounge TV Advertisement: To have an event to be posted on the TV in the

Davidson Lounge, please contact Denise Medders at medders_denise@columbusstate.edu. Organization will need to provide a .jpg of your event two weeks prior to event. Student Life & Development will be responsible for monitoring the activities publicized to ensure their content is within the mission of the University. Note the requirements below:

·   Must be an RSO or faculty/staff member to submit requests and they must be relevant to the CSU student audience in part or in whole.

·   Every effort will be made to accommodate requests; however, no guarantees can be made for approval. We reserve the right to upload/remove any submission at any time.

·   Submissions may be shortened/reformatted in order to improve quality/space.

Cougar Connection: To have an event announcement listed in CSU Cougar Connection, please email the Student Life office by Noon on Fridays to have the announcement go out in the following Monday's Cougar Connection. Email *connection@columbusstate.edu* for event submission and include: brief description of the event, date, time, location and sponsoring organization information.

Large Banner Posting Policy: Inclusive of bed sheets or large banners (hereafter referred to as "posting/s")

Size: No larger than a full-size bed sheet

General Posting Rules: An organization is allowed only two outdoor postings hung at one time.

All postings must be dated at the back of the posting on the bottom right hand corner with the date first hung. **All postings must be taken down after seven (7) days.** Organizations must take a seven (7) day break from posting in the same location. Exceptions to these policies are under the discretion of the Office of Student Life and Development. Contents of postings must follow the CSU Student Handbook. Location Listing: Banners are only to be hung in the spaces approved below

1.   Trees by Clocktower (6 spaces)

2.   Woodall Hall (3 spaces)

3.   Howard Hall (1 space)

4.   Davidson Student Center Stairs (3 spaces- front, left and right)

5.   Schuster Bridge (1 space)

6.   Bridge to Stanley, Lenoir and Jordan (2 spaces)

To reserve this space please fill out the Large Banner form on CSUinvolve found within Student Life and Development (csuinvolve.columbusstate.edu/organization/studentlife or csuinvolve.columbusstate.edu/form/start/48124)

Flyers on Campus: The Student Life Office has developed the following guidelines for the distribution of flyers in certain buildings on campus. There are general posting boards provided in most of the classroom buildings as well as the Davidson Student Center.

Davidson Student Center
Student organizations are permitted two flyers (8.5 x 11) or one poster (11 x 17) per posting area. A posting area is a large student bulletin board or a posting strip.

Student organizations are not permitted to post flyers on the Student Government Association, Student Activities Council, Diversity, or Greek bulletin boards unless an executive member of that organization. Any material not related to the appropriate organization will be removed.

Other Academic Buildings
Student organizations are permitted one flyer (8.5 x 11) or one poster (11 x 17) on student posting boards. Please follow the posting policies developed by the individual building facilities use coordinators.

Campus Windows and Doors (walls)
Student organizations are to follow the posting policies developed by the individual building facilities use coordinators.

Unless previously approved, there shall be no posting permitted on any glass windows or doors in any building on campus.

Other Advertisement Policies

· All chalking must be done away from the buildings (not under awnings).

· Only chalk and washable paint may be used. NO PERMANENT PAINT.

SECTION H: ORGANIZATION FACILITY USAGE
Facility Use Policy: All campus facility reservations must be completed through Cougar Scheduler and should be made a minimum of seven (12) days prior to the event. Events within the twelve day time frame must be secured through the respective building facility coordinator. Organizations can reserve for the purpose of general meetings, fundraisers, and events. Each facility has its own policies and procedures for reservations, and may require different time frames for reserving the facility.

Organizations may individually contact University Support Services for additional

assistance. https://universitysupportservices.columbusstate.edu/index.php

Campus Event and Meeting Space:

Organizations have the opportunity to reserve many facilities on campus. For the most up to date and accurate list of available spaces please visit Cougar Scheduler.

For on campus event planning resources, reservations and logistics policies and guidelines please visit University Support Services. In addition see the latest costs and pricing for the following:

· Personnel Pricing (security, medical, event management, tech, custodial)

· Equipment (linens, tables, media, audio/visual)

· Signs

· Room/Space Rental

Reservation Procedure

1)   Go to www.columbusstate.edu and pull down "Events" on the top right of the home page.

2)   "Request Space Now" and then request an event as a "staff, student, faculty"

3)   Complete the contact information and location information as indicated.

4)   Under meeting recurrence, you are able to schedule a single meeting(s) or a recurring meeting. Once you have your meetings, select "Create" and it will move the requested times into the right hand side. This is where you request a room.

5)   Once you request a room it will show you rooms that are available for your requested time as well as any conflicts. Select your rooms and then continue down the list. Please note, most of these fields are required, so be patient and as thorough as possible.

6)   If you would like linen or security, you must include your account number to cover the costs of these services or make arrangements to pay in advance. A detailed list of fees and equipment is on the logistics website.

7)   Once you have submitted your space request you will receive an automated e-mail notifying you the submission has be received. IT IS NOT a confirmation of your request.

8)   Your request will be reviewed and you will receive a CONFIRMATION or a DECLINE email within 48 hours. It is your responsibility to read your e-mails and keep track of your requests.

9)   All requests should be made at least one week prior to the event. Cougar Scheduler will not allow you to request a room within seven days of your event. In that

case, you must contact the facilities coordinator of the building you wish to use.

Equest Policy: An equest must be submitted 7 days in advance to address any for any logistical, custodial, or technical needs for an event on campus. The requesting party or the adviser for each group should place their own equest under "Event Services" for any logistical, custodial, or technical needs. In

addition we ask that these requests be submitted after the space has already been approved through cougar scheduler and at least 7 days prior to the event date. It is the sole responsibility of the requesting party to generate an equest for needs. Failure to do so may result in having an event without and service support.

A full listing of services is available on the University Support Services website at https://universitysupportservices.columbusstate.edu/eventservices.php For questions, please contact University Support Services, 706-507-8203

Davidson General Use Policies: Davidson Rooms 254, 256, 258, Columbus Room (208), Davidson Auditorium (235), Cougar Lounge (227), Café/Lobby (Davidson 100), and the Patio

· No tape on painted surfaces.

· No candles, glitter or painting in rooms.

· Before hanging anything from the ceiling, please see the Facilities Coordinator.

· Please leave the room clean. If the trashcans are full, place remaining trash on top or around the full trash can. Do not use recycling bins as trashcans.

· Do not move the piano in the Columbus Room.

· If there are computers in a room, please do not move them or unhook them.

· Do not remove the grates covering the lights or remove light bulbs.

· If you are using the Davidson Auditorium, turn off all lights before leaving.

· Do not stand tables on end. This could cause an accident.

· If anything is borrowed, please return it.

· Do not stand or sit on top of tables.

· Cooking is not allowed in the Davidson Building.

· Return room to original setup and turn off projector after all events.

For assistance during business hours please contact Student Life & Development (706-

507-8591) or visit Davidson 271. For after-hours assistance Monday-Thursday between 5-11pm please see the Cougar Lounge Student Assistant.

Davidson Noise Policy: Members of the University community have a right to work, study, practice and live in an environment free from excessive disruptive noise. Acknowledging our desire to foster a vibrant campus culture, which will necessarily involve some noise associated with campus activities, the following expectations are intended to guide thoughtful planning and decision-making by students and student groups:

Sound amplification – whether specifically authorized or informal– may be monitored by University officials, student representative groups or Greek Council representatives.

Groups using amplified sound in Cougar Lounge during the day should be respectful of the following:

Students taking tests in the Schuster Student Success Center Employees working in offices throughout the two buildings Students studying in the Cougar Lounge

Any time that excessive noise results in a reasonable complaint from individuals within or beyond the facility, the responsible party is expected to reduce the volume immediately. Failure to meet such a request from a University official will be referred for disciplinary review.

Note: Administration reserves the right to request organizations change or remove music deemed to have explicit content. Please use discretion when choosing music and content to be amplified in public space.

SECTION I: EVENT POLICIES
Requesting Officers for Events: When completing a facilities space request be sure to include all information regarding the need for University Police Officers. The respective facilities coordinator will then put in an event equest to include all security needs. This should be done two weeks prior to event.

It is the responsibility of the Registered Student Organization (RSO) to request security through the facilities coordinator. Please forward all questions regarding security to University Police at 706-568- 2022. Please note that CSU Administration may deem that any event requires security as they see fit.

Campus Food Policy:
Any event held on CSU campus, which is catered, must be serviced by CSU Dining/Aramark. No outside vendor or caterer may setup, serve, or clean up at an event. Exceptions to this policy include instances where all components to catering are donated

(must include delivery, setup, service and clean up) or when items are brought or delivered on campus by the organization and the organization takes sole responsibility for all setup, service and cleanup.

International Travel Policies:
<u>Organization Travel Within the United States:</u>

For travel within the United States to be considered university sanctioned or affiliated with a campus department, all CSU travel procedures and policies must be followed. All other travel is not sanctioned by CSU and is, therefore, wholly the responsibility of the individual concerned who assumes all associated risk and liability.

Under no circumstances should CSU financial accounts be used for non-CSU sanctioned travel. Furthermore, all non-CSU sanctioned travel MUST include explicit disclaimers on all communication stating that the travel is not sponsored or approved by CSU.

Organization Travel Outside the United States:
For international travel outside the United States to be considered university sponsored or affiliated with a campus department, that travel must be approved for academic credit through the Center for International Education.

Individual students seeking to participate in an academic program outside the United States may propose an "Independent Study Abroad" experience if they have a CSU faculty member who is willing to approve and supervise the relevant CSU academic credit related to the

experience. The CSU approved course may be any listed in the CSU catalog if the credentialed CSU faculty member approves it.

The Independent Study Abroad proposal form and procedures are available online at the Center for International Education website.

SECTION J: ENFORCEMENT & APPEAL
Non-Compliance: Non-compliance with any of the aforementioned policies can result in loss of active status, privileges or result in an organization receiving an assigned penalty. Please review the enforcement and appeal process. Discretion is given to the Office of Student Life and Development when dealing with organization issues.

Enforcement: Student organizations, which are found to be in violation with the University policies, may be assessed with, but not limited to the following penalties:

1st offense- Written warning issued to the organization in violation of policy as well as the

organization's advisor

2nd offense- Suspension of facilities usage

3rd offense- Judicial Process through the Office of the Dean of Students

*Violations will be assessed on a case by case basis and could involve the following penalties:

· Oral or written reprimand

· No advertising or hosting of events on campus (social probation)

· Community service

· Referral of the case to the office of the Dean of Students

· Probation of recognized status

· Suspension of recognized status

· Withdrawal of recognized status

· Restriction of all or any privileges

· Restitution of damages

· Financial Sanctions

Appeals Process
If your organization has been found to break any of the rules, the discipline and appeals process is as follows.

· The RSO Advisor will do the initial investigation and enforcement. To appeal decisions, it will then be brought before the Assistant Director of Student Life and Development.

· In some instances the Dean of Students may be involved in the initial investigation and decision.

· The RSO Advisor will do the initial investigation and hearing per the judicial procedure developed by the Dean of Students which is listed in the Student Handbook.

· To further appeal decisions, it will then be brought before the Assistant Vice President for Student Affairs.

Note that Greek affiliated organizations will adhere to the appeals process outlined in the Greek Life Standards.

Related USG Policy
4.1.1 Institutional Responsibility

Last Update
Spring 2017

Responsible Authority
Director, Student Life & Development