



# **Registered Student Organization Handbook**

*For*

**Advisors and Student Organizations**

*A publication of the Department of Student Life,*

*A unit of the Division of Student Affairs*



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# WELCOME

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**FROM THE DEPARTMENT OF CAMPUS LIFE AND  
THE DIVISION OF STUDENT AFFAIRS**

The **Department of Student Life** creates opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal & professional growth, and service.

*"Student Life is the Home of Student Involvement!"*

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## SECTION 1: GENERAL INFORMATION

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### DEFINITION OF STUDENT ORGANIZATION

A student organization is a collective group of students who share common interests and organize to educate and promote these interests or activities as registered student groups on campus. Clayton State University student clubs and organizations are organized student activities that function as part of the University under the administration of the Vice President for Student Affairs and coordinated by the Department of Student Life. Student organizations may not operate independently of the University and membership is exclusive to matriculating students at Clayton State University.

### CATEGORIES OF STUDENT ORGANIZATIONS

Student organizations are categorized by the following organization types:

**Academic/Honors** – An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic, or interest. This includes Honor organizations whose membership is based on academic achievement and whose purpose is to recognize academic success. Honor Societies are often affiliated with a regional, national, or international umbrella organization.

**Campus-Wide** – University sponsored organizations that program activities for the entire student body. These organizations report to the Director of Student Life and are located in the Student Activities Center. Clayton State University's campus-wide organizations include the Campus Events Council (CEC); the Student Government Association (SGA); Clayton State Internet Radio (CSIR); The Bent Tree Newspaper; and the Fraternity and Sorority Council (FSC).

**Cultural/Ethnic** – Membership in these organizations is based on a similar interest in ethnic, cultural, and diversity issues, and common ground. They promote cultural unity, empathy, and understanding not only amongst a culturally diverse group of students, but throughout the campus community. They encourage cultural oneness through education, activities, and discussion on prevalent issues.

**Fraternity/Sorority** – A social, fraternal organization composed of all male or female students, otherwise known as a single sex organization. These organizations strive to develop the greatest potential in each of their members according to their individual talents, skills, and personality, in order to prepare them for life after graduation. Fraternities and sororities are affiliated with National organizations and have additional requirements for recognition on campus. Due to the exclusiveness of these organizations, Social Greek- Letter Organizations are not eligible for student fee funding unless exception is made based on the purpose of the funded activity.

**Recreation/Club Sports** – Organizations whose purpose is to encourage participation and engagement in a sport or recreational activity. They present members and participants the opportunity to learn new skills, improve existing skills, engage in competition, and enjoy recreational and social interaction with peers.

**Religious/Spiritual** – Organizations whose purpose of their activity is worship, devotion, prayer, or study of religious literature.

**Service/Volunteer** – Organizations who are committed to volunteer and service both on campus and in the community. Members share a common goal of ideals of service leadership and civic responsibility.

**Special Interest** – An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on

campus or as representatives of a group off campus, or to act towards the advancement of social interests that affect both the university and the community at large.

## **RESPONSIBILITIES OF A RECOGNIZED STUDENT ORGANIZATION**

1. Exhibit and support the Mission of the University and the Division of Student Affairs.
2. Abide by all University policies and procedures as well as all federal, state, and local laws
3. Program for the entire Clayton State University campus community, including non-traditional students and off-campus locations
4. Serve, benefit, and be of interest to a significant segment of the University community and be open to all interested students for membership
5. Enhance student life and co-curricular experiences
6. Be unique, not repetitive or duplicative of other campus, community, or organizational events.
7. Maintain a minimum of five (5) members; all members must be Clayton State students.
8. Maintain a full-time faculty or staff member as the Advisor.
9. Attend the Student Organization Registration workshop annually.
10. Update Presence with student organization changes such as: rosters, contact information, constitutions, etc.
11. Ensure timely payment of all expenses incurred by the group.
12. The President or Director (or a student designee in his / her absence) shall represent the student organization in its relationship with the University. Accountability will also be placed on the student organization as deemed necessary and appropriate. Failure to be consistent with the aforementioned responsibilities may lead to a loss of recognition and / or disciplinary action by Student Life.

## **BENEFITS OF STUDENT ORGANIZATIONS**

Recognized student organizations receive the following benefits:

- Access to reserve space on campus
- Ability to hold meetings and special events on campus
- Access to funding through the Student Activity Fee budget request process
- Participation in official campus events and student organization fairs
- Training, workshops, and support by the Department of Student Life
- Agency accounts to deposit all raised funds
- University issued website and email
- Event promotion through Student Info, social media posts, flyer approval, and Main Street tables
- Eligibility for Student Leadership and Involvement Awards nominations
- Access to copies, the Student Organization Suite and office supplies



## REGISTRATION

Student organizations seeking recognition from Clayton State University must complete the registration process once a year with the Department of Student Life. The registration process is not considered complete until all steps have been completed. Until approval, Student Life prohibits student organizations from reserving space, distributing marketing materials, receiving a mailbox, or accessing allocated funds. Student Life has the authority to deny registration of student organizations.

### **Registration Periods:**

Student Organizations are only required to register with Student Life once per academic year. Returning student organizations that are not registered for two (2) consecutive years will be required to register as a new student organization.

*Registration periods* (Period for which student organizations have to become a recognized student organization)

**Fall Semester:** July – October

**Spring Semester:** January – March

Student Organization Registration Process:

- **Step 1** Attend the RESET Registration Workshop.
  - **Returning Student Organizations:** Attend the **RESET** Workshop conducted during the Summer.
  - **New Student Organizations:** Request access to the RESET Training for your advisor in D2L by sending an email to Ms. Sarah Ray at [SarahRay@clayton.edu](mailto:SarahRay@clayton.edu) & attend a RESET Workshop training in the Fall/Spring Semester.
- **Step 2** Complete the Student Organization Registration in Presence ([clayton.presence.io](http://clayton.presence.io)).
  - Add members to roster including assigning executive board positions.
  - Upload the Organization's Constitution.
  - Add your advisor in the appropriate section
    - \*Designated Advisors must complete the Student Organization Advisor Training Workshop in D2L in order to serve as advisor to a student organization. Advisor should contact Ms. Sarah Ray, Director of Student Life at [SarahRay@clayton.edu](mailto:SarahRay@clayton.edu) to request access to the training. Upon completion the of training, the designated advisor must approve of the organization registration form in Presence.
  - **Internal** The Organization and the Advisor will receive formal correspondence from Student Life within 3 - 10 business days via Presence.
  - **Note:** If necessary, correspondence regarding the Student Organization registration (suggestions, recommendations, or requests for more information) will be communicated as soon as possible via register Clayton State email.
  - The Registration Process is not considered complete until the Organization has attended the **RESET** Registration Workshop, completed the New Student Registration Form in Presence, and received notification of successful registration.

## SAMPLE CONSTITUTION

The following is provided as a set of guidelines to help you write your Constitution. Your Constitution will describe how your organization will operate. Your organization may deviate from this sample, but the listed Articles in the sample are the basic elements that should be included in every student

organization's Constitution. Feel free to elaborate on this template or customize this document to fit the needs of your organization. Each year, student organizations must submit a copy of their Constitution during the annual registration process, even if the Constitution and by-laws have remained unchanged.

**Article I. Name**

Give the organization's name. Spell out any acronym.

**Article II. Purpose**

- 1) Include your mission statement or purpose of your organization.
  - a) Why does your organization exist?
  - b) What purpose does it serve?
- 2) State if your organization is affiliated with a local, regional, or national organization.

**Article III. Membership**

Indicate who is eligible for membership. In order to receive funding, your organization **MUST** be open to all students. Non-CSU students, including Alumni are not permitted to be active members of currently Recognized Student Organizations.

**Article IV. Requirements for Membership**

List any requirements for membership. Although most organizations are open to all, honor societies and social fraternities and sororities are only open to certain students who have met particular grade requirements and other requirements of the nationally recognized organizations.

**Article V. Officers**

Describe your officer structure and include the duties of **ALL** the officers. Give any requirements for officers (e.g., term of general membership, GPA, proof of committee work, etc.).

**Article VI. Officer Eligibility**

Who can run for office?

**Article VII. Officer Election**

Describe your regular officer election process.

- 1) When are they elected?
- 2) Who is elected?
- 3) Who can vote?
- 4) How will the election be held?
- 5) When do the old officers leave office, and the new officers begin?

**Article VIII. Officer Replacement**

- 1) Describe the process by which officers will be replaced if they resign.
  - a) Will the VP move up?
  - b) Or will a special election be held?
  - c) Will someone simply be appointed?
- 2) In the event of leadership turmoil, you should include the circumstances under which an officer can be removed and how that removal will occur. We suggest that you try to always work out your differences!

**Article IX.**

**Meetings**

State how often meetings will be held, and who has the authority to call meetings. State the circumstances which must be met if you want to call special meetings.

**Article X.**

**Finances**

If your organization wants to charge annual or semi-annual dues of its members, please indicate so in this section; the amount and what the dues will be used for MUST be specified. Your organization must complete a Membership Dues Application Form and be approved by the Director of Student Life prior to collecting membership dues. Approved applicants will be notified via email and given additional instructions on the membership dues process. Student Organizations who violate the membership dues process will be subject to serious sanctions that can result in the loss of the organization's fiscal ability included the use of Allocated Funds and or the organization's loss of active status.

**Article XI.**

**Advisor**

State whether the advisor is a voting or non-voting individual in the organization and give some specifics about his/her role. We suggest that advisors do not vote. We would also suggest that you put in your Constitution that officers will meet a particular number of times per semester with the advisor. Indicate how a new advisor will be selected if your current one leaves.

**Article XII.**

**Non-Discrimination Policy**

Include a non-discrimination statement. Here's one you can use: "(name of organization) does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation."

Religious student organizations will not be denied registration solely because of their beliefs. Organizations wishing to limit membership/leadership positions must include a statement of faith/belief in their constitution.

Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria.

**Article XIII.**

**Non-Hazing Policy**

State that the organization will not practice any physical or psychological forms of hazing, and that members are free to discontinue their membership without undue pressure or interference. Visit the Student Life website or the Student Conduct section of the handbook for the full Hazing policy.

**Article XIV.**

**Amendments to By-Laws**

State the procedure for changing your by-laws; for example, who can make the proposal, does it need to be written and presented at one meeting and then voted on the next, etc.

**ELIGIBILITY FOR MEMBERSHIP AND OFFICES**

1. The Department of Student Life shall be responsible for certifying eligibility (if applicable) of members and officers.

2. Student organization membership shall be open to students currently enrolled during the academic year and in good academic standing. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the Clayton State Academic Catalog.
3. Officers must be registered for a minimum of six (6) credit hours if enrolled as an undergraduate student or three (3) credit hours if enrolled as a graduate student per semester and must be in good academic standing and good social standing to serve as an officer of a recognized student organization. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the Clayton State Academic Catalog. Good social standing shall be defined as a student not currently undergoing discipline from the Office of Community Standards. There are instances when a student may need to meet additional or higher requirements in order to fill an open vacancy in a specific student organization.
4. Executive officers of campus-wide organizations must be registered for a minimum of 8 credit hours if enrolled as an undergraduate student or 6 credit hours if enrolled as a graduate student each semester of their term and have maintained a minimum semester grade point average of 2.25 and an institutional grade point average of 2.5 or higher.

## **SOCIAL MEDIA**

Social media provides opportunities for student organizations to share information and knowledge and to foster learning, innovation, collaboration, and ideas. We recognize the value and importance of diverse opinions and encourage responsible and respectful social media use that is consistent with our commitment to university values and decorum. As social media content has the potential to affect the reputation of the university and members of its community, we expect that student groups will be respectful and mindful of the impact of all postings, and exercise due diligence in protecting the university's image. Further, all content must comply with all applicable laws, regulations, and university policies, including, but not limited to, those addressing harassment, privacy of student and health records, confidentiality, copyright, trademark, computer usage, and information security.

## **MEETING PROTOCOLS**

All student groups are expected to hold official meetings in which the business of the organization can be discussed, voted on, and recorded. Official meetings should have standing meeting dates and times and should be publicized to the membership and the advisor. Official organization business, such as voting, should not take place over informal meeting mediums such as GroupMe, Facebook, Twitter, Instagram, Snapchat, TikTok, text message, or the like that could prevent members from actively participating in the decision-making process of the organization. In certain instances, advisor approval can provide exceptions to in-person meetings however, such mediums cannot substitute for standing organization business meetings.

## **REVIEW AND ENFORCEMENT**

Student Life will periodically review student organization files and/records in order to assess financial responsibility and activity, event and programmatic effectiveness.

Student Life may (at any time) review and/or remove the recognition of a student organization in order to protect the best interest of the University. Reinstatement of a student organization's recognition must be executed in the same manner in which all current student organizations are registered.

Complaints against a student organization must be submitted in writing to Student Life.

**Examples of Student Organizations Sanctions:**

- Oral or written reprimand
- Restriction of privileges
- Monetary fines, withholding of allocated Student Activities fees
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status (Automatic with any drug related offense)
- Withdrawal of recognized status (Automatic with any drug related offense)



## **SECTION 2: CODE OF CONDUCT, POLICIES, & STANDARDS**

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As a recognized student organization, members are expected to abide by all University mandated policies, procedures, rights, and responsibilities. All policies, procedures, rights, and responsibilities are issued in order to provide and ensure a safe Clayton State community. Student organizations have collective responsibility for violations of individual student members in conjunction with their activity, event, or program.

### **EXCERPTS FROM THE STUDENT CODE OF CONDUCT**

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes, and regulations at the national, state, and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes, and functions of the institution.

Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws [“General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education,” 45 F.R.D. 133/145 (W.D. Mo. 1968)].

*The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.*

Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of university officials. Sanctions may be imposed for acts of misconduct, which occur on university property or at any University sponsored activity. **As further prescribed in these rules, off-campus conduct may also be subject to discipline.**

#### **General Conduct Regulations**

##### **Damage to Property**

1. Damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

##### **Vandalism**

2. Intentional damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

##### **Deception**

1. Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited.
2. Intentionally providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.
3. Attempted or perpetrated fraud against the University or members of the University community is prohibited.
4. Withholding or omitting requested or required information from the University is prohibited.

### **Disorderly Assembly**

1. Students will not assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the University. This should not be construed as denial of the right to peaceful, non-disruptive assembly.
2. Students will not obstruct the free movement of other persons about the campus, interfere with the use of university facilities, or physically interfere with the normal operation of the University.

### **Disorderly Conduct**

1. All lewd, obscene, indecent behavior, or other forms of disorderly conduct on university property or at any function sponsored or supervised by the University is prohibited. This includes belligerent, abusive, profane, and/or threatening behavior, and conduct which is patently offensive to the prevailing standards of a college community but should not be interpreted as an infringement on the First Amendment rights of individuals.
2. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.
3. No student will threaten to, or purposefully, push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.
4. Conduct on University property, or at functions sponsored or supervised by the University which interferes with the normal operation of the University or the requirements of appropriate discipline, is prohibited.
5. No student will enter or attempt to enter any University-sponsored event without credentials for admission as established by the sponsors. At such University functions, students must present proper credentials to properly identified University officials upon request.

### **Gambling**

The unauthorized playing of cards or other games for money or other items of value is prohibited on campus.

### **Theft**

No student will take, attempt to take, or keep in his or her possession items not legally possessed by him or her including but not exclusively, items of university property, or items belonging to students, faculty, staff, student groups or visitors to the campus, without proper authorization.

### **Unauthorized Entry or Use of University Facilities/Equipment**

1. No student will make unauthorized entry into any University building, office, grounds, or other facility nor will any person remain without authorization in any building after normal closing hours.



2. No student will make unauthorized use of any University facility or equipment. Authorization of the use of university facilities/equipment may be withdrawn or otherwise restricted at any time.

### **Tobacco-Free Campus**

Use of all forms of tobacco products on all property owned, leased, or rented by the University is 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. For more information see Board of Regents Policy Manual Section 9.1.7.

### **Misuse of Alcohol and Other Drugs**

1. **Possession and/or consumption of alcoholic beverages** on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
2. **Furnishing of alcoholic beverages** on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
3. **Possession and/or use of illegal drugs** (without a valid medical prescription) controlled by federal, or Georgia law is prohibited.
4. **Possession of drug related paraphernalia** on the Clayton State University campus or any area affiliated with Clayton State University is prohibited.
5. **The manufacture or attempt to manufacture, sale, or intent to sell or deliver** any illegal substance controlled by federal or Georgia law is prohibited.
6. **Public intoxication** is prohibited.
7. **Driving under the influence** of alcohol or illegal drugs is prohibited.

**Note:** Students found to be in violation of the drug policy will be subject to the Drug-Free Post-Secondary Education Act of 1990. **Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled.** Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

### **Weapons, Firearms, and Explosives**

1. Any lawful weapons carrier may carry a concealed handgun in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education, with the restrictions noted in the following sections:
  - a. Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses.

- b. Not apply to any preschool or childcare space located within such buildings or real property.
  - c. Not apply to any room or space being used for classes related to a college and career academy or other specialized school
  - d. Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the 'Dual Enrollment Act'
  - e. Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted
  - f. Only apply to the carrying of handguns which are concealed.
2. This includes, but is not limited to, bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, knives, darts, tasers, as well as poisonous, corrosive, or volatile substances. If such items are required for academic course work, they must be stored in facilities designated for storing such substances.
  3. 'Concealed' means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.
  4. No student will possess, sell, furnish, or use any incendiary device without proper authorization on campus.

### **Fire Safety/Emergency**

1. No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.
2. No student will make a false report or trigger any device for the purpose of creating a false fire alarm.
3. No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, smoke detector, AED, evacuation or medical equipment without proper authorization.
4. No student will intentionally set or cause to be set any unauthorized fire.

### **Harassment and Stalking**

1. Harassment is prohibited and includes, but is not limited to, the following:
  - a. Any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;
  - b. Intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;
  - c. Any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.
2. Stalking is prohibited and is defined as repeatedly contacting another person when:
  - a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm, or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.

### **Failure to Comply**

1. Failure to comply with the directions of university or public officials acting in the performance of their duties on university-owned or controlled property or at university-sponsored or supervised activities when such conduct constitutes a danger to personal/public safety or property is prohibited.
2. No student will fail to report for a conference, meeting or appointment with any University official.
3. No student will fail to appear as a witness in a judicial case when properly notified.
4. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code is prohibited.
5. Failure to comply with any established University policy is prohibited.

### **Sexual Misconduct**

Sexual Misconduct is prohibited. This is defined as behavior directed toward an individual which:

1. Constitutes conduct of a sexual nature that threatens physical harm, endangers the health and safety of any person, or that which a reasonable person would know was unwanted and would cause emotional distress, and/or,
2. Interferes with an individual's ability to perform at the University academically or socially.

### **Littering**

Disposing of any form of litter on university premises or at university-sponsored activities other than in designated receptacles is prohibited.

**Note:** Violators of any of these regulations may be prosecuted under Federal or State Criminal Code and statutes.

## **COMPUTER & NETWORK ACCEPTABLE USAGE POLICY**

### **1. Privacy**

Users will preserve the privacy of information belonging to other individuals that is stored using CSU computing resources. Users agree not to acquire, modify, or distribute any information belonging to another individual without explicit permission. Users recognize that CSU is subject to FERPA (Buckley Amendment) regulations regarding the privacy of student records and that CSU is funded and regulated by the State of Georgia and is therefore subject to the Georgia Open Records Act.

### **2. Private gain**

Users agree not to utilize computing resources owned, leased, or maintained by CSU for personal private financial gain.

### **3. Damage**

- a. Users will not cause intentional damage to computer systems and will assume full responsibility for any loss, damage, or destruction of such devices that is caused by negligence, misuse, abuse, or carelessness.
- b. The campus network is a shared campus resource, and all Clayton State students, faculty, staff, and guests agree to keep any smartphone, tablet, laptop, workstation, server, or other device that connects to LakerNet :
  - i. patched with the latest update for their operating system
  - ii. run a current antivirus package (the Hub can install LANDesk Anti-Virus at no charge),
  - iii. run a personal or host-based firewall (the Hub can configure the firewall built into Windows

### **4. Inappropriate Behavior**

Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

- i. Intentionally infecting network servers or other computers with a virus
- ii. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Information Technology and Services
- iii. Sending harassing messages to other computer users either at CSU or through external networks
- iv. Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
- v. Tampering with or modifying accessed equipment
- vi. Causing intentional damage to computer systems
- vii. Obtaining additional resources not authorized to the individual user
- viii. Depriving other users of authorized resources
- ix. Acquiring access to unauthorized systems
- x. Utilizing another user's account and password
- xi. Broadcasting non-business-related email to CSU faculty, staff and students (including but not limited to "For Rent/Sale" and personal notes to the campus)
- xii. Broadcasting unsolicited email and e-mail that is in violation of the CAN-SPAM act of 2003

**5. Licenses and Restrictions**

Users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without expressed consent. Users may not use any computing resources belonging to Clayton State University for the purpose of violating terms of any software license agreement or any applicable local, state, or federal laws.

**6. Appropriate Use of Information Technology**

It is against state policy to create, access or transmit material considered sexually explicit, pornographic, discriminatory, offensive, threatening, harassing or intimidating.

**7. Violation of Policy**

Users understand that any violation of this policy may call for corrective action as deemed necessary by Student Judicial Affairs and the Department of Student Life. Violators may be subject to local, state and/or federal prosecution.

**8. Definitions**

a. ***Computing Resources***

For the purpose of this document, the phrase "computing resources" includes, but is not limited to, computers, files, networks, electronic mail, and Internet access, which is owned, leased, and/or maintained by CSU.

b. ***User***

User is any person who utilizes CSU owned or leased computing resources, including, but not limited to faculty, staff, students, temporary employees, and contract labor. The user is responsible for the conduct of any person that the user allows to use CSU computing resources.

c. ***Acceptable use***

Acceptable use refers to the use of computing resources, as outlined in this document, in a manner consistent with Clayton State's mission for education, research and service.

## **PUBLICITY STATEMENT**

Students understand that by attending events held and hosted by student organizations and the Department of Student Life, you agree that your image and likeness may be used in promotional materials such as websites, printed literature, brochures, promotional videos, and printed and electronic pictures. If you do not wish to have your image used in this way, please contact the Director of the Department of Student Life, 678-466-5433.

## **HAZING**

No Clayton State organization (includes departments, athletics, etc.) or student shall condone, encourage, or require unlawful acts by its members at any time. All organizations shall be responsible for observing all University policies.

The University defines hazing as any situation, circumstance, or environment created by an organization or student that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment, or ridicule to aspiring members on or off university premises.

All rites and ceremonies of introduction, initiation, or orientation into college life which tend to occasion or allow unreasonable physical or mental suffering are prohibited. Any orientation which in part takes place in public, which in any way involves persons outside the organization or is not confined to a single building must be approved by the Department of Student Life prior to the ceremony.

Hazing may include (but is not limited to): paddling, caning, whipping, forced calisthenics, tattooing / branding, forced consumption (of any food, alcohol or related substance), coercion to perform dangerous acts, or the issuance of assignments that could adversely affect the physical health or safety of the individual.

Hazing may also include any activity that would subject students to mental stress, such as: sleep deprivation, forced exclusion from social contact, conduct that result in extreme embarrassment, public servitude, giving money to older members of the organization, destroying public or private property, and performing unauthorized scavenger / treasure hunts.

Clayton State University strictly adheres to state legislation outlawing hazing. Students involved in any aspect of hazing are subject to both institutional disciplinary action and prosecution by local and state authorities.

### **The appropriate legislation is reprinted below:**

#### **O.C.G.A 16-5-61 (2010) Hazing**

As used in this Code section, the term:

- “Haze” means to subject a student to an activity which endangers or is likely to endanger the physical health of the student, regardless of a student's willingness to participate in such activity.
- “School” means school, college, or university in this state.
- “School organization” means any club, society, fraternity, sorority, or group living together which has students as its principal members.
- “Student” means any person enrolled in a school in this state.
- It shall be unlawful for any person to haze any student in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a school organization.
- Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

For additional information or to file a complaint, contact the Director of the Department of Student Life.

## **ANTI-DISCRIMINATION POLICY**

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion,

sexual orientation, or veteran status. However, Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. Organizations wishing to limit membership/leadership positions must include a statement of faith/belief in their constitution. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, regarding gender, for membership criteria.

### **PETITIONS/DEMONSTRATIONS**

In considering the University's responsibility for information and knowledge of such activities, petitions which may be circulated among the whole or part of the student body and demonstrations that may include the whole or part of the student body must be registered with Student Life. Registration of such events should not be construed to deny any organization the right to petition or demonstrate, but merely to ensure appropriate time, place, and manner of such activities. Registering a petition or demonstration with Student Life ensures correct information will be communicating to campus faculty and staff and neighboring constituents. For additional information, contact Student Life.

### **RELATIONSHIP STATEMENT**

Clayton State University will provide advisory guidance, direction, and support for all student organizations.

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Clayton State University asks that all student organizations uphold the mission, purpose and policies outlined by the organization constitution, Department of Student Life, Clayton State University, and when applicable, the organization national constitution. This includes general mandates and expectations regarding behavior and academic achievement.

If the Department of Student Life on behalf of Clayton State University determines that a student organization is not acting in the best interest of the community (example: violating a university policy, inappropriate behavior, etc.) or are defiant and/or non-compliant with university administration, the status of the student organization as a recognized organization may be terminated.

## **Section 3: CAMPUS ADVISORS**

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All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues and increase a sense of school spirit and commitment to the institution.

### **SELECTING AN ADVISOR**

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisor should possess a working knowledge of the group, ability to relate to college-age individuals and have the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisor. Similarly, the advisor may have their own expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each other's roles and responsibilities and are a good match for each another. Organizations may select new advisors at any time. If such changes are made, the Department of Student Life will need to be notified.

### **Questions that student organizations should consider before selecting an advisor and that advisors should consider before making a commitment to the organization:**

- How much involvement is expected or needed?
- How often does the group meet and do you expect your advisor to be present for these meetings?
- How many major activities does your organization execute each year?
- How experienced are the officers of the organization?
- What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
- What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
- Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
- If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

### **To maintain a stable and good working relationship, student organizations and advisors should consider engaging in some of the following practices:**

- Give notices of meetings-Student organizations should always give notice of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Provide copies of minutes-Advisors and student organizations should keep a copy of all documents and correspondences that are distributed on behalf of the group.
- Be responsible-Each party should follow through on commitments.
- Develop relationship-Get to know each other as people and spend some quality time together.
- Communicate-Maintain constant communication to insure good, open, and supportive relationship.
- Consult before making major decision-Each party should be notified before making major decisions (e.g., purchases, removing an executive board member, etc.).
- Discuss conflicts-Advisors should be informed of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.



## **ROLES & RESPONSIBILITIES OF AN ADVISOR**

Student Organization Advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, Advisors help facilitate discussions and offer feedback and establish stability and continuity in organizational operations and activities. Advisors are not permitted to issue orders, threats, or mandates without the expressed consent of Student Life. Furthermore, Advisors should not spend student organization funds without the consent of the group. \*Advisors must complete the Advisor Training ANNUALLY.

### **Student Organization Advisors are expected to agree to the following as part of the Registration Process:**

1. Have a firm understanding of the rules, regulations, and procedures of the University and Student Life including the responsibility to ensure that student organizations follow Title IX. Clayton State University's Title IX coordinator is Rodney Byrd, Director of Human Resources.
2. Have a firm understanding of the rules, regulations, and procedures of the student organization.
3. Act as a liaison for the group.
4. Provide advice and guidance. Serve as a resource and mentor for the students.
5. Help the students develop and learn how to function as a team!
6. When possible, attend meetings and activities, events, and programs.
7. Maintain consistent contact with the officers. Encourage members to share in the leadership responsibilities.
8. Help with transition in leadership.

### **Important note:**

Campus Advisors are 'required' to attend late-night and weekend campus activities, events, and programs; excludes meetings. Advisor's failure to attend a late-night or weekend activity, event, or program may result in cancellation.

Late-night activities, events and programs shall be defined as any activity, event or program that starts or ends after 8:00 pm. Weekend activities, events or programs shall be defined as any activity, event, or program that takes place on Saturday or Sunday.

## **Section 4: UNIVERSITY EVENT SPACE REQUEST PROCESS**

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All student organization activities, events or programs on-or-off campus must be registered with the Department of Student Life. **All student organizations must request University space through Astra along with submitting an event registration in Presence.**

**Event requests must be submitted a minimum of 10 business days before the scheduled date and require a minimum of 5 business days to be processed.** Please refer to the Campus Party and Major Events Policy found on the Student Life website.

All events, programs, and meetings involving a set-up require a schematic and a scheduled walk-through with a designated Student Life staff member. Event set-up requests must be submitted a minimum of five (5) business days prior to the scheduled date.

### **EVENT SPACE REQUEST POLICY, EQUIPMENT RENTAL POLICY, PARTY POLICY**

Student organizations are financially responsible for any unwarranted, malicious, or negligent damage to university space or equipment. Fines will be issued upon disclosure and a completed investigation. Additional information can be found in the Campus Space Request and Equipment Rental Policy.

*The following regulations are intended to protect campus facilities and equipment and to ensure the safety of all patrons. The Department of Student Life will enforce all regulations and notify the appropriate administrator of any infraction.*

Campus space is reserved for student organizations, Athletics, Academic, and administrative units. The Department of Student Life must schedule all non-academic events/meetings. Academic Affairs' reservations supersede the Department of Student Life reservations in classroom spaces.

The usage of rooms and facilities on campus is at no charge to recognized registered student organizations during regular business hours and when the event is open to all students. If organizations partner or collaborate with external community organizations to sponsor an event on campus, space rental fees may apply.

The Department of Student Life reserves all administrative rights to reserve the Student Activities Center, Arbor Hall's Auditorium, Atrium, and Loft, as well as James M. Baker University Center's Commons, Loft, Main Street, Showcase Plaza, and Presidential Plaza. In addition, the Student Activities Center reserves the rights to schedule Plaza 1 and II, the Quad, Laker Lane, Lakeside, Amphitheatre, the university walking trail, and all greenery campus areas. The Department of Student Life is the coordinating unit for all Recognized Student Organization sponsored events/meetings held on campus grounds.

### **GENERAL**

1. All sponsoring units must be recognized by Clayton State University and the Department of Student Life. Reservations for space may only be submitted during the current academic year. (Start of Fall Semester to the end of the Spring Semester). Some rules apply.
2. All requests for space during the period in-between semesters and finals or for dates on holidays or large campus events (e.g., graduation, Involvement Fair, etc.) will be declined. Some rules apply.
3. Reservation confirmations are not transferable. The Department of Student Life reserves the right to amend a reservation to manage space and/or meet a university priority.

4. Sponsoring Units are not permitted to market and/or promote an event/meeting prior to receiving a confirmation from the Department of Student Life. Sponsoring Units that promote their event/meeting prior to receiving a confirmation from the Department of Student Life risk having their event/meeting cancelled.
5. The Department of Student Life must approve all events/meetings that extend beyond normal business hours. In instances when the event/meeting extends past normal business hours, an hourly rate (fee) is required. Contact the Department of Student Life for additional information. Some rules apply.
6. Campus Space Request processing requires a minimum of three (3) to five (5) business days for Departments. Campus Space Request processing requires a minimum of ten (10) business days for Student Organizations.
7. If the Campus Space Request is submitted less than ten (10) business days prior to the scheduled date and requires a set-up, it will be declined. Some rules apply.
8. For all events/meetings that require a set-up, a designated member of the sponsoring unit must meet with a Department of Student Life staff member a minimum of five (5) business days prior to the scheduled date. Some rules apply.
9. Sponsoring units that fail to fulfill their reservation (this includes no-shows) are subject to sanctioning by the Department of Student Life.

**Main Street**

- i) 1st no-show – no reservations (Main Street only) for 30 days; all subsequent reservations will be declined/cancelled
- ii) 2nd no-shows – no reservations for 30 days + \$25 charge; all subsequent reservations will be declined/cancelled
- iii) 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 charge; all subsequent reservations will be declined/cancelled

**SAC/Clayton EAST/Outdoor Spaces**

- i) 1st no-show – no reservations (not including Main Street) for 30 days; all subsequent reservations will be declined/cancelled
  - ii) 2nd no-show – no reservations for 30 days + \$25 per hour per space; all subsequent reservations will be declined/cancelled
  - iii) 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 per hour per space; all subsequent reservations will be declined/cancelled.
10. Multiple event infractions may result in the incurrence of fees, probation, and/or suspension.
  11. The instructor must submit student requests for campus space due to an academic assignment.
  12. The Division of Student Affairs must approve all fundraisers before space is requested.
  13. All donation drives and fundraisers requests must be submitted a minimum of ten (10) business days prior to the scheduled date. Student organizations are prohibited from hosting donation drives and fundraisers on campus without authorization from the Division of Student Affairs. This includes selling water or other concessions during an event. In addition, they must deposit all raised monies in a university agency account by no later than one (1) business day after the scheduled date(s). Failure to deposit the funds will result in suspension of donation and fundraising privileges. Contact the Division of Student Affairs for additional information.
  14. Advisors are required to attend and stay until cleaning is concluded for all late night and special events sponsored by student organizations. Failure to attend will result in cancellation.
  15. All events/meetings must be concluded prior to scheduled end time. Events that extend beyond thirty (30) minutes past the scheduled end time will be charged a fine. Future reservations will be denied, and all existing reservations will be suspended until the fine is paid. Some rules apply.

16. The Department of Student Life reserves the right to alter an event/meeting set-up in order to limit risk, ensure safety and meet any local, state or federal standards.
17. Sponsoring units are responsible for returning the reserved space to its original arrangement. Failure to do so may result in sanctioning from the Department of Student Life.
18. Sponsoring units must clean-up an event/meeting area once it concludes. This also applies to Information Table set-ups or other facility open seating/standing areas. Sponsoring units that fail to clean-up their event/meeting area risk losing their reservation privilege. In addition, the sponsoring unit may be responsible for a cleaning fee due to excessive trash and messiness of a reserved space. Contact the Department of Student Life for additional information.
19. Student organizations having incurred a facility damage fee and/or excessive messiness/cleaning fee during the current academic year, will be subject to an earmarked reserve fee. This fee is set aside for incidental fees that may arise. This fee is held in your agency account but will not be deducted unless fees are incurred.
20. The Department of Student Life is not responsible for personal items left in reserved spaces.
21. Anyone caught using campus space for a non-academic purpose (i.e., not class, etc.) without authorization from the Department of Student Life will be asked to vacate the premises.

### **EQUIPMENT RENTAL POLICY**

Some items and equipment may be provided for rental for events and programs. \*Some fees may apply.

1. Equipment is only available for use on the Clayton State University campus.
2. Specific equipment needs for an event/meeting must be submitted a minimum of five (5) business days prior to the scheduled date. Some rules apply.
3. The Department of Student Life will not guarantee last minute equipment accommodations (i.e., additional tables, chairs, etc.).
4. The sponsoring unit is responsible for inspecting all equipment to verify it is intact and operational prior to taking the item(s) into possession.
5. Reserved equipment not picked up on the scheduled date will be made available for rental the next business day on a first come, first serve basis.
6. Sponsoring units are not permitted to tamper or deconstruct equipment configurations unless authorized by the Department of Student Life staff.
7. Reserved equipment is expected to be returned in working order. Sponsoring units will be financially responsible for equipment returned broken (i.e., not functioning properly, etc.). In addition, all equipment must be cleaned: this includes stains, tears, odors, etc.
8. The Department of Student Life reserves the right to inspect equipment after the item has been returned for cleanliness and/or damage.
9. The Sponsoring Unit agrees to replace (lost, stolen, damaged, or broken) equipment. If a replacement must occur, the sponsoring unit agrees to purchase the exact same model. If the model is not available, the sponsoring unit agrees to purchase a model of equal or greater value. Failure to replace equipment will result in a loss of reservation privileges, and a fine. Contact the Department of Student Life for additional information.
10. The Sponsoring Unit is liable for all equipment malfunctions pertaining to inappropriate use or usage not in accordance with normal functionality.
11. All illegal use of equipment will be reported to the local authority.

### **CANCELLATIONS**

1. The Department of Student Life reserves the right to postpone and/or cancel a reservation. This includes administrative discretion and inclement weather. Some rules apply.
2. All postponed events/meetings will be rescheduled for the next available mutually agreeable date and time. All fees associated with the postponement will be mutually reallocated as needed. Some rules apply.
3. All reservation confirmations must be cancelled a minimum of five (5) business days prior to the scheduled date. All cancellations must be made via email to an appropriate Department of Student Life/Student Activities Center staff member (non-student). Phone or in-person cancellations are not permitted. Failure to adhere to a space confirmation can result in a loss of reservation privileges. This includes failure to cancel a campus space confirmation a minimum of five (5) days prior to the scheduled date. In instances where a fee has been paid, refund restrictions will apply.  
 Payment return: To receive a 100 % refund, the reservation must be:
  - a) cancelled a minimum of five (5) business days prior to the scheduled date or
  - b) cancelled due to inclement weather.
  - c) The sponsoring unit will receive no refunds for cancellations received within five (5) business days of the scheduled date.
  - d) In addition, the sponsoring unit will not receive a refund in instances where the Department of Student Life had to end an event/meeting due to administrative discretion (i.e., altercation, liability, etc.).

### **PARTY POLICY**

1. The Director of the Department of Student Life and the Student Activities Center reserves the discretion to approve or deny on-campus parties held in the Student Activities Center or other facilities on university grounds.
2. Requests for on-campus parties must be received at least five (5) weeks of the proposed party date.
3. Prior to party approval, student groups must identify three (3) campus faculty/staff personnel to chaperone the party from beginning to end, including set-up and break-down of the event.
4. Student groups must have available in their agency or SFAB funds (depending on which account is appropriate for the event) enough funds to cover costs:
  - a) Facility - \$50/hour/space after-hour fee for use of the facility
  - b) Security - Public Safety officer \$35/hour/officer
    - i) number of officers is dependent on expected attendance of event (1:150)
    - ii) officers are scheduled for a minimum of 4 hours
  - c) Cleaning - possible custodial cleaning fee of \$35/hour may apply.
 All fees are due to the Department of Student Life & the Student Activities Center 10 business days prior to the scheduled date of the event. Failure to remit payment will result in event cancellation.
5. On-campus parties shall be for the enjoyment of current students only. Alumni and non-campus affiliates are not permitted to attend these events. Laker ID card swipe technology must be used to register Clayton State students attending the event.
6. The sponsoring student organization is responsible for:
  - a) Damage caused to the facility and/or equipment beyond normal wear and tear.
  - b) The actions of their guests (including behavior and the destruction of property).
  - c) In instances where damage occurs, the student organization reserves the right to appeal any charges to the Director of Student Life.
7. Student Life reserves the right to deny student entry to a late-night event. Student Life also reserves the right to end a late-night event early for administrative discretion. Re-entry into a late-night event location is prohibited.

All late-night event attendees must abide by the following guidelines:

- a) willing to submit to a search
- b) possession of picture identification
- c) may not be under the influence of alcohol or any illegal drugs,
- d) wearing a campus late night event wristband.
  - i) The number of wristbands is determined prior to the scheduled date.
  - ii) The number of wristbands is not subject to change.
  - iii) The wristbands are provided by Student Life.

## **FOOD, GRILLING, FOOD SAFETY POLICY**

### **Food**

1. The following food policies are for all food distribution by student organizations, even if not using organizational funds.
2. Food is not an allowed expense with SFAB allocated funds, with the exception of campus wide organizations. All other organizations can use agency and/or foundation funds for food items as necessary.
3. For all food distribution in which food is purchased with, or a person will seek reimbursement from, organizational funds (with the exception of members-only meetings and small-scale fundraisers, such as bake sales), a list of recipients must be provided with original signatures from each attendee.
  - a) No payment or reimbursement will be processed without the signature sheet.
  - b) For some large-scale events, a signature sheet may be replaced by a ticket log, but prior approval is required from the SABO.
4. For both events and fundraisers, the following items are approved for distribution: (a space request confirmation may be required in order to document that it is an official organization event)
  - i. Baked goods (bakery type foods such as cookies, brownies, cakes, etc.)
  - ii. Catered foods, prepared in a professional kitchen (see Section 14.F “Catering” for more information). It is the responsibility of the student organization to make sure that all caterers have the appropriate food service licenses and liability insurance prior to using their services. The SABO may reserve the right to request a copy of the caterer’s license and liability insurance.
  - iii. Soft drinks in sealed manufacturer’s containers (Pepsi brand only)
  - iv. Prepared lemonade or fruit drinks
  - v. Misc. snack foods, upon pre-approval by the SABO
  - vi. Fruit (single serving, non-cut with a protective skin, such as bananas, apples, oranges)
  - vii. Ethnic foods that promote cultural diversity, upon pre-approval by the SABO
  - viii. If in doubt, ASK!
5. For both events and fundraisers, the following items are NOT permitted:
  - i. Any item that needs to be refrigerated or heated
  - ii. Homemade items, other than bake sale goods
  - iii. Entrée items (including hot dogs, burgers, etc., with the exception of approved organization member only events and catered events)
  - iv. Any item that contains uncooked milk, cream cheese, eggs, whipped cream, yogurt, or frosting made with raw egg yolks or egg whites.

- v. Any item with a strong or offensive odor may not be distributed in common indoor areas without specific approval.
  - vi. Any item that competes with official vendors on campus (Ex. Aladdin, The Grind, the bookstore, Pepsi, etc.)
  - vii. If in doubt, ASK!
6. Clayton State University has granted Sodexo the exclusive right to perform all food services on campus, including catering. Please see the Student Organizations Catering guidelines at <http://www.csudining.com/documents/CateringPolicy.pdf>. Please consult the SABO if you have any questions.

### **GRILLING**

1. The Student Life grill is the main grill for use by student organizations. Grills at Housing locations may be used if there is written approval from Housing for your event to be held there. The waiver sign must be obtained from Student Life and displayed on site.
2. Your CSU faculty/staff advisor must be present at the event in order for the student organization to use the grill.
3. The grill may only be used for members-only organizational events. Grilled food items cannot be widely distributed as event catering or as part of a fundraiser.
4. A waiver must be clearly displayed that states that the meat was prepared on-site by non-professionals and warns of the dangers of consuming raw meat. Student Life will provide an appropriate waiver sign upon approval of the grill use.
5. A separate waiver form must also be signed for all who participate. The waiver form must be submitted to the SABO no more than 24 hours after the event. Each individual must be given a wristband or a ticket once they've signed the waiver and they must then present that ticket in order to get their food from the grill.
6. Meat to be grilled must be brought in 24 hours in advance and kept in the SAC fridge. You must contact Student Life to arrange this prior to your event.
7. **NOTE:** Meats and many other high risk food items cannot be paid for or reimbursed by any organizational funds.

### **FOOD SAFETY**

1. Anyone preparing or distributing food is required to follow standard food safety practices. It is your responsibility to review food safety guidelines at [www.foodsafety.org](http://www.foodsafety.org).
2. NUT allergy warning- All food distribution, including bake sales, must clearly display a warning if the food contains, or may have come in contact with, any nut product.

## **STUDENT ACTIVITIES CENTER STUDIO RESERVATION & USAGE GUIDE**

### **RESERVATIONS**

1. Studio reservations are required to ensure your organization is entitled to use studio space. Studio reservations will be approved by the Department of Student Life based on availability. It is highly recommended that reservation requests be submitted in Astra. Department of Recreation and Wellness programming takes priority regarding fitness center space use. Studio reservation is first come, first serve to those who have completed the appropriate paperwork and been cleared and approved by Student Life.

2. All currently recognized Student Organizations are required to reserve the studio spaces in Astra at least two weeks prior to the date of reservation
3. The schedule for each studio will be updated automatically when a reservation is complete. All SAC and Recreation & Wellness staff members will have access to this schedule. A portable stereo is available for your use, however, you must make arrangements with a Fitness Facility Manager prior to the time you would like to use it.

### **USAGE**

1. All SAC Fitness Center policies apply to the studios.
2. Participants entering the SAC Fitness Center must sign in with their Laker ID.
3. **PROPER WORKOUT ATTIRE REQUIRED:**
  - a) A shirt that covers the midsection must be worn at all times.
  - b) Shorts / sweats. Waistband must remain at your waist at all times. Shorts must be long enough to cover the buttocks and the upper thigh. No jeans, cargo pants, street clothes, or cutoffs permitted.
  - c) Non-marking athletic shoes/slippers must be worn. No cleats, boots, heels, dress shoes, or flip-flops permitted (except in Yoga or Pilates classes). Canes or other implements may not be used.
4. Participants must class with their Laker ID.
5. Injuries and facility or equipment irregularity should be reported to Recreation & Wellness staff.
6. Studio lights must remain on at all times. Do not flick lights on and off.
7. Large stereo is for Group X use ONLY. Recreation & Wellness staff ONLY may monitor the stereo and television.
8. Objects may not be thrown unless supervised by Recreation & Wellness staff.
9. Remain 5 feet from wall mirrors.
10. Studio users assume financial responsibility for any damages caused to the studios.
 

**The following are PROHIBITED in the Group X studios:**

  - i) Children under the age of 16
  - ii) All cell phone usage
  - iii) Food, gum, or colored beverages
  - iv) Yelling, profanity, or fighting
  - v) Personal belongings on the floor
  - vi) Dropping or slamming of weights
  - vii) Use of equipment or barbells for purposes which it is not intended

### **COLLABORATIONS WITH COMMUNITY ORGANIZATIONS**

We encourage students to be active citizens of the local community and to partner with local organizations to provide services and add value to the local and campus community. However, space reservations on campus are exclusive to recognized student organizations for the privilege of use without an assessed rental fee. Registered student organization events that are co-sponsored by community organizations are subject to space and equipment rental fees and must sign a Special Event and Business Service contract with the Department of Student Life.

### **CAMPUS FACILITIES POLITICAL CAMPAIGN POLICY**

The president of the university may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.



## **MOVIES AND FILMS**

Any student organization showing movies on campus or hosting for the enjoyment and viewing of the student population at large is subject to federal copyright law. Renting a movie (films shown in a classroom by an instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions) without public distribution licensing or bringing in a personal copy to show your membership or the general public is illegal and subjects all parties involved (students, your organization and possibly the College) to fines of up to \$250,000.

## **CONTRACTS AND AGREEMENTS**

Student organizations are not permitted to enter into contractual agreements with vendors on behalf of the organization or the University. All contracts must be reviewed and approved by appropriate University officials and must be submitted within five weeks of the event date in order to be submitted for the contract review process. Student organizations should submit contracts to the Assistant Director of Student Organizations for review, approval, and payment for services. A Performance Contract must be completed, signed, and submitted for all performing acts. The Performance Contract is located under Student Organization Resources & Forms on the Student Life page.

## **DONATION DRIVES / BOXES**

Student Organizations must register their donation drive and/or boxes with Student Life. Unapproved donations drives and/or boxes will be cancelled. Unapproved donation drive boxes will be discarded. To register your donation drive and/or box, submit an Event Registration in Presence.

## Section 5: CAMPUS MARKETING AND PROMOTIONS

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### UNIVERSITY POSTING AND ANNOUNCEMENT POLICY

*The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety and may be banned from accessing campus facilities and grounds. Campus Information and Visitor Services will enforce the posting policy in Edgewater Hall, the James M. Baker University Center, and the outdoor kiosks. Student Life will enforce the posting policy in the Student Activities Center. For other academic and administrative facilities, please notify the appropriate administrative unit of any infraction. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed.*

**Posting privileges for approved activities, events, programs, meetings, and announcements on campus are limited to recognized student organizations, athletics, academic and administrative units. Non-University persons, businesses, vendors, or non-profit organizations are strictly prohibited from posting advertisements, event announcements or services on campus.**

#### **Posters, signs, and flyers:**

1. Posters, signs, or flyers sponsored by student organizations, athletics, academic and administrative units must be posted on campus bulletin boards designated for general use. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to the classroom door. Bulletin boards designated for department information may not be used for non-departmental postings.
2. An accessibility statement notifying individuals with disabilities on how to request accommodations or obtain alternate formats must be included on all posters, signs, or flyers. The accessibility statement must be legible. Postings without the accessibility statement will be removed. The required accessibility statement is:  
***Individuals requiring disability-related accommodations for participation in any Clayton State University sponsored event or program may contact the Disability Resource Center at (678) 466-5445 or [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu).***
3. Student Organizations are required to have all posters, signs and flyers approved and stamped by the Department of Student Life before posting. The Department of Student Life requires a minimum of one (1) business day to process, approve and stamp all submitted posters, signs, and flyers.
4. Responsibility for the placement of posters, signs, flyers, and banners is as follows:
  - a. Campus Information and Visitor Services is responsible for the James A. Baker University Center, Edgewater Hall, and the outdoor campus kiosks.
  - b. Student Life is responsible for the Student Activity Center.
  - c. Student organizations, academic and administrative units wanting to put up posters, signs, and flyers in other buildings on campus may do so providing all posting policies are followed.
5. Posters, signs, or flyers may not overlap or conceal any portion of other posted posters, signs, or flyers.
6. Posters, signs, flyers, or banners may not be posted for more than two (2) consecutive weeks.
7. No person is to deface any posters, signs, flyers, or banners. Anyone caught defacing a posted item will be reported to the Department of Public Safety.
8. Posters, signs, or flyers designed with obscene language will be removed.

9. There may be no more than one (1) of the same poster, sign, or flyer on any one (1) bulletin board.
10. The name of the sponsoring unit must be clearly indicated on all posters, signs, flyers, or banners as well as the date, location and time of the activity, event, or program.
11. Sponsoring units that place posters, signs, or banners in campus buildings other than the University Center, Edgewater Hall, and the Student Activity Center are responsible for removing them within one (1) business day following an activity, event, or program.
12. The placing of any flyers, signs, handbills, or other publicity items or materials on vehicles is strictly prohibited.

### **University Center, Edgewater Hall, and outdoor kiosks**

1. Posters, signs, flyers, and banners are to be taken to the University Center information desk where a posting request form is to be completed. The form will provide the posting staff with the necessary information to post in the requestor's preferred location(s) on a space available basis.
2. Postings take a minimum of 1-2 business days to be posted.
3. Due to limited space, banners in the UC along with posters and flyers in the kiosks, the UC, and Edgewater Hall will be posted two weeks prior to the event and will be taken down 1-2 business days after the event. Posters and flyers will not be returned.
4. Banners are returnable but must be picked up within 3 business days after the event.
5. Postings and banners not placed by CIVS will be removed and discarded.
6. All posters and flyers must include the university accessibility statement as provided in #2 under Posters, Signs and Flyers.

### **Banners**

1. All banners to be hung in the University Center and Edgewater Hall must be approved and hung by Campus Information & Visitor Services. Once approved, CIVS will coordinate placement and removal of banners in these buildings.
2. Requests to hang banners outside must be made through Facilities Management through the online request form on the Facilities web page.
3. Banners to be hung in the Student Activity Center must be approved and hung by the Department of Student Life.

### **Campus Event Yard Signs**

1. Student organizations, athletics, academic and administrative units are responsible for putting up and taking down their event signs and must adhere to the following guidelines.
2. Event/yard signs may not be posted for more than two (2) consecutive weeks. Some exceptions may be allowed; approval will need to be obtained from the director of Campus Information and Visitor Services.
3. Student organizations must have their signs approved by Student Life in addition to the university authorization sticker.
4. All yard signs are required to have an authorization sticker which will be provided by Media & Printing Services for new signs. Previously made yard signs must have a new sticker each time it is used. Stickers for previously made yard signs are available from the director of Campus Information & Visitor Services.
5. Stickers are to be placed on the bottom corner of the sign with the following information legibly written sponsoring unit, contact name and sign expiration date.
6. Sponsoring units are responsible for removing all their signs within two (2) business days following the expiration date on the authorization sticker on the sign.

7. Campus Information & Visitor Services will monitor event/yard signs on a regular basis and expired signs will be removed. Signs without an expiration sticker will be removed immediately. Removed signs will be recycled by Media & Printing Services.
8. External entities using campus facilities may post directional signs to their event. They must obtain stickers from CIVS, OR they may hand write or create their own sticker with the following information: “External Event”; name of event, name of CSU contact (not department); and date. Stickers are to be placed on the bottom right hand corner, front or back, of their sign. Signs may only be posted the day of the event. Signs posted days before the event or left the day after the event will be subject to removal. Signs removed will be immediately discarded.

### **Other**

1. The use of chalk on pavement is permitted only along the main sidewalk of the campus courtyard (spanning the rear of the University Center – Quad) and the sidewalk in between Magnolia Hall and Edgewater Hall.
2. Job opportunity information should be directed to the Office of Career Services. Table tents may be placed on tables in the James M. Baker University Center Commons (food court) with permission from the Campus Dining General Manager.
3. Table tents placed throughout the James M. Baker University Center will be removed at the conclusion of the day. Table Tents are permitted inside the Laker Lounge and Center for Student Involvement and Service of the Student Activities Center. Table tents are not permitted inside of the fitness area. Table tent displays should be monitored regularly to ensure neatness and order; tables tents should be removed immediately following the advertised activity, event, or program. Flyers placed on tables will be discarded. Table tents will be discarded after two (2) weeks.
4. Email Announcements: Departmental announcements for general distribution to campus employees and/or students should be sent to the Office of University Relations for inclusion in the Laker Lines email bulletin.
5. Recognized student organizations may send campus announcements through the Department of Student Life in accordance with the email announcement guidelines [claytonstate.qualtrics.com/SE/?SID=SV\\_d3WtdnUjwdTlhYU](http://claytonstate.qualtrics.com/SE/?SID=SV_d3WtdnUjwdTlhYU). Only announcements for approved campus activities, events, and programs will be sent campus wide.

### **PLACES TO POST**

Students may advertise approved events, programs, and activities in the following designated areas/publications:

- Flyers on bulletin boards in the University Center, the Student Center, the Student Activities Center, Laker Hall, and Clayton Station. All other areas must be approved by the Dean of the school/college.
- Handbills (small flyers) may be distributed to students on Main Street in the University Center with appropriate space reservation or distributed in student mailboxes in Laker Hall with approval.
- Table tents in the University Center and the Student Activities Center.
- Electronic publications: Community, Laker Lines, Student Info emails, events calendar on the Student Life website, and the University Master Calendar in the Swan portal.
- Ads in the Bent Tree student newspaper.
- Announcements and commercials on Clayton State Internet Radio (CSIR) and Clayton State Television (CSTV).

- 22 x 28 professionally printed posters in the University Center and the Student Activities Center.
- Chalking on the Quad and at the Student Activities Center and approved walkways.
- Neatly crafted, hand-made posters to be hung in University Center and the Student Activities Center.
- Yard signs in appropriate areas.
- Banners in the University Center, the Student Activities Center, and in approved outdoor areas.

## **UNIVERSITY LOGO & SEAL**

The official university logo and seal are protected trademarks appearing on stationery products and all official items representing Clayton State University. The official university logo and seal must be reproduced from authorized original illustrations and should not be redrawn or modified in any way. Please do not use parts of the logo or seal to create other logos/seals. Logos must be reproduced in approved official color combinations. All usages of the University logo and seal or any artwork using the university name, image, or likeness must be approved by the Image Council and/or the Department of University Marketing & Communications. To review the full University Marketing & Communications Guide that provides instructions for use of university protected trademarks, please visit the Department of University Marketing and Communications website: [clayton.edu/marcomm/brand-identity/index](http://clayton.edu/marcomm/brand-identity/index).

## **UNIVERSITY COLORS**

Clayton State school colors are navy blue and orange. The navy blue (“Laker Blue”) should be represented by **Pantone 288, cmyk 100.92.26.14, rgb 9.44.116, or hex 092c74**. The orange (“Georgia Clay”) should be represented by **Pantone 165, cmyk 0.74.100.0, rgb 252.109.35, or hex fc6d23**.

## **UNIVERSITY WEBSITES**

Clayton State provides free web space for all recognized student organizations. Any posted information that conflicts with the University Mission will be removed. Student Life reserves the right to remove an inactive website. Students that fail to meet the aforementioned expectation may lose website privileges as well as possible sanctioning from the Division of Student Affairs.

## **LOCH SHOP’S FIRST RIGHT OF REFUSAL POLICY**

Books, including course materials, study aids, trade books, books for special events, and general interest books; course equipment; school and art supplies; Clayton State logo items; and other competing items (t-shirts, promotional items) may not be brought into a University facility for resale or distribution by any individual, campus office, or group without the first right of refusal given to the Loch Shop, the University’s official retailer. For more information, please contact the Director of Student Life.

## **UNIVERSITY SOLICITATION POLICY**

Non-university persons, businesses, and non-profit organization are strictly prohibited from posting and distributing advertisements, event announcements and services on campus. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines, or by direct U.S. Mail or telephone.

The University electronic mail system, internal campus mail service, and bulletin boards are for official University correspondence and authorized activities only and shall not be used for commercial correspondence, advertising, soliciting, or mass mailing.

**Student organizations and/or its members caught posting unapproved flyers, business cards, postings on behalf of non-university persons, businesses, and non-profit organizations will be sanctioned and will jeopardize the organization’s posting privileges.**

## **UNIVERSITY TAX ID NUMBER**

Recognized, registered student organizations are not granted university-specific privileges. As a result, tax-exempt status is not provided to student organizations. Student organizations may not use Clayton State University's tax-exempt status or tax ID number for organization business purposes.

## **EMAIL ANNOUNCEMENTS**

Student organizations may send campus-wide emails through the University 'StudentInfo@clayton.edu' listserv to promote registered events, activities, and programs. Student Life reserves the right to edit messages for content, clarity, and completeness. Student info requests must be submitted at least five (5) business days prior to the date of the event to be listed in the student activities emails.

Student info emails are sent every Monday, Wednesday, and Friday as one email listing student activities (this schedule is subject to change without notice). Administrative units and campus-wide student organizations may have separate emails sent regarding student events and activities.

Student info emails are a privilege and not a requirement for marketing. Please ensure that your student organization uses a variety of mediums to most appropriately promote and market your events.

Corrective email messages will be sent case by case; every effort should be made to ensure email announcements are correct and complete before submitting to Student Life.

In order to submit an Email Announcement request, visit:  
[claytonstate.qualtrics.com/SE/?SID=SV\\_d3WtdnUjwdTlhYU](https://claytonstate.qualtrics.com/SE/?SID=SV_d3WtdnUjwdTlhYU).



## **Section 6: PROCESSING & REQUESTING UNIVERSITY FUNDS**

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To be a candidate for funding from student activity fee funds, an organization must meet the following eligibility requirements:

The group must be officially registered and recognized by Student Life. In addition, registered student organizations must be in good standing to apply for and receive funding. Good standing is defined as, but not limited to, being in good financial standing with the university and any other pertinent governing bodies, not on disciplinary warning, probation, or suspension, and in compliance with all university policies.

The budget request process is available to organizations each semester. If an organization is awarded funding, the allocated funds will be available each term from the first week of class – the last week of class. Allocated funds are not awarded for summer semester and are not allowed to be used during summer semester unless specific permission is granted to the organization by SFAB or the SABO. An email will be sent to all student organization Presidents with detailed directions and timelines for submitting budget requests.

Recommendations for funding will be made by the Student Fees Advisory Board (SFAB) to the Vice-President for Student Affairs. Final allocated amounts will be provided in an award letter.

The President and/or Treasurer of each organization are required to attend a mandatory budget workshop at the start of each semester.

Each funded student organization should elect or appoint two individuals responsible for submitting deposits, invoices, receipts, and Request for Payment forms and at least one of these individuals (preferably the Treasurer) is responsible for keeping accurate records of their organization's budget and expenditures. The Division of Student Affairs' budget office will assist with this process, but it is the responsibility of the student organization to keep its own accurate financial records. An organization's advisor can also assist in monitoring expenditures made by the organization.

Funds must be used in the manner for which they were allocated. Failure to do so may result in suspension of the remainder of the year's allocation and/or may affect future allocations. In addition, all student activities monies must be spent in accord with normal University budget and procurement procedures.

Forms to be used for reimbursements, media requests, contracts for speakers, and travel requests are available on the Student Life web site at: [clayton.edu/campus-life/student-organization-resources](http://clayton.edu/campus-life/student-organization-resources).

Each form contains the timelines and details required for submission. Student organization members and especially the two individuals responsible for submitting all deposits, receipts, etc. should familiarize themselves with the requirements. If additional requests arise, please contact Brandon Marshal at [brandonmarshall@clayton.edu](mailto:brandonmarshall@clayton.edu) or (678) 466 - 5433 or Student Activities Center Suite 223.

All activities, events, and programs sponsored by student activity fees require the submission of an evaluation form. The evaluation form must be submitted to Felisha Whitehead (Student Activities Center Suite 223) no later than 10 business days after the activity, event or program has been completed. Failure



to submit an Evaluation form may result in a hold being placed on remaining student activity fee allocated funds and may result in an inability to receive student activity fee funds during future allocations. The form can be found at [clayton.edu/campus-life/student-organization-resources](http://clayton.edu/campus-life/student-organization-resources).

## **ALLOWABLE AND PROHIBITED EXPENSES**

Student Activities funding may be used to support student programming in the following way:

- Programs and Activities that:
  - target the CSU campus community, including the Fayetteville instructional site
  - are deemed to serve, benefit, and be of interest to a significant segment of the University community
  - are open to all interested students. The organization may require certain abilities or talents of its participants. However, the right to apply for membership must be available to all interested students.
  - support the mission of the University
  - enhance student life and co-curricular experiences
  - are unique, not repetitive or duplicative of other campus, community, or organizational events. The program must be one which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded.
- Supplies & Materials
- Contracts
- Honorariums
- Space fees and Security fees (when appropriate)
- Travel (Conferences that provide information and knowledge beneficial to CSU students)
- Promotional items
- Approved Contest winnings

Student Activities funding **may not** be used for the following:

- Academic Programs – if the primary use will be for a classroom instructional program of an academic department
- Alcohol
- Charitable contributions or donations
- Food or Beverage\*
- Fundraising (seed money)
- Gifts/Giveaways/Gift cards
- Members only banquets or award ceremonies
- Organizational dues/fees
- Party/Event Planners
- Scholarships
- T-shirts/Uniforms\*
- Any event that is not open to all CSU students, including those of the Fayetteville instructional site. This includes retreats for organization members.
- Payment to organization members for service with the organization or on the organizations executive board.
- Any monetary support of candidates for political office or contributions to political parties.

- Any payment to a member of the CSU faculty or staff (non-student) for a personal appearance or personal service.
- Any event in which funds are used to benefit anyone other than CSU students, such as elementary or high school students, foster children, community groups, etc.
- Any expense for the personal benefit of any individual.

*\*Campus-wide organizations are permitted to purchase these items.*

## **TRAVELS**

### **Travel Funds**

Each organization has an annual maximum travel limit of \$1,000 from allocated funds. However, an organization's travel funds may be less if indicated as such on the organization's award letter each semester. Do not spend travel funds unless your organization has been expressly awarded them in the SFAB award letter. Organizations may also use agency and foundation funds to supplement travel, including items not allowed under allocated funds (meals, etc.), as long as those funds are not earmarked for another expense or a pending transaction. Always confirm your travel fund availability with the SABO Administrative Coordinator prior to planning your travel.

### **Day Trips/Volunteering**

Some organizations make day trips frequently during the semester to volunteer at local Atlanta locations. In situations like this, the organization may submit one large travel packet of information, including one Request to Travel form and a list of all students who will be traveling during the semester along their accompanying release forms. The advisor will have to sign off assuming responsibility of notifying the SABO if there will be any additional students traveling who are not listed on the original travel list. For each trip, each student will still be required to sign off on a one-page waiver indicating that they have already submitted the required travel forms and agree to comply with all regulations within those forms. If students will be driving to these events themselves with student passengers, additional student driver forms and processes may be required for each trip. Always check with the SABO Administrative Coordinator first to see if your organization's travel plans fall under this provision.

### **Student Travel Forms**

- Request to Travel Form (must be submitted 30 days prior to travel or registration deadline, whichever comes first)
- Student Travel Agreement Form
- Personal Health History, Emergency Contact, & Insurance Information Form
- Driver & Passenger Information Form
- Driver Agreement Form
- DMV Record Check Consent Form
- Semester Day Trips/Volunteering Roster
- Semester Day Trips/Volunteering Signature Form
- Travel Reimbursement Forms (non-employee) or Employee Self-Service Expense Report (employee)

### **Travel Financials**

- Pre-Pay vs. Reimbursement- Travel expenses can be paid two ways: pre-paid or reimbursement. Meals and mileage (if applicable) will always be reimbursements and never pre-paid. Lodging will always be pre-paid unless special circumstances arise. Registration and vehicle rental can be either pre-paid or reimbursable. Out of state car rental must be a reimbursable expense, paid up

front by the student organization. It is important to remember that pre-paid items require advance planning. Failure to allow adequate time for payment processing will result in the traveling students paying out of pocket and being reimbursed upon return from travel (for approved expenses). Please be aware that any travel reimbursement for a student employee will be processed through ESS- Employee Self Service.

- Lodging- Lodging charges for organization travel will be pre-paid on a university purchasing card by the SABO Administrative Coordinator and charged to the appropriate organization account. Students will need a credit card at check-in for incidental charges. No hotel stays within a 50 mile radius of Clayton State University may be paid for with SFAB allocated funds. Do not transfer reservations or add authorized guests to any reservation without prior approval from Student Affairs.
- Registration- Registration fees for conferences can be pre-paid by university check or paid by the students and reimbursed from organizational funds upon return from travel. If an organization would like registration fees pre-paid, be mindful that most registration fees are due long before the travel occurs, so pre-planning by the organization is important in order to make sure that registration fees are paid on time.
- Meals- Meals for travel are not allowed to be paid from Allocated funds. Meals may be reimbursed from Agency or Foundation funds if available. If meals are reimbursed, they will be subject to state per diem rates. Alcohol purchases will not be reimbursed. Taxes and Tips are a reimbursable expense from the Agency account if funds are available. It is recommended that all students traveling discuss the availability of funds for reimbursing meals with the President or Treasurer prior to traveling.
- Travel Reimbursement- Any reimbursement request for travel must be submitted within ten (10) business days of returning from the travel. Original receipts are required for any reimbursement and all standard reimbursement requirements apply to travel reimbursements as well. Non-employee students must complete a Non-Employee Travel Reimbursement Form and student employed at the university will be required to submit a travel expense report on the Employee Self-Service site. Contact the SABO Administrative Coordinator for more in depth instructions on travel reimbursement.

## **FINANCIAL RESPONSIBILITY**

The use of allocated student activities fees must relate to the purpose of the student organization. Student Organizations are expected to execute business transactions and contractual obligations with punctuality; student organizations should exhibit prudent use of university funds.

All monies collected by a student organization including fundraisers must be deposited in a university designated account. Under no circumstances may any collected monies be deposited in a bank or other agency by a registered student organization or representative, officer, or advisor. For additional information, contact the Student Organizations Administrative Coordinator, (678) 466 – 5433.

## **FUNDRAISING GUIDELINES**

- Recognized student organizations may conduct fund-raising events. All fund-raising activities, events or programs must be registered by submitting an event registration request in Presence and submitting a Fundraising Request Form to Mr. Brandon Marshall for approval.
- Upon completion of a fund-raising event, student organizations must submit funds to Division of Student Affairs. Each organization must provide documentation to Department of Student Life that the funds have been deposited. Funds must be deposited on the day of the event during normal business hours. If the office is closed at the end of an event, all funds should be placed in

the Student Activities Center drop safe. Failure to turn in raised funds within 3 business days could result in a loss of fundraiser privileges, accounts being frozen, and/or confiscation of agency funds.

- Under no circumstances may Student Activity Fees be used in order to sponsor a fundraiser. If an organization uses a portion of their allocated funds to organize an event, the organization cannot profit from the funds raised.
- The primary purpose of fund-raising events shall be to raise money for the benefit of the student organization or the benefit of a charitable group.

## **STUDENT ORGANIZATION BUSINESS POLICIES AND PROCEDURES**

Each student organization awarded funding is required to read and sign the Student Organization Business Policies and Procedures Manual. The full manual can be found on the Student Life web site at: [clayton.edu/campus-life/student-organization-resources](http://clayton.edu/campus-life/student-organization-resources). Please note that the information printed in the Student Organization Handbook regarding student finances is not the complete and full policies and procedures of the Division of Student Affairs' Business Office.



## **Section 7: ADMINISTRATIVE PROCESSES**

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### **MAILBOX**

Student organizations are responsible for all official Clayton State and/or Division of Student Affairs information placed in their mailbox. Student Organization mailboxes are located in Student Activities Center. Student organizations should check their assigned mailbox a minimum of once (1) per week.

The mailing address template for groups with mailboxes is as follows:

**Organization Name**  
Clayton State University  
Student Activities Center  
2000 Clayton State Boulevard  
Morrow, Georgia 30260

### **COPY CODE**

Recognized student organizations will be assigned a copy code from the Department of Student Life to be used during the current academic year (Fall/Spring). This copy code should be used for student organization business and marketing purposes only and should not be distributed to others or used for personal copying. Each organization will be allocated 200 black and white and 200 color prints each year. Student Organizations may purchase additional copy and print packages for \$50.

### **SUPPLIES**

The Department of Student Life offers recognized student organizations a minimal amount of supplies to conduct meetings and business on behalf of the organization. If your organization needs supplies, contact the Director of Student Life, 678-466-5433.

### **STUDENT ORGANIZATION SUITE**

The Student Organization Suite is a designated area in the Student Activities Center for student organizations to meet, plan, obtain resources and network with other student leaders and organizations on campus. Please be respectful of the space and keep it neat and tidy for the enjoyment and benefit of all organizations.

### **COMMENCEMENT REGALIA**

Students who are qualified members of nationally recognized, registered student organizations (ex. fraternities and sororities) or registered honor organizations during their studies at Clayton State University have been granted authorization to wear regalia from those organizations during the Commencement ceremonies. The only types of regalia items that may be approved are honor cords or stoles. If you have a question regarding regalia for a specific organization, please contact the Assistant Director of Student Organizations in the Department of Student Life. Please note that all regalia requirements as specified by the Registrar's Office for graduation should be followed and supersede additional student organization regalia requirements.

### **COUNCIL OF STUDENT ORGANIZATION LEADERS (CSOL)**

The Council of Student Organization Leaders, CSOL, was established to ensure that student organizations operate effectively and efficiently at the maximum potential by providing an open platform for collaboration and exchange of ideas and thoughts from other student organization leaders. The council is comprised of an executive member from each recognized student organization and CSOL meetings are held monthly and are mandatory for all recognized student organizations.

## **OFFICIAL CORRESPONDENCE**

“Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators.” (Clayton State University Academic Catalog).

## Student Organization Contacts and Resources

<i>Department</i>	<i>Phone No.</i>	<i>Website</i>	<i>Social Media (IG)</i>
Alumni Relations	678-466-4477	<a href="http://clayton.edu/alumni/">clayton.edu/alumni/</a>	@claytonstatealumni
Auxiliary Services	678-466-4206	<a href="http://clayton.edu/aux-services">clayton.edu/aux-services</a>	@claytonstateauxservices
Bent Tree	678-466-5436	<a href="http://clayton.edu/campus-life/student-media">clayton.edu/campus-life/student-media</a>	@thebenttreenews
Campus Events Council	678-466-5437		@claytonceec
Student Life	678-466-5433	<a href="http://clayton.edu/campus-life">clayton.edu/campus-life</a>	@csucampuslife
Career Services	678-466-5400	<a href="http://clayton.edu/career">clayton.edu/career</a>	@claytonstatecareers
Clayton State Internet Radio (CSIR)	678-466-5427	<a href="http://clayton.edu/campus-life/student-media">clayton.edu/campus-life/student-media</a>	@csu_csir
Counseling Services	678-466-5406	<a href="http://clayton.edu/counseling/">clayton.edu/counseling/</a>	@claytonstate_counseling
Disability Resources	678-466-5445	<a href="http://clayton.edu/disability/">clayton.edu/disability/</a>	
Equipment & Set-Up	678-466-5433	<a href="http://clayton.edu/campus-life">clayton.edu/campus-life</a>	@csucampuslife
Fitness Center (SAC)	678-466-4971	<a href="http://clayton.edu/recwell/fitness-wellness/">clayton.edu/recwell/fitness-wellness/</a>	@csudrw
Housing	678-466-4663	<a href="http://clayton.edu/housing">clayton.edu/housing</a>	@csuhousing
Human Resources	678-466-4230	<a href="http://clayton.edu/human-resources/">clayton.edu/human-resources/</a>	
Intramural Sports	678-466-4975	<a href="http://clayton.edu/recwell/intramural-sports/">clayton.edu/recwell/intramural-sports/</a>	@csudrw
Leadership Programs	678-466-5433	<a href="http://clayton.edu/campus-life/leadership-programs">clayton.edu/campus-life/leadership-programs</a>	@csucampuslife
Loch Shop	678-466-4220	<a href="http://clayton.edu/aux-services/the-loch-shop/">clayton.edu/aux-services/the-loch-shop/</a>	@lochshop
Printing Services	678-466-4337	<a href="http://clayton.edu/printing-services/">clayton.edu/printing-services/</a>	@claytonstateauxservices
Outdoor Adventures	678-466-4972	<a href="http://clayton.edu/recwell/outdoor-adventure/">clayton.edu/recwell/outdoor-adventure/</a>	@csudrw
Payroll	678-466-4231	<a href="http://clayton.edu/human-resources/current-employees/payroll">clayton.edu/human-resources/current-employees/payroll</a>	
Public Safety	678-466-4050	<a href="http://clayton.edu/public-safety/">clayton.edu/public-safety/</a>	@claytonstatedps
Recreation & Wellness	678-466-4971	<a href="http://clayton.edu/recwell/">clayton.edu/recwell/</a>	@csudrw
Space Reservation	678-466-5433	<a href="http://aaiscloud.com/ClaytonStateU">aaiscloud.com/ClaytonStateU</a>	@csucampuslife
Student Activities Center	678-466-5433	<a href="http://clayton.edu/student-activities-center/">clayton.edu/student-activities-center/</a>	@csucampuslife
Student Affairs, Division of	678-466-5444	<a href="http://clayton.edu/about/administration/student-affairs/">clayton.edu/about/administration/student-affairs/</a>	@clayton_state_sa
Student Government (SGA)	678-466-5435	<a href="http://clayton.edu/sga/">clayton.edu/sga/</a>	@claytonstatesga
Student Government, President	678-466-5484	<a href="http://clayton.edu/sga/">clayton.edu/sga/</a>	@claytonstatesga
Student Media	678-466-5427	<a href="http://clayton.edu/campus-life/student-media">clayton.edu/campus-life/student-media</a>	@csucampuslife
Student Organizations	678-466-5433	<a href="http://clayton.edu/campus-life/clubs-and-organizations/">clayton.edu/campus-life/clubs-and-organizations/</a>	@csucampuslife
Student Organizations, Budget	678-466-5433	<a href="http://clayton.edu/campus-life">clayton.edu/campus-life</a>	@csucampuslife
University Center, Information	678-466-5460	<a href="http://clayton.edu/about/visit">clayton.edu/about/visit</a>	
University Health Services (UHS)	678-466-4940	<a href="http://clayton.edu/uhs">clayton.edu/uhs</a>	
University Relations	678-466-4460	<a href="http://clayton.edu/marcomm/">clayton.edu/marcomm/</a>	
Veterans' Resource Center	678-466-5527	<a href="http://clayton.edu/veterans-resource-center">clayton.edu/veterans-resource-center</a>	
Volunteerism	678-466-5433	<a href="http://clayton.edu/campus-life/volunteerism/">clayton.edu/campus-life/volunteerism/</a>	@csucampuslife



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