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WELCOME

Congratulations on your decision to join a registered student organization at Reinhardt University (RU). Here at RU, students have enthusiasm and passion for their co-curricular activities. In addition to academic accomplishments in the classroom, students continue their education by participating in student organizations that foster personal and professional development, relationships with other students and leadership skills.

Student organizations are regarded as an integral part of the educational program at Reinhardt University. Student organizations enrich the lives of individuals and the campus in many ways. They provide avenues for learning outside of classrooms, for meeting other people, for sharing interests, for broadening members’ horizons, for developing life, work and leadership skills, for gaining experience, and for engaging students as citizens of the campus community.

The selection of student organizations is as diverse as our community members. Whether you become a member of a service, recreational or artistic organization, you will soon discover that the quality of your education will be substantially increased as a result of your involvement in a registered student organization.

Your participation in a student organization identifies you as an ambitious student with energy, dedication, responsibility and enthusiasm. We are eager to assist you in achieving your goals and realizing your personal and professional aspirations so that you will become a successful student and citizen of the RU community. It is an expectation as a community member that you understand and follow all institutional rules and university policies as outlined in this handbook.

INTRODUCTION

The Handbook for Student Organizations of Reinhardt University provides current information regarding the many resources and services that support learning inside and outside the classroom, and the standards of conduct for the campus community. This handbook exists to help student organizations understand their rights and responsibilities and to assist them in being effective organizations.

This handbook contains all relevant and current policies and procedures as they relate to all recognized student organizations at Reinhardt University. Student organization officers, members and advisors are expected to read and follow all of the policies in this handbook.

DISCLAIMER

The Handbook for Student Organizations is for informational purposes only and should not be construed as the basis of a contract between a student and the University. While provisions of the Handbook for Student Organizations will ordinarily be applied as stated, Reinhardt University reserves the right to change any provision listed herein without notice to individual students.
Every effort will be made to keep students advised of any such changes. Information on all changes will be available in the Office of Student Activities.

Reinhardt University is an equal opportunity institution. The University is committed to providing equal educational and employment opportunities to qualified persons regardless of economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, age, culture, nationality, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability and ideology.

Information in this handbook is accurate as of the date of publication. Reinhardt University reserves the right to make changes in University policies, procedures and catalog information in accordance with sound practice. Please consult the University web site at www.reinhardt.edu for recent updates.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the governing body for recognized clubs and organizations. The SGA is responsible for overseeing and coordinating the activities, recognition, funding, programming and leadership development for the betterment of all student clubs and organizations.

**STUDENT ORGANIZATION RECOGNITION**

*Student Organization Recognition*
Recognition is a process through which a student organization is granted the privilege to function officially at Reinhardt University. Annually, over 40 student groups on the Reinhardt University campus complete the registration process to become Recognized Student Organizations.

*Recognized Student Organizations Defined*
A Recognized Student Organization is a group of students organized around a common purpose that is officially designated by Reinhardt University.

*Authority to Recognize Student Organizations*
The authority to recognize student organization on behalf of Reinhardt University resides with the Director of Student Activities or her/his designee. This authority is delegated to the Student Government Association. The Student Government Association will vote to recommend to the Office of Student Activities whether the group should be a recognized student organization.

*Requirements for Student Organization Recognition*
Recognition by the University will be granted to organizations who meet with the following requirements:

1. The student organization’s purpose is not in conflict with the mission of the University.
(2) The membership of the student organizations is not exclusive (i.e., the organization must be open to all Reinhardt University students who are interested in membership). In the case of academic honor societies, membership may be exclusive if the national requirements dictate selection.

(3) The student organizations must have a current constitution or bylaws on file with the Student Government Association.

(4) The student organization must submit a Student Organization Recognition Form to the Student Government Association.

(5) The student organization must have a least one advisor who is a full time faculty or staff member of Reinhardt University.

Once the completed Recognition Form and all required materials have been received, the Student Government Association will determine the prospective student organization recognition status.

**Notification of Recognition Status**

The Student Government Association will notify the organization in writing within two (2) weeks of the decision of the Student Government Association whether it has been approved. If denied, a written explanation of the denial will be included.

**Levels of Student Organization Recognition**

The Reinhardt University acknowledges several levels of recognition for student organizations:

**Active** – A student organization maintaining an active status is fully registered with the Student Government Association. This status is contingent upon meeting all required recognition policies and procedures.

**Inactive** – A student organization with Inactive status is fully registered but the organization has in some way failed to meet registration requirements or follow procedures and guidelines. The length of time for a student organization to be continuously inactive before losing recognition is still to be determined by the Reinhardt University Division of Student Affairs.

**Categories of Recognized Student Organizations**

There are a variety of student organizations registered at Reinhardt University. Each year a list of current student organizations is identified according to the following categories:

**Academic Interest Organizations** – Academic interest organizations are offered to meet the needs of students interested in a particular area of study. Several of the organizations are comprised of students who are studying that particular discipline, but all are open to any interested students. These organizations often offer invaluable insights and practical experience in a particular academic area. The focus of this type organization is to promote development in a particular academic area or interests.

**Art Organizations** – Arts organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested in visual and performance arts.
Community Service Organizations – Community Service Organizations provide volunteers for on or off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.

Honor Societies – Honor Societies recognize the outstanding progress students have made in their respective fields of study. Many honor societies have a service component while the students are pursuing their degree. Students may join honor societies based on the given academic requirements of the national organization, in conjunction with those of the chapter at the Reinhardt University. Honor Societies recognize high level of academic achievement and generally require a demonstrated interested in a particular career or academic discipline.

Leadership Organizations – Leadership Organizations and clubs are committed to developing student leaders and providing opportunities to hold leadership roles at Reinhardt University.

Media Organizations – Media organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested in journalism, electronic media and visual arts.

Musical Organizations – Music organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested music.

Political Interest Organizations – Political interest organizations support political parties, political issues and/or candidates who are seeking political office.

Professional Associations – Professional clubs and organizations provide a place for students to network with professionals within a field of interest, opportunities to learn about the latest trends in a field of interest, and information on scholarships and internships.

Recreational Organizations – Recreation organizations are defined as a recognized student organization, which exists to promote and develop interest in a particular sport, physical or recreational activity.

Religious Organizations – Religious clubs and organization are open to ALL people, regardless of religious affiliation. Each seeks to build up the body of faith by providing spiritual nurture to students through denominational affiliations. Religious organizations serve as support for students of a particular religious persuasion or denomination.

Fraternities and Sororities – Reinhardt University does not currently offer fraternities and sororities as options for student organizations.

Rights and Privileges of Recognized Student Organizations
The most important privilege that accompanies recognition as a student organization is the official association with Reinhardt University. Additionally, organizations that are officially recognized may use University facilities without charge; take advantage of University services, congregate without special permission, and sponsor activities on campus.
The benefits of being an official recognized student organization of Reinhardt University include:

- Ability to reserve Reinhardt University facilities (meeting rooms and space on campus) subject to the established rules governing such use.
- Appropriate use of the Reinhardt University name and logo.
- Authorization to publicize events and distribute information on campus.
- Opportunity to seek funding from the Student Government Association.
- Advisement and support from the Office of Student Activities.
- Opportunity to have information listed on the Reinhardt University Website.
- Opportunity to participate in official University events and activity fairs.

**Responsibilities of Recognized Student Organizations**
In order to maintain recognition, the following responsibilities must be fulfilled. Failure to fulfill any of the following responsibilities may result in loss of allocated funding and/or revocation of an organization’s active status.

- Maintain active student members.
- Turn in a list of active members no later than the withdrawal date each semester.
- Operate in compliance with Reinhardt University policy and regulations, with all federal, state and local laws, and with the regulations of parent organizations (as applicable).
- Operate on a not-for-profit basis.
- Continue to accept responsibility for all financial obligations incurred.
- Appoint one active member to serve on the Student Government Association
- Participate in the Fall Festival and Spring Day in some capacity.
- Participate in the Activities Fair held during the Welcome Week each semester.
- Select the following academic year’s officers by April.
- In order to receive funding from the Student Government Association, officers and advisors must attend one of the Student Organization Officer & Advisors Workshops.

**Change in Student Organization Recognition Status from Active to Inactive**
The following are circumstances which could result in the changing the status of a Recognized Student Organization’s status from Active to Inactive:

- Student organization is in deficit for more than 30 calendar days.
- Failure to update officer information during a registration period.
- Failure to successfully complete the Annual Registration process.
- Failure to adhere to Reinhardt University policies and procedures.
- Failure to adhere to student organization policies and procedures.
- Loss of an advisor/inability to replace an advisor.

**Loss of Recognition for a Student Organization**
When a student organization fails to meet or maintain registration requirements or follow procedures and guidelines, the student organization will lose its recognition from the University.
and all rights granted to it through active status. Any funds existing as a balance within the organization’s SGA account are returned to the University upon the loss of recognition.

The following are circumstances which could result in the removing a Recognized Student Organization’s recognition:

- Continuous Inactive status. The length of time for a student organization to be continuously inactive before losing recognition is still to be determined by the Reinhardt University Division of Student Affairs.
- Hazing (as defined within the Reinhardt University Student Code of Conduct).
- Discriminatory practices.
- Violations of Reinhardt University policies or procedures as determined by the Office of Student Activities.
- Violations of local, state, or federal laws.
- Changes in the organizational constitution or governing documents which are in violation of University policies and procedures, or local, state, or federal laws.

**Appeals Process for Denial or Loss of Recognition of a Student Organization**

If a new student organization is denied recognition or if recognition is removed from an existing student organization, the group may appeal the decision within 5 (five) business days of receiving the written notice of the denial or loss of recognition to the Office of Student Activities. Appeals must be done in writing and given to the Recognized Student Organizations Appeals Board for consideration. The appeals board is a partnership between the Student Government Association and the Office of Student Activities are currently meeting to identify the composition of this board and the policies and procedures by which it operates.

The Appeals Board will review the appeal and make a recommendation on a decision within 5 (five) business days of receiving the original appeal to the Director of the Student Activities. The Director will then make a decision on the appeal within 5 (five) business days of receiving the recommendation from the Appeals Board and will notify the students in writing of its decision.

If the students wish to appeal the decision of the Appeals Board, they may do so in writing within 5 (five) business days of receiving the decision by giving an additional appeal to the Vice President for Student Affairs and Dean of Students. The Vice President for Student Affairs and Dean of Students will make the final decision on the appeal within 5 (five) business days of receiving the appeal of the Director’s decision and will notify the students in writing of her/his decision. This will serve as the ultimate and final decision on the appeal.
Withdrawal of University Recognition
Any student organization which voluntarily chooses to not maintain active status may withdraw their recognition from the University. This can be done through contacting the Office of Student Activities.

STUDENT ORGANIZATION RECOGNITION PROCESS

Annual Renewal for Recognized Student Organizations
All student organizations must update their registration information annually with the Student Government Association within the first two weeks of the fall semester. This period of time shall be considered a temporary/grace period during which the student organization may access all the privileges afforded to student organizations while they complete the annual registration process. Failure to complete the registration process by the end of the above time period will automatically result in a change from Active to Inactive status for the student organization. Inactive student organizations are not entitled to the same privileges granted to those student organizations that are officially recognized.

Student organizations renew their recognition status each year by submitting updated documentation (i.e. a Student Organization Recognition Form as well as their governing documents) and requesting recognition from Student Government Association. A renewal request does not guarantee recognition from Student Government Association.

Materials will be reviewed by Student Government Association to ensure that goals from last academic year were successfully met and that the funding received by the organization was used to reach those goals. An assessment of how the organization reached last year’s goals by Student Government Association and a combined assessment of how the organization reached its goals with the student activity fees they received. Student organizations may have to update their goals from the previous year or add new goals to be registered again for the next academic year.

A re-recognition presentation may be required if Student Government Association need more information or explanation of materials.

If the proposed organization has successfully completed all of the required, the Student Government Association will send the organization president and advisor a confirmation letter recognizing “official” Reinhardt University student organization status.

Recognition for New Student Organizations
To start a new recognized student organization, an interested student must complete the following steps:

Step 1: To start a new recognized student organization, an interested student must first set up a “new student organization meeting” with a staff member of the Office of Student Activities. A student cannot begin to form a new student organization without first setting up and attending this meeting.
After an initial meeting with a staff member of the Office of Student Activities, the interested student(s) will be granted some temporary marketing and advertising privileges to assist with forming a new student organization. These temporary privileges include:

- The ability to reserve a meeting room on the campus of Reinhardt University.
- Students with temporary marketing and advertising privileges who are seeking to start a new student organization may not host events, activities or programs; use the name “Reinhardt University;” do any fundraising or receive any donations; use or University vehicles.

Step 2: After the initial meeting with a staff member of the Office of Student Activities, the interested student(s) next need to determine interest for the proposed student organization on campus by meeting informally with other students.

Step 3: Once the interested student(s) have ensured that they have at least three (3) members interested in participating in the proposed student organization, they must complete and sign a Student Organization Recognition Form.

Step 4: Find a current faculty or staff member willing to advise your student organization. Have your Faculty/Staff Advisor of Record sign the Student Organization Recognition Form. Before gaining recognition, a student organization must have an advisor. The advisor must be a current full-time Reinhardt University faculty or staff member. Please refer to the advisor requirements section in the Handbook for Student Organizations for more details on what is needed for advisors.

Step 5: Draft student organization governing documents (i.e. mission statement, constitution and/or by-laws). Please refer to the Student Organization Governing Documents section of the Handbook for Student Organizations for requirements related to what needs to be included, they can be submitted to the Office of Student Activities. The constitution will then be reviewed for approval by the Office of Student Activities.

Step 6: Once the governing documents are complete, submit the documentation (i.e. Student Organization Recognition Form and governing documents) to the Office of Student Activities. The Director of Student Activities will review all documents. If any changes need to be made to the materials, the students will be notified so that changes can be made and the materials can be re-submitted.

Step 7: When all the above steps/paperwork are complete and they will then be forward to Student Government Association for its consideration. The Student Government Association will schedule a presentation time and location with the officers of the proposed student organization.

Step 8: Present the proposed organization to Student Government Association; explain the mission of the organization, the measurable outcomes of the organization, and how their organization supports the mission of Reinhardt University and the Learning Outcomes.
Step 9: Following the presentation to Student Government Association, the student organization may need to answer additional questions, modify and resubmit governing documents if necessary.

Step 10: If the proposed organization has successfully completed all of the required documentation and their presentation and governing documents contain measurable outcome goals that support Reinhardt University’s mission and vision as well as the Learning Outcome goals, the student organization will be recognized and will gain access to all of the privileges afforded to them by the University. The Student Government Association will send the organization president and advisor a confirmation letter recognizing “official” Reinhardt University student organization status.

STUDENT ORGANIZATION OFFICER AND ADVISOR WORKSHOPS

The Student Government Association in conjunction with the Office of Student Activities offers Student Organization Officer and Advisor Workshops throughout the academic year. These workshops will help student organizations become more familiar with University and policies and procedures as well as train student organization to plan events and understand their finances. The workshops have been designed with student organization officer and advisor success as the focal point. The workshops will help student officers and advisors properly manage their organization and successfully achieve their goals! Training is mandatory for all recognized student organizations to receive funding and to remain active.

Note: To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

STUDENT ACTIVITIES FAIRS

Each semester, all recognized student organizations are invited to participate in a Student Activities Fair. These fairs attract large crowds of students, offering student organizations great opportunities for recruiting new members and increasing their visibility on campus. Typically, Student Activities Fairs are held twice a year; once in September and again in January. Participation in the Fairs is free for recognized student organizations. Information on how to reserve a space for your organization will be forthcoming.
STUDENT ORGANIZATION MEMBERSHIP REQUIREMENTS

Membership requirements vary between different types of Recognized Student Organizations. Please read the following for the requirements for your organization:

- All Student Organizations must have at least three (3) Reinhardt University active student members.
- Active Student Members are defined as any student registered and taking classes at Reinhardt University that attend a majority of activities or meetings of the organization.
- At least 51% of the organization’s membership must be currently enrolled Reinhardt University students. Some student organizations may further define and limit their membership based upon non-discriminatory practices. Examples of further limitations include restrictions permitted under Title IX, limiting membership to Reinhardt University students, or appropriate G.P.A. requirements for honor societies.
- Individuals who are non-Reinhardt University students may join a student organization as non-voting members at the discretion of the individual student organizations. Student organizations may not discriminate against non-student members in a manner prohibited by law.
- Personal beliefs or viewpoint specific beliefs may not be used as criteria for membership or for eligibility to hold an officer position within the student organization, except that officers may limit to students who share the beliefs, values and purposes of the organization.
- Only Reinhardt University students may serve as officers in student organizations.
- To serve as an officer of a student organization, students must have and maintain a cumulative 2.0 Grade Point Average and carry a minimum of twelve credits at Reinhardt University.
- The organization must have a President (or similar role), Treasurer/Financial Officer and a Representative to serve on the Student Government Association.

STUDENT ORGANIZATION GOVERNING DOCUMENTS

All Recognized Student Organizations are required to have some form of governing document. This may come in the form of a constitution, by-laws, a statement of purpose, or other descriptive documents. Organizations wishing to make changes to their constitutions or other governing documents must submit them for review and approval to the Office of Student Activities.
All student organizations must have constitutions or other governing documents that include the following:

- The full name of the student organization.
- The stated purpose and/or mission of the student organization.
- A non-discrimination clause consistent with that of the University and prohibiting discrimination on the basis of race, ethnicity, sex, gender expression, sexual orientation, religion/spiritual belief, socioeconomic status, age, marital status, and veteran’s status.
- A definition of the student organization’s membership that is consistent with the University’s policies for student organizations.
- An outline of all officer positions and their responsibilities in the student organization.
- A provision for the election and removal of officers in the student organization.
- A provision for the selection and removal of the advisor(s) of the student organization.
- A provision for decision-making/voting processes in the student organization.
- A provision for amending the constitution that is inclusive of the membership of the student organization.

In addition, include in the governing documents at least 5 measurable learning outcome goals that your organization wishes to aSGAmplish over the academic year. These goals will support the mission of Reinhardt University and the University’s Learning Outcomes listed in the University’s Academic Catalog. Proposed student organizations are encouraged to meet with their faculty advisor and a staff member of the Office of Student Activities during the drafting process for assistance with goal setting and overall governing document construction.

STUDENT ORGANIZATION WEBSITES

Any officially recognized student organization may submit information to be included as part of the Reinhardt University website. The information must conform to established stylistic and informational standards, which govern the website. Each student organization which submits information to be part of the Reinhardt University website must designate one officer to be responsible for forwarding updates to the Office of Student Activities. The Office of Student Activities will review all information and make any changes needed to ensure that the content conforms to Reinhardt University policy.

STUDENT ORGANIZATION EAGLEWEB GROUP

Once the student organization is recognized by Reinhardt University, you may create a group for your organization on Eagleweb (https://eagleweb.reinhardt.edu/ics/Campus_Life). Student organizations will be required to keep their information current on their EagleWeb Group webpage. All official student organization activities must be included on the EagleWeb calendar. The Office of Student Activities will review all information and make any changes needed to ensure that the content conforms to Reinhardt University policy.
STUDENT ORGANIZATION FUNDING

Sources of Funds
If your organization needs money for programs and events, the Student Government Association through the Student Government Association may be a good place to begin. The Student Government Association appropriates funds each fall and spring to registered student organizations in support of their events, projects, programs and organizational support.

Please Note: Reinhardt University and the Student Government Association Constitution require that the Student Government Association make the allocation of monies to student organizations on behalf of the Student Government Association.

Student Organization Funding Process
All officially recognized student organizations have the privilege of applying for funding each semester from the Student Government Association. Student organizations may request funding by submitting the necessary paperwork.

Funding from the Student Government Association is not intended to fund all operation and programming needs of student organizations.

The Student Government Association will review and consider all funding requests. All recognized student organizations that request funding from the Student Government Association will receive an initial start-up amount each Fall and Spring semester.

Additional funding can be requested by student organizations through the form of a proposal presented to the Student Government Association. Supplemental funding requests will be reviewed by Student Government Association throughout the year for exceptional situations as determined by the Student Government Association.

When additional funding is sought beyond the initial start-up funds, the student organization, through their respective representative on the Student Government Association, must submit a Funding Request Form and related documents to the Student Government Association. The following documents must be included with a completed Funding Request Form:

- A narrative describing the proposal and how the funds are to be used. In addition, include in the narrative how the funding proposal supports the mission of University, the University’s Learning Outcomes and purpose of your student organization.

- A detailed expenditure breakdown for how the funds are to be used.

Once the Funding Request Form and related documentation have been received, the student organization must then present their proposal to the Student Government Association for consideration. The Student Government Association will use this material to help determine justifiable and appropriate funding.
The student organization must then present their proposal to the Student Government Association along with a budget which should list programs in priority order and a document listing measurable learning outcome goals. The Student Government Association will use this material to help determine justifiable and appropriate funding.

**NOTE:** To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

**Eligibility for Funding**
In order to receive and sustain funding for the academic year, all of the following requirements must be met:

- Each student organization must have a current registration form on file.
- Each student organization must have and maintain at least three active student members.
- Each student organization must maintain a status of “active.”
- Each student organization must maintain a faculty/staff advisor.
- Each student organization must appoint one member to serve as a representative to the Student Government Association.
- Each student organization is required to participate in Fall Festival and Spring Day.
- Submit a list of active members and officers before the withdrawal date each semester.
- Student organizations must serve the student body as a whole and must not have any policies or affiliations which discourage otherwise interested students from joining.
- The student organization’s membership and programs must be open to all Reinhardt University students in a SGArdance with other guiding policies.
- Funding must relate to the mission of the student organization and the student organization and its programs must support the mission of the institution.
- Advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop

**Funding Related Guidelines**
The SGA has established the following funding related guidelines:

- Any student organization or club that requests funding must be registered with the University through the Office of Student Activities and the Student Government Association.
- Funds do not carry over from year to year. Funds not used by the end of the academic year will be returned to the SGA aSGAunt. However, monies that have been raised by student organizations through dues or fundraising efforts and placed in an University Agency aSGAunt will be carried over from year to year.
- The Student Government Association is not obligated to allocate monies each semester to all organizations. Consideration will be given to organizations that contribute to the quality of student life on campus. All organizations are expected to have several activities each year and contribute to University sponsored activities.
- Student organizations and their members are not allowed to receive petty cash or cash advances or use the University Credit Card. However, student organizations can request for use of their allocated monies through Purchase Order Requests, Budget Check Requests and Reimbursement Requests.
Requests for expenditures must be approved by the student organization’s advisor, the SGA Treasurer, and the Office of Student Activities before the forms are submitted to the Business Office (forms are available in the Business Office, Student Affairs Print Room, and through the SGA Treasurer). All original receipts must be retained and returned to the SGA Treasurer for record keeping purposes.

The SGA Treasurer may make financial inquiries at any time. The SGA Treasurer may request that an organization receiving funds be able to document expenditures.

If the Student Government Association feels that monies are not being spent for the benefit of Reinhardt University and its students, it may withhold or deny future funding to a student organization.

The Student Government Association will review all conference fees or travel money requests.

The Student Government Association expects that all organizations, which receive funds, conduct its activities in a consistent and fair manner, and that all financial decisions be made by the majority of the membership.

Funding requests will be reviewed by deadline dates set up by the Student Government Association. All requests received after those deadlines will be reviewed at a designated time by the Student Government Association.

Student Organizations that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.

Any further expenditure incurred beyond what is allocated by the Student Government Association is to be handled at the expense of the club or organization.

Money from the Student Government Association will not fund:
1. Organizations whose aSGAunt balances fall below zero.
2. Events that have occurred prior to the submission of an allocation request.
3. Any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the organization, students, and/or University as determined by the Chairperson.
4. Political campaigns or publicly declared candidates.
5. Events that are held to raise funds; be it for the organization, a charity, or any other entity or cause. Student funds are not to be used for the purpose of making a profit; if an event were to charge admission for non-Reinhardt University students, the funds would only be able to go toward paying off the costs for that event.
6. Off campus activities, unless the event fulfills the following requirements:
   a. Officially sponsored/sanctioned by Reinhardt University
   b. Helps fulfill the purpose of the organization.
   c. Will enrich the Reinhardt University community.
   d. Cannot be feasibly conducted on Reinhardt University property.
7. Money from the Student Activity Fee will not pay debts incurred by an individual or organization. Any organization in debt at the time of a given allocation meeting is ineligible for funding.
8. Funds can not be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, disability or national origin.
10. Funds can not be used in the hiring of legal services or providing bail bond funds.
11. Funds can not be used as a financial support for personal non-contractual gain of any student, faculty member, or other person. [However, services may be compensated for rendered services (does not include fees for contractual services)].
12. Funds can not be used at any event that involves consumption of alcohol or illegal drugs.
13. Funds cannot fund scholarships in that they reward individuals and not the student body as a whole.
14. Funds may not be used for individual organization’s recognition awards or banquets.
15. Funds shall not be used to fund professional staff salaries as there are other funding sources available for salaries.
16. Allocated monies can not be transferred to an account at a bank.

A student organization requesting funds shall acknowledge that the Student Government Association has the authority to:

1. Require that all allocation forms be correctly completed.
2. Request additional information if needed.
3. Request that an organization resubmit or appeal an allocation request.
4. Approve or deny any allocation request.
5. Accept or refuse any late allocation requests. Late allocation requests are those that are not turned in to the Student Government Association by the posted deadlines.
6. Reserve the authority to review and audit all books and records to determine whether a given organization is using its allocated funds appropriately. In accordance with the policy and procedures of the Student Government Association, should a question of impropriety arise, the Student Government Association may respond with a number of possible actions.
   a. The Student Government Association may hold or freeze all spending of the allocated monies by the student organization. The account will remain frozen until such time as either a more thorough investigation or an adjustment in the activities of the organization yields a satisfactory resolution of the problem as determined by the Student Government Association. The particular amount of funding that was subject to abuse being revoked, with the incurred cost placed on the student organization, is a potential result following an investigation and/or adjustment.
   b. If substantial misuse of funding is discovered, the Student Government Association reserves the right to refuse consideration of the offending organization's allocation requests for such a time that is deemed reasonable. Examples of impropriety include, but are not limited to:
i. Falsifying numbers or documents presented to the Student Government Association.

ii. Utilizing approved funds for items other than for what they were approved.

iii. Dishonestly representing the nature of an event and its activities and hiding what would have rendered it ineligible for funding if the true nature of the event had been known.

iv. Creating illegitimate student organizations for the purpose of submitting allocation requests to circumvent the funding constraints put in place by the Student Government Association.

c. Student Organizations that have been determined guilty of such offenses will have due process afforded to them to defend their activities and appeal their suspension from the allocations process.

Reallocation of Unused Funds
It is SGA policy that on April 15 of each academic year, any and all leftover allocated funds must be returned to the SGA account. This policy is in place in order to make funds available for additional programs or projects. The unused funding return policy is in place to create a sustainable environment between individuals, departments and/or student organizations and the SGA, and is a crucial element of the SGA’s efforts to create the most fair and balanced budgetary practices. By returning all unused funds to the SGA, individuals, departments and/or student organizations are helping to make additional funding available to projects, individuals, departments and/or student organizations, and to make increased funding opportunities available that would otherwise not be accessible.

Policy Stipulation to be Included with Each Allocation Notification
In every allocation that the SGA makes, either through the Executive Board, Student Senate or the Student Government Association, there is at least one stipulation attached: “All unused funds must be returned/reallocated to the SGA on April 15 of current academic year.” This notification should be included in writing by the Treasurer along with the amount allocated by the SGA to all individual, department and/or student organizations who receive funding from the SGA.

Year-End Spending and Reallocation of Unused Funds Notice
Year-end spending and Reallocation of Unused Funds information is distributed by the Treasurer by email, posted on the SGA website, and posted on the SGA Eagleweb the first week in April. The deadline for year-end spending is April 15. If an individual, department and/or student organization intends to spend funds allocated by the SGA after April 15 they must notify the Treasurer in writing by April 15 of this intent. It is the organization’s responsibility to be aware of year-end deadlines.

STUDENT ACTIVITIES FEE GUIDELINES

Each full-time main campus traditional student pays a Student Activities Fee of $50 per semester. The fee is distributed at the beginning of each semester to the Student Activities Fee
Committee and is subsequently allocated by the Student Activities Fee Committee to appropriate bodies (Office of Student Activities and the Student Government Association) at that time.

Funds that are available for distribution by the Student Activities Fee Committee are entirely dependant upon the number of students that attend Reinhardt University in a particular semester, since the source of funds is from Student Activities Fee which every main campus full time student contributes. Consequently, the actual total figure that is available for the Student Activities Fee Committee to allocate varies and fluctuates.

**Student Activities Fee Allocations**

The Dudley L. Moore, Jr. Office of Student Activities will receive an amount determined by the Student Activities Fee Committee at the beginning of the Fall and Spring semesters. Monies will be based on audits from the previous semester.

The Student Government Association will receive an amount of monies determined by the Student Activities Fee Committee to be utilized by the Student Senate at the beginning of the Fall and Spring Semesters. Monies will be based on audits the previous semester.

The Student Government Association will receive an amount of monies determined by the Student Activities Fee Committee to be utilized by the Student Government Association at the beginning of the Fall and Spring Semesters. Monies will be based on audits the previous semester. All recognized student organization will receive an initial start-up amount each Fall and Spring semester from the Student Government Association. Additional funding can be requested by student organizations through the form of a proposal presented to the Student Government Association.

The Student Government Association will receive an amount of monies determined by the Student Activities Fee Committee to be utilized by the Student Activities Council at the beginning of the Fall and Spring Semesters. Monies will be based on audits the previous semester.

The Student Activities Fee Committee reserves the right to deny any Funding request for reasons that do not fulfill the Eligibility Requirements as outlined in Student Activities Fee Guidelines.

It is the duty of the Student Activities Fee Committee and its Chairperson to ensure that allocations are made from funds that are available for distribution.
POLICIES ON BILLING AND PURCHASING

All student organization expenses and contracts must be pre-approved by their advisor, the Student Government Association, Office of Student Activities and the Vice President of Financial Administration prior to any product/service purchase or contract commitment.

Expenditures
All expenditures over $300.00 must be approved in writing prior to purchase. When the approved expenditure is made, the SGA TREASURER ONLY must send the bills/invoices to the Business Office, along with the approval form, for payment. All student organizations must have its advisor, SGA Treasurer, and Director of Student Activities sign and approve all expenditures and purchases before they are submitted by the SGA Treasurer to the Business Office. Buying equipment, ordering equipment, etc., must be approved by the Student Government Association Treasurer, the Office of Student Activities and the Business Office before final arrangements are made on an order. Student organizations may make their purchasing/expenditure request through the use of Check Request Forms, Purchase Order Request Forms, and Reimbursement Request Forms.

Budget Check Requests
If an organization wishes a check prepared in advance for an event (i.e. for a speakers’ honorarium), a Budget Check Request, signed by the organization’s advisor, must be submitted to the Student Government Association Treasurer a minimum of fourteen days in advance of that event. The Budget Check Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. When preparing a check for a speakers’ honorarium, the University must have a contract.

Purchase Order Requests
For purchases or expenditures of $500.00 or more, the student organization must submit a completed Purchase Order Request, signed by the organization’s advisor, to the Student Government Association Treasurer a minimum of fourteen days in advance of that event or before purchasing materials. The Purchase Order Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. Once the Purchase Order has been approved and assigned a Purchase Order Number, the Organization must submit a Budget Check Request form that indicates that number [see Check Request procedures listed above]. Payment can only be made when the Business Office has the original receipt and has received an approved Budget Check Request form. The Business Office cannot issue a check on a Purchase Order without a Budget Check Request.

Credit Card Requests
The University Credit Card(s) can not be requested or used by student organizations.

Cash Advances
No student organization or its members can receive cash advances from monies allocated to that organization by the Student Government Association.
**Reimbursements**
Any organization with monies allocated by the Student Government Association can request to be reimbursed through a Reimbursement Request Form. However, no funds will be given without receipts and an advisor’s signature. The Reimbursement Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. Reimbursement forms must be turned in no later than two weeks after purchase.

**Loans**
The University forbids any temporary or permanent loans to student organizations. The University forbids any loans of student organization funds to any other organization or student.

**Contracts**
All contracts for services or purchases must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities, before submission to the University’s Vice President for Finance & Administration for final approval.

**POLICIES ON BANK ACCOUNTS**
Student organizations are not permitted to have off-campus bank accounts under the University's umbrella (ie: using the University's name and/or Federal Tax Identification Number-FEIN).

**POLICY ON AGENCY ACCOUNTS**
Recognized student organizations may establish Agency Accounts with the University's Business Office wherein they can deposit monies that have been raised through membership dues or fund-raising efforts. Monies deposited in an Agency Account will roll over from year to year.

Funds deposited into Agency Accounts can be accessed through the University's established expense policies (ie: through Purchase Order Requests, Budget Check Requests and Reimbursement Requests). Requests for expenditures must be approved by the student organization’s advisor and the Director of Student Activities before the forms are submitted to the Business Office.

**FUNDRAISING POLICIES**
At Reinhardt University, fundraising is a community endeavor. Students, faculty and staff are encouraged to participate in supporting the University. The Office of Institutional Advancement and External Affairs, through the Development Office, will coordinate the efforts of all. The Fundraising Policies and Procedures document is a guide that directs fund raising activities to achieve success across the campus.

For the purposes of this policy, the term “fundraising” refers to Recognized Student Organizations that intend to raise additional funds through the solicitation of donations (funds
and/or items), the charging of admission, or the selling of products or services. Fundraising may be for the benefit of student organizations themselves or for charitable groups.

If your student organization chooses to fundraise for a charitable group, the dollars cannot be placed in a student organization account. Any funds raised must go directly to the charity and any checks must be made out to the charity.

In order to maximize success, avoid duplication of effort, and assure adherence to the University’s professional priorities and policies, the Office of Institutional Advancement and External Affairs will serve as the coordinating agent for all Reinhardt University fundraising. Gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Reinhardt University and its affiliates shall require prior approval from the Office of Institutional Advancement and External Affairs of Reinhardt University.

The Development Office, under the supervision of the Office of Institutional Advancement and External Affairs, is the gatekeeper for all University fundraising. Monies raised by student organizations through fundraising efforts represent gifts as opposed to membership dues or fees for services. These funds must be deposited with the Development Office for recording and processing as gifts to the University after which the funds will be placed in the student organization’s Agency Account.

Please be aware that student organizations must adhere to the guidelines found in the University's Fundraising Policies and submit a Fundraising Project Request Form to the Development Office prior to beginning any fundraising efforts.

Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Monies are subject to local, state, and federal laws. Student organizations may sell materials related to the purpose of those organizations and may collect dues, initiation fees, and donations approved by the Office of Student Activities.

Student organizations are subject to the following restrictions using funds:

- All fundraising activities MUST be approved by the Office of Student Activities, reviewed by the Development Office, and the University Administration prior to beginning the activity or process.
- No organization shall have the right to disturb or infringe upon the privacy of the residents of the University residence halls, study lounges, dining halls, etc. (except with prior approval). Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate.
- The Advisor of each organization must approve all Fundraising events. In addition, all items to be sold for Fundraising purposes must be approved, prior to their being ordered, by the Director of Student Activities. Generally, fundraisers scheduled to occur during Orientation or Commencement will not be approved.
- All Fundraising efforts must be approved at least two weeks in advance of initiating efforts.
**Fundraising Efforts**
All funds raised on campus must be deposited in the Student Organization Agency ASGAunt. Fundraisers may not be conducted for private gain of individuals or for-profit businesses. Be sure to consult with the Development Office staff early in the fundraising planning process to ensure compliance with applicable rules and regulations. Fundraisers and solicitation of funds may be conducted outside university buildings by registered student organizations. Student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus.

**Tax-Exempt Status**
The ability of Reinhardt University to seek and receive philanthropic gifts and grants is dependent upon the continuing recognition of its tax-exempt status by the IRS. The University must protect this status by abiding by all relevant laws and regulations, including using its tax-exempt status solely for its own benefit and by not sharing it with other organizations.

A ruling by the Internal Revenue Service, dated January 6, 1999, states that Reinhardt University is exempt under section 501(c)(3) of the Code as an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii). This ruling is important for Reinhardt University because it establishes:

a) The exemption of the University from federal income tax and federal unemployment tax
b) The deductibility, for general income, gift, and estate tax purposes, of contributions by donors to the University.

**Requests to Conduct Fundraising Activity**
The primary responsibility for leading Reinhardt University in its fundraising efforts belongs to the President of the University with specific tasks delegated to the Vice President for Institutional Advancement and External Affairs (IAEA). Any faculty, department, school, student organization, employee or student of the University shall secure the approval of the President or, by designation, the Vice President for IAEA prior to engaging in any form of solicitation in the name of Reinhardt University or otherwise. Further, the Development Office must be consulted prior to the solicitation of individuals, corporations, foundations, government agencies or constituent groups to ensure the effective coordination of the University’s effort in fundraising.

Prior to any solicitation of gifts or contributions, a **Fundraising Project Request Form** must be submitted and approved by the Vice President for IAEA. (Appendix I).

**Fundraising Procedures**
The following steps will be completed for submission of the **Fundraising Project Request Form**:

1. The **Fundraising Project Request Form** will be submitted to the Director of Development via inner-office mail or in person prior to the onset of any fundraising activities.
2. Upon review and approval of the **Fundraising Project Request Form** by the Vice President for IAEA, the form will be returned to the applicant to begin the fundraising process.
3. For all proposals, direct-mail, or target market solicitations (see below for definitions), the applicant will submit all materials (including but not limited to applications, grant proposals, cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) to the Development Office for review prior to submission to the prospective donor(s). The Development Office will ensure that all included budgetary and financial information is correct and in line with Reinhardt University policy by seeking the approval of the Vice President for Finance and Administration.

4. Upon approval, all materials will be returned to the applicant and he/she may submit their request(s) for funding to the prospective donor(s). A copy of all materials submitted will be kept on file in the Development Office and entered into an electronic database.

5. All funds are submitted to the Development Office as soon as collected. The gifts will be posted to the aSGAunt that made the original appeal for its intended purpose. If gifts are initially received by the Development Office the original applicant will be notified of its receipt.

**Definitions of Fundraising Activities**

The Development Office includes the following in its scope of fundraising initiatives under its supervision, as defined by the Association of Fundraising Professionals:

1. Proposal: a written request or application for a gift, grant, or service.
2. Direct-mail fundraising: the solicitation of funds by mass mail, whether electronic or paper.
3. Target market solicitation: a group of potential donors or other constituents that have certain characteristics in common, toward which a concerted effort is to be directed.

Examples of activities to be coordinated through the Office of Institutional Advancement and External Affairs include, but are not limited to, the following:

a) Any program or event designed to solicit or acknowledge/recognize financial support and donors, including banquets, special events, Phonathons (telephone fundraising), golf classic events, etc.

b) Requests to private or public sources, such as foundations or government agencies, for the funding of new or existing academic programs or in support of individual faculty members, scholarships, students, staff, or projects.

c) All other programs or activities to solicit gifts.

**University and Non-University Fundraising Initiatives**

The University is aware that students and employees often engage in fundraising activities for which the University is not the intended beneficiary. These activities may range from campus based efforts to raise funds for groups such as the United Way or Habitat for Humanity or employee/student participation in their local churches or clubs.

As stated above, when the activities are intended to benefit Reinhardt University, they must be reviewed in advance by the Director of Development by submitting the Fundraising Project Request Form. When an activity is not intended to benefit Reinhardt University, administrative approval is still required from the Vice President for IAEA.
Prohibited Activities
Even when a fundraising activity is not one that benefits the University directly or is sanctioned by the University, members of the University community are prohibited from engaging in the following activities:

- Using home addresses from the University telephone directory to compile calling or mailing lists
- Using the Reinhardt University Alumni Directory to compile calling or mailing lists
- Using one’s status as a Reinhardt University employee or student to secure a gift commitment
- Using “blast e-mails” on the campus intranet system to solicit gifts

Reports of Private Philanthropy
The Development Office will be responsible for compiling official donor records on all gifts. Therefore, all subsections or parts of the University shall report all gifts to the Development Office, including bequests, deferred gifts, gifts-in-kind, gifts of land, stock gifts, and insurance policies, as well as checks and cash. These reports should be made in a timely fashion in accordance with these Policies and Procedures. (see Fundraising Procedures)

Public Statements on Gifts to the University
The Office of Institutional Advancement and External Affairs, in conjunction with the Development Office, will determine appropriate means of public recognition (i.e. press releases, Reinhardt Magazine, Honor Roll of Donors, donor stewardship) for gifts to the University. Each applicant for fundraising may separately recognize their donors if they so desire, but must submit this information, along with the Fundraising Project Request Form, to the Vice President for IAEA.

VEHICAL USAGE AND TRAVEL

Reinhardt University has established specific policies and procedures regarding vehicle usage and travel. Below you will find four specific items within these policies that pertain to student organizations. Please take time to read these complete policies which can be found the student organization WebPages.

Item # 1: All participants on student organization related trips (including students, faculty and staff) must sign the attached Driver-Travel Waiver and a copy of the completed waiver must be submitted to the Office of Student Activities prior to any trip (ie before the trip departs campus). The original copy of the completed waiver should be placed in a file maintained by the student organization advisor while another copy is kept on hand during the trip by the individual responsible coordinating the trip.

Item # 2: If organizations have a need to rent vehicles on a short-term basis (ie through Enterprise Car Rental) in conjunction with a University-sponsored event or trip, the Finance and Administration Office should be contacted prior to arranging for the rental.
Item # 3: All University-sponsored events (which includes all student organization related trips) must have drivers that are authorized and approved by the Finance and Administration Office. The insurability of all drivers must be determined prior to the departure of the trip and prior to renting any vehicle. The insurability and approval process is determined through a Motor Vehicle Record (MVR) check and through the successful completion of an on-line University-sponsored Defensive Driving Course. Please note that all drivers must be 21 years of age or older. Also note that this policy applies to both rented vehicles and personal vehicles that are used in carpooling.

Item # 4: Regarding the use of privately owned vehicles, the vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. There is no comprehensive collision, or other physical damage coverage provided for the employee’s vehicle.

INSURANCE COVERAGE FOR VEHICLES

University-Owned or Long-Term Leased Vehicles
To ensure insurance coverage, it is imperative that departments contact the Finance and Administration Office (FAO) whenever a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify FAO whenever a vehicle is transferred to another department, sold, or returned to the leasing agent.

Short-term Rentals
If departments or organizations have a need to rent vehicles on a short-term basis, the Finance and Administration Office (x5515) should be contacted prior to arranging for the rental. The rental must be in conjunction with a University-sponsored event. Driver insurability must be determined prior to renting the vehicle through a Motor Vehicle Record (MVR) check (see Motor Vehicle Record (MVR) Checks below). Please contact FAO x5515 for details. Allow at least three days for processing. All drivers are required to complete a University-sponsored Defensive Driving Course.

Other Rentals
An employee renting a vehicle for business travel not arranged through the FAO, i.e., at an airport, should rent the vehicle in his/her name as well as REINHARDT UNIVERSITY, i.e., Name/REINHARDT UNIVERSITY. The University's insurance coverage is primary and the employee's coverage is secondary. Rental insurance need not be purchased.

Personal Vehicles Used for University Business
The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. There is no comprehensive collision, or other physical damage coverage provided for the employee’s vehicle.
International Vehicle Use
If departments or organizations have a need to rent vehicles for approved University functions or business on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "REINHARDT UNIVERSITY/(driver's name)." Because there are differences in insurance requirements in foreign countries, the insurance provided by the rental agency should be purchased.

DRIVER REQUIREMENTS

Employees
Employees may be authorized to operate University-owned, leased, and/or rental vehicles on a regular basis as part of their job requirements under the following conditions: they are at least 21 years of age, have a valid Georgia driver's license for the class of vehicle they will be operating (MVR check), have reasonable experience driving the type of vehicle used, and complete a University-sponsored defensive driving course.

Defensive Driving Course
After an MVR check is completed and the employee has met the guidelines, the employee is required to complete the University-sponsored Defensive Driving Course. The employee must contact FAO at x 5515 to set up the training.

Students (whether volunteers or paid) and others (volunteers and non-employees) are eligible to operate a University-owned, leased and/or rented vehicle only under very specific circumstances. The need for students and/or volunteers to operate such vehicles must be approved in advance by both the FAO and the Vice President or equivalent administrative department head over the unit requesting such approval, and all of the conditions specified under Employees above must be met by the driver in question. Normally such approvals will be granted for on-campus driving only. This restriction applies to all types of college vehicles including golf carts. Student and volunteer drivers approved under this provision will be required to read and sign a waiver confirming their understanding of the insurance coverage if the use of private vehicles is involved.

Motor Vehicle Record (MVR) Checks
In January of each year, departments are required to submit a list of those individuals who will be driving University vehicles on a regular basis with license information to FAO. The MVR check must be completed prior to allowing the employee to drive the vehicle. Throughout the year, to add employees to their approved driver list, departments should contact FAO. MVR checks are performed yearly for all employees who are authorized to operate University-owned, leased, and/or rental vehicles on a regular basis.

Insurability
All drivers must meet the insurability standards mutually set between the University and its insurance provider. FAO determines driver insurability by reviewing the person's driving record. If an employee is required to drive a University vehicle as part of their job duties and is
determined to be uninsurable, the employee may be subject to disciplinary action leading up to and including termination. Violations that affect insurability are:

- Driving under the influence of alcohol or drugs
- Vehicular homicide/involuntary manslaughter
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Flee/elude police officer
- Drag racing
- Hit skip/leave scene
- Driving without owner consent
- Accumulating more than four points in a 24-month period

**CONFERENCES AND TRIPS**

The Office of Student Activities encourages our student leaders to participate in outside professional conferences and to plan and undertake appropriate field trips. Participation in such events exposes our students to new and innovative ideas and allows the University to interact with other institutions in a professional manner. The following regulations and guidelines pertain to such travel.

Student organization money may be used, if available, to finance such endeavors but these expenses should be included in the budget request (which is submitted to the SGA each semester). Such money may be used to cover the following expenses:

Travel costs ($0.405 per mile and no reimbursement for gasoline)

- Conference fees
- Hotel expenses
- Reasonable meal costs
  - Breakfast maximum cost of $10.00
  - Lunch maximum cost of $12.00
  - Dinner maximum cost of $20.00
  - Maximum 15 percent gratuity
  - If meals cover more than one person, please list the people eating.
- Organization money may not be used for the following types of expenses:
  - Alcoholic beverages
- Telephone calls
- Hotel room movies
- Personal items, etc.

Also, please keep in mind that you should plan for these trips well in advance since the Business Office needs at least two weeks to prepare any checks that need to be sent.
If a rented vehicle is to be used, a staff/faculty member must drive the vehicle for the duration of the trip. If a personal vehicle is used for the approved trip, the University may reimburse the driver at a rate of $0.405 per mile.

Student leaders should remember that they represent both the University and their respective organization when they attend such events. Therefore, behavior, decorum, and dress should be exemplary.

Any outside-the-University travel is liable (students should sign release forms) with potential group/personal liability. It is wise to consult the Business Manager, regarding this important issue, well in advance of the trip.

Naturally, the Director of Student Activities is willing to assist any organization in planning and conducting travel or to answer any questions pertaining to this topic.

SPONSORED ACTIVITIES

Student Organization Event Planning Process
Registered student organizations interested in planning events on campus must complete a Project/Program Proposal Form and submit it to the Director of Student Activities at least 2 weeks in advance of the event. Programs must have specific and measurable goals that support the mission of the organization as well as the learning outcome goals. These goals and other event details will be used in the event approval process and also in the funding process if the organization is requesting additional funds for the event. In addition, student organizations are expected to complete a risk assessment matrix score.

Once the event is approved by the Director of Student Activities, students must reserve space and ensure all logistical needs of their event are met. Following the event, student organizations should complete a Program/Project Assessment Form, submit one copy to the Director of Student Activities and keep one copy for themselves. This form will be used during future funding requests and during the re-registration process with Student Government Association.

Throughout the academic year, student clubs and organizations will sponsor rallies, booths, speakers, field days, and other activities. Reinhardt University has a responsibility to ensure that these events are conducted in an orderly fashion and that these events/activities are in the best interest of the University. It is important that major activities (Any event/activity other than regularly scheduled meetings.) be approved by the Office of Student Activities, and that the sponsoring club or organization work with the appropriate University agencies to ensure that the best forms of communication and planning are employed.

Any official activity involving a planned gathering of students, on or off campus, for social or educational purposes, shall be defined as a University related activity. This is to include activities on all Reinhardt University properties and on properties governed by Reinhardt University policies. Additionally, the Reinhardt University Code of Conduct applies to, and shall be enforced during, all University related activities. Students found in violation of the Code
of Conduct while participating in a University related activity shall be subject to disciplinary action.

ALL ORGANIZATIONS MUST NOTIFY THE OFFICE OF STUDENT ACTIVITIES AS TO WHEN AND WHERE THE EVENTS WILL OCCUR.

The Office of Student Activities will keep a schedule of these events. This includes Fundraising and programming.

**Registration of Sponsored Activities**

The Office of Student Activities must approve all events/activities held on or off the Reinhardt University campus at least three weeks prior to the event/activity. To register an activity, one must complete an Event Proposal Form and submit it to the Office of Student Activities. Event proposal forms are available in the Student Affairs Print Room.

All event proposal forms must be signed by the adviser of the club or organization prior to submitting the form for approval. **Incomplete forms will NOT be processed.**

**FACILITY USE POLICY**

The Office of Student Affairs is responsible for reserving all buildings and grounds on the Reinhardt University campus. Any student club or organization may reserve any University facility by:

Completing a Facilities Use Request Form (Available in the Student Affairs Print Room). Filing the aforementioned form with the Office of Activities two weeks prior to the specific event. Promptly responding to all communication from the Office of Student Affairs concerning the request.

**ADVERTISING GUIDELINES**

Any form of advertisement must be approved by the Office of Student Activities prior to its distribution on campus. Advertising which has not been approved will be removed and the individual(s) or club(s)/organization(s) may be sanctioned. To help reduce the use of paper on campus, *The Hiltonian*, the University website, University Facebook, Eagleweb and Reinhardt University email are great sources for advertisement for events and meetings. Please note the following:

The steps in receiving approval for signs or posters are as follows:

- Construct a poster, flier, sign, or other advertisement.
- Present one or more of the above to the Office of Student Activities for approval.\(^1\)
- Place the poster, flier, sign, or other advertisement in approved areas only (See Step # 2).

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\(^1\) All posters, fliers, signs, or advertisements of any kind must be stamped by the Office of Student Activities.
• Clear all posting privileges with the Academic Dean’s Office after initial approval by the Office of Student Activities.
• Stipulations regarding the placement of posters, fliers, signs, or other forms of advertisements are as follows:
  • All posters, fliers, signs, or other advertisements used by approved student clubs/organizations must be approved by the Office of Student Activities.
• Signs or posters may be placed on the various bulletin boards in the residence halls, Hasty Student Life Center, and other buildings upon the specific approval of the Office of Student Activities.
• Posters, signs, flyers or other forms of advertisement can be placed at Reinhardt Central located on the bottom floor of the Hasty Student Life Center.
• Bulletin boards in academic areas should not be used unless approved by the Academic Deans Office.
• No posters, signs, fliers or other forms of advertisement are to be placed on glass doors or glass areas. No posters, signs, fliers or other forms of advertisement are to be placed on walls.
• Posters, signs, fliers or other forms of advertisement must be placed on bulletin boards by thumbtacks. Staples, tape or adhesives are not allowed.
• Only approved student organizations can advertise on the Reinhardt University campus. Exceptions involving events of community interest shall be approved specifically by the Office of Student Activities.

Rules on displaying posters are as follows:
• No obscene material or references to alcohol or other illegal substances will be allowed on signage.
• All posters, signs, fliers or other forms of advertisement may be posted up to ten days prior to an event.
• Outdated posters, signs, fliers or other forms of advertisement must be removed by the advertising club/organization 48 hours after the advertised event. Any organization not adhering to this guideline may be sanctioned.

Unauthorized materials will not only be removed and destroyed, but also the organization will be fined for posting the unapproved materials. The fine will be $1.00 per flyer, which will be taken from the organization’s account and deposited back into the SGA account. The SGA Executive Board may choose to use the usurped funds in any way they choose.

STUDENT ORGANIZATION ADVISOR

The Office of Student Activities views the position of advisor to a student club/organization as integral to that group’s success. This is an exceptional opportunity to work with the University students in a non-classroom environment and should be viewed in a serious manner. The Office of Student Activities will make every effort to support, encourage, and work with advisors as opportunities arise. In order to obtain and retain recognition as a student club/organization, each student club/organization must have an active advisor.

**Selection of an Advisor**

Only faculty or staff members of the University may serve as a club/organization advisor. Selection of an advisor is by mutual consent of the club/organization members and the potential advisor. When an advisor is asked to become involved, he/she should be informed as to how long he/she is expected to remain the advisor. It is best that the advisor be asked to serve one year at a time so that possible changes of this position may be addressed yearly.

**The Role of the Advisor**

By sharing both knowledge about the University and personal experiences, the advisor can assist the organization in its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered. The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things she or he will do and the things she or he will not do. The expectations will vary according to the needs of the organization and the advisor.

An advisor should

- recognize and support participation in student organizations for its contribution to the educational and personal development of students;
- work with student organizations but not dictate the group’s programs or activities;
- be direct in offering suggestions, considerations or ideas, and discussing possible consequences;
- be well informed about the plans and activities of the organization;
- attend some meetings and consult frequently with the organization’s officers;
- know the goals and directions of the organization;
- help the organization evaluate its progress;
- be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
- provide a source of continuity within the organization and be familiar with the organization’s history;
- be familiar with university policies and procedures and help the organization comply with them;
- be aware of the general financial condition of the organization and encourage good record-keeping;
- help train and develop the leadership skills of new officers;
- be prepared to deal with major problems or emergencies within the organization; and
- monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.
**Purpose of an Advisor**
The advisor of a student club/organization should guide the organization in its activities and in its relationship to the University. The advisor should be knowledgeable of University policies and procedures, including the policies and procedures of the Office of Student Activities and the Student Government Association.

The advisor does not set the policy of the group but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any club/organization are ordinarily active only as long as they are students, the advisor can provide some consistency and continuity for the group.

**Responsibilities of an Advisor**
The responsibilities of the advisor are:

- To counsel and advise the club or organization and its officers in the planning of meetings and programs and in group management. The adviser need not attend all of the club/organization meetings and activities, but frequent visits would be appropriate.
- To serve as a resource, so that the club/organization follows University policies and procedures for operations and expenditures.
- To receive and carefully review monthly financial reports from the Student Government Association Treasurer. After review, these reports should be passed to the club/organization treasurer.
- The advisor should be knowledgeable of the club or organization’s purpose and charter and help the general membership adhere to them.
- To attend club or organization meetings.
- To attend club or organization advisor meetings.

**The Organization’s Responsibilities to the Advisor**
Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor about the activities of the organization.

An organization should:

- notify the advisor of all meetings and events;
- consult the advisor in the planning of all activities;
- consult her or him before any changes in the structure or policies of the organization and before major projects are undertaken;
- understand that although the advisor has no vote that she or he should have speaking privileges;
- remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor;
- communicate with the advisor about any problems or concerns;
- acknowledge that the advisor’s time and energy are donated and express appreciation;
- be clear and open about your expectations for the advisor’s role; and
- evaluate the advisor and give appropriate feedback at the end of each semester.
Suggestions for Effective Advising
The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have basic skill levels, you may need to be more actively involved with the organization. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising.

- Express sincere enthusiasm and interest in the group and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Provide feedback to the group and the leaders regarding their performance.
- Be familiar with the Institutional Rules on Student Services and Activities and this manual so that you can be a knowledgeable resource for the group.
- Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Following organization meetings, discuss any problems encountered during the meeting with the officers.
- Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist and facilitate.

Evaluation of an Advisor
A critical concern for the Office of Student Activities is that our students have high-quality experiences while participating in student organizations at Reinhardt University. In an effort to ensure that our students have such high-quality experiences, it is important that we evaluate the performance of advisors to clubs and organizations. The evaluation of the adviser is an ongoing process; therefore, we are introducing four tools that can be used to address the topic of evaluation without becoming burdensome.

Forms such as “Advisor’s Self-Evaluation Checklist”, “Advisor’s Evaluation Checklist”, “Discussion Questions for Evaluating the Advisors” and “Yardstick for Organizational Success” are available in the Office of Student Activities for you to utilize at your discretion as you assess your advising and the health of your club/organization. Although these forms will not transform you into an expert advisor, we trust that the ideas they present will help you make informed judgments about the quality of support you are providing to the organization you advise and the overall health of your organization.

The aforementioned evaluation tools were obtained from a book that the Office of Student Activities highly endorses for all student organization advisers: Advising Student Groups and Organization written by Norbert W. Dunkel and John H. Schuh. A copy of this book can be found in the Office of Student Activities. The purpose of each of these tools is to give you feedback regarding activities and traits that are central to your relationship with the organization and the overall health of the organization.

Please do not hesitate to contact the Office of Student Activities if you have any questions or concerns regarding the evaluation process. Also, please feel free to utilize any of the Office of Student Activities resources. The Office of Student Activities provides training for students and advisers, resources for program development, personnel to handle institutional contract...
management for performers and attractions, oversight for maintaining institutional standards, and staff with experience to assist student organizations and advisers with their group development.

RISK MANAGEMENT

Philosophy
The Office of Student Activities believes that our role is to balance student freedom and responsibility so that students can learn from their experiences in a safe environment. We encourage student organizations to work with the Office of Student Activities and organization advisors to plan safe and successful activities. Staff in the Office of Student Activities and are committed to working with student organizations to assist them in managing the risks that can occur in the course of student activities; including but not limited to risk of injury, financial risk and risk of violation of institutional rules and regulations. Services offered for student organizations include consultations with organization representatives and advisors on issues concerning: travel, event planning and organizational development. Office of Student Activities staff can also connect students with other risk management and event planning resources on campus.

Institutional Policy
All student organizations of Reinhardt University are subject to the rules and regulations contained in the Student Handbook, the Handbook for Student Organizations, and the Reinhardt University Code of Conduct. Student clubs/organizations that violate policies of Reinhardt University are subject to discipline by the Office of Student Affairs and/or the Student Government Association. The Office of Student Affairs and the Student Government Association retain the right to recommend that an organization’s official recognition be withdrawn if serious or continual violation of University policy occurs.

Student Organization Travel
Student organizations travel for many purposes: retreats, conferences, competitions and for fun. Traveling can help an organization aSGAmlish its goals and can serve an extremely valuable purpose. However, it is important to remember that travel is a high-risk activity. With proper risk management, your organization can reduce its travel-related risks.

The Reinhardt University Travel Policy is designed to ensure that student organizations adequately consider and plan for the safety issues associated with an event or activity involving travel. Registered and sponsored student organizations are required to comply with the university travel policy.

General Safety Tips for Car Travel
- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required safety restraint devices at all times when operating the vehicle.
- Never possess, consume or transport alcoholic beverages or illegal substances.
- All drivers must have valid drivers licenses and proof of insurance.
• Drivers should not drive more than 10 hours in any 24-hour period.
• Drivers should take a break at least every 4 hours.
• Check the condition and safety of all vehicles (even if using a rental vehicle) before starting your trip.
• All vehicles should have driving directions, emergency telephone numbers and the destination address.

**Fire Prevention and Awareness**
A fire can occur anywhere, causing a catastrophic event and irreparable loss of human lives. Because of the potential danger, student organization members need to understand and be knowledgeable of some basic precautions that need to be taken to reduce the risk of fire. A fire can occur anywhere, including venues used by student organizations to host events (off-campus clubs, apartments or houses).

When selecting a venue for a social function, there are several things to consider:
• Does the location have sprinklers?
• What is the occupancy limit? Do not exceed this limit.
• Are your decorations flammable? If so, have them fire-proofed or do not use them.
• Are the smoke detectors blocked or covered? Ensure that smoke detectors are in good working order and are not covered in any way.
• Do you know where to exit in the event of a fire? Remember, the best way out in an emergency may not be the way you entered.
• There are some student organizations which own or rent property for the purpose of housing members. These organizations need to comply with an annual fire safety inspection.
• Failure to comply with this can result in the cancellation of their registration as a student organization.

**Alcoholic Beverages**
Alcoholic beverages are not permitted in university facilities, athletic facilities or public areas of the campus or at University related/sponsored events and activities.

**University Policy on Firearms and Facsimile Weapons**
Reinhardt University prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition and knives on university property, including academic, administrative, special use, recreational and housing facilities, as well as all grounds and parking lots. This policy applies to students, faculty, staff and campus visitors. The only exceptions to this policy are for commissioned police officers.

**Date and Slave Auctions**
Equality, openness and sensitivity are strongly held values at Reinhardt University. The Office of Student Activities encourages student organizations to consider these values when planning events and activities.

Organizations sometimes hold “Date” or “Slave” auction events as a way to raise money. The Office of Student Activities understand that groups who hold these events, or have held them in
the past, usually do so with good intentions. We would like to challenge student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative events that could accomplish the same objectives.

“Date” or “Slave” auctions involves “bidding” on a human being for their services or the ability to spend time with a certain person. This process devalues a human being to the level of merchandise and implies a comparison of the relative “value” of each person being auctioned. This process resembles actual slave auctions, which are a real and tragic part of this country’s history. The university would like organizations to consider the safety concerns that arise as a result of “Date” auctions. When a person “wins” the ability to spend time with another person, there is no way of discerning their true motives.

Safety concerns exist if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know. For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, the Office of Student Activities believe that date and slave auctions should be avoided by student organizations at Reinhardt University.

_Crisis Response_
While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization’s needs. As a student leader, it is important to understand that crisis can happen to you and your organization. If this happens, know that you are not alone.

Outreach to the staff in the Office of Students Activities to assist you. It is important to be aware of your own feelings, perceptions and issues so that you can monitor your ability to cope with the difficult situation.

General crisis response plan
- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and a crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update it as needed.
- If medical attention is needed, attend to those needs before doing anything else.
- Contact 911 for off campus events and/or contact 702-720-5911 for emergency and non-emergency calls on-campus or get appropriate help.
- There is a network of outdoor emergency telephones on and around campus. These telephones are mounted in yellow call boxes, have a blue light on top and are clearly marked “EMERGENCY.” Pushing the call button activates a direct phone line with the University Office of Public Safety that will automatically pinpoint the caller’s location.
- Consult the medical release form (if available) for any special needs of victims.
Contact the appropriate authorities

- Notify the University Office of Public Safety.
- Notify your advisor if she or he was not part of the activity.
- Notify all organization members in a meeting.

Notify the Office of the Vice President for Student Affairs and Dean of Students in the event of a serious injury or death. In the event of a student death, do not contact family. This is best done by the appropriate authorities.

Statements about the incident

- Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.
- Following the accident, empathize with victims/families but avoid saying anything other than “We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available.”
- When more information does become available to you, your organization spokesperson should decide what information will be released.
- Consult with your university advisor and/or national representative to discuss what to communicate in a post-incident press conference or statement.

Post-Incident

- Cooperate fully with those evaluating the incident.
- Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation.
- If necessary, Counseling Services staff is available to provide outreach support to individuals and the organization. The Office of Student Activities can help facilitate requests for counseling.
- Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
- Learn from the event.
- You are not alone. The staff of Office of Student Activities is always available to help you through difficult situations by providing support and referrals.

**Electronic Security Essentials**

While the technologies on which we rely make our lives easier, they can also lead to trouble if they are not used with some care.

Consider the following:

- What might a future employer’s Internet search uncover about you or your organization? Will a Facebook or MySpace profile reveal anything about you or your organization that you would rather an employer not see?
- Does your organization have sensitive information on paper or in computer files from previous members (such as social security numbers on old tests)?
A lot of information is stored or accessible using digital devices. It is very important to treat your and your members’ personal information with extreme care. If you are ever in a position which makes you aware of other people’s private information, the law requires you to do everything you can to protect that information.

**STUDENT ORGANIZATION CONDUCT PROCESS**

When a student organization is charged with a violation of the Code of Student Conduct, the Vice President for Student Affairs and Dean of Students (or designee) will determine how the organization or specific members should be disciplined. The Vice President for Student Affairs and Dean of Students (or designee) will conduct an administrative hearing in accordance with the Student Handbook and the Policy Handbook for Student Organizations. Student organizations in violation of the University policy are subject to a maximum sanction of termination of recognition from the University, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor programs or events, loss of funds allocated by the University, restitution for damages, loss of facilities use, fines, or a written disciplinary warning.

Student organizations have the right to appeal any disciplinary sanctions as outlined in the Student Handbook and Policy Handbook for Student Organizations.

The following describes the Conduct Process for University Recognized Student Organizations:

Any student, University faculty, staff, student organization or member of the Reinhardt University community member may file charges against any student organization for alleged violations of the Student Code of Conduct. In addition, the University may initiate charges against a student when there is no other individual to act as Complainant. Charges will be prepared in writing and directed to the Office of Student Activities for processing. Any allegation should be submitted as soon as possible after the event takes place.

The Student Code of Conduct applies to all student organizations as well as to individual students. If an organization violates the Student Code of Conduct, the individual students involved also assume responsibility for the organization’s actions, recognizing that organizations cannot exist or act without the cooperation of individual members.

The filing of charges of Reinhardt University against a recognized organization does not preclude the filing of charges at Reinhardt University against an individual student nor the filing of civil and/or criminal charges against the organization and/or individual.

Reinhardt University defines a violation of “Group Offenses” as the following:

“A violation may include, but is not limited to, actions by organizations, societies, clubs, and similarly organized groups that result in violations of University policies. Sanctions for groups may result in permanent or temporary suspension, loss of recognition or charter, social probation, or other actions deemed appropriate by the University. An individual involved in a group offense and/or sanction can also be subject to individual charges and sanctions.”
Student organization members should review the Student Code of Conduct for a full description of Conduct policies, how complaints can be filed, different kinds of complaints, and how the Conduct processes and procedures work.

**Jurisdiction and Procedures**

Charges of violations of this policy by a recognized organization or individual student should be filed in the Office of Student Activities. The procedures for violations are in the Student Handbook.

**Violations and Sanctions**

Violations of this policy by a recognized organization may result in the minimum sanction of a one (1) semester probation, or seven (7) days of social, intramural and/or recognition benefits suspension, and a revision of the organization’s pledge education program, with a maximum sanction of withdrawal of University Recognition from the organization for a period of twelve (12) consecutive regular academic semesters.

Violations of Reinhardt University policy by a Reinhardt University student or student organization will result in sanctions consistent with the Judicial System, in accordance with policy defined in the Student Handbook or penalties authorized by Georgia Law.

For violations of University policy by a recognized organization, sanctions shall be defined as follows:

- **Probation**: A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; the imposing of a probation necessarily implies no additional sanctions.

- **Mandatory Activity**: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

- **Financial Restriction**: The repayment of the mandatory value of damages, losses, or injuries, within a specified period of time as a result of a violation of this policy.

- **Social Limitation or Suspension**: A specific length of time in which the organization is denied formal or informal sponsorship or participation in one or more of the following: inter or intra organizational social activities, formals, all University events or activities, or any other event of a social nature.

- **Intramural Suspension**: A specific length of time in which the organization may not participate in individual or team sports.

- **Suspension of Recognition Benefits**: A specific length of time in which the organization maintains University recognition but is denied one or more benefits of recognition which may include but is not necessarily limited to the following: Student Government Funding, use of University facilities, or office space or property.
• Withdrawal of University Recognition: A specified or unspecified length of time or series of conditions in which University recognition is withdrawn and cannot be regained by the organization. The organization and any resemblance of its membership ceases to function at the University, is denied all benefits of University recognition and no longer falls under the jurisdiction of the University organization membership, to regain University recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

NONDISCRIMINATION AND HARASSMENT POLICIES

Detailed information about the university’s nondiscrimination policy can be found in the Student Handbook.

Nondiscrimination Policy
In accordance with federal and state law, Reinhardt University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, age, disability, citizenship and veteran status. Pursuant to university policy, this policy also prohibits discrimination on the basis of sexual orientation.

Definitions of Discrimination and Harassment
Discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression.

Harassment as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, age, disability, citizenship, veteran status or sexual orientation when such conduct is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s or group’s academic or work performance; or of creating a hostile academic or work environment. The harassment does not exhaust the category of speech that is unnecessary and inappropriate to vigorous debate in a diverse community of educated people. An essential part of higher education is to learn to separate substantive argument from personal offense, and to express even the deepest disagreements within standards of civility that reflect mutual respect, understanding and sensitivity among the diverse population within the university and in the larger society. These are community norms, even though they cannot be enforced by disciplinary rules.

Verbal conduct is defined as oral, written or symbolic expression that personally describes or is personally directed at a specific individual or group of identifiable individuals, and is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological or academic idea.
Reporting of Discrimination and Harassment
A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy should report the incident to any university official, administrator or supervisor. Students are encouraged to report such incidents to the Office of Student Affairs.

Sex Discrimination and Sexual Harassment
In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The university encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment.

Definitions of Sex Discrimination and Sexual Harassment
Sex Discrimination, including sexual harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of sex.

Sexual Harassment is a form of sex discrimination that can occur when: the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or the submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting of Sex Discrimination and Sexual Harassment
A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any university official, administrator or supervisor. Students are encouraged to report such incidents to the Office of Student Affairs. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report sex discrimination or sexual harassment to the alleged offender.

ANTI-HAZING POLICY

Reinhardt University prohibits all forms of hazing by its students or organizations as defined by the Georgia State law.

Georgia State Law Hazing § 16-5-61. Hazing
As used in this Code section, the term:
a. “Haze” means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
b. “School” means any school, University, or university in this state.

c. “School organization” means any club, society, fraternity, sorority, or a group living together which has students as its principal members.

d. “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 of 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.


The Law, Rules and Information on Hazing

Under state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the dean of students firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.

The law does not affect or in any way restrict the right of the university to enforce its own rules against hazing. The law defines hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;

B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
C. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

The Rules and Regulations of the University provide that:
A. Hazing with or without the consent of a student is prohibited by the University, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
B. Initiations or activities by organizations may include no feature which is dangerous, harmful or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful or degrading, include but are not limited to:
- Calisthenics, such as sit-ups, push-ups or any other form of physical exercise;
- Total or partial nudity at any time;
- The eating or ingestion of any unwanted substance;
- The wearing or carrying of any obscene or physically burdensome article;
- Paddle swats, including the trading of swats;
- Pushing, shoving, tackling or any other physical contact;
- Throwing oil, syrup, flour or any harmful substance on a person;
- Rat court, kangaroo court or other individual interrogation;
- Forced consumption of alcoholic beverages either by threats or peer pressure;
- Lineups intended to demean or intimidate;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- Any type of personal servitude which is demeaning or of personal benefit to the individual members;
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Demeaning names;
- Yelling and screaming; and
- Requiring boxing matches or fights for entertainment.
**Hazing “Myths and Facts”**

Myth 1: Hazing is primarily a problem for fraternities and sororities.  
Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs and/or organizations.

Myth 2: Hazing is no more than foolish pranks that sometimes go awry.  
Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth 3: As long as there’s no malicious intent, a little hazing should be O.K.  
Fact: Even if there’s no malicious “intent,” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth 4: Hazing is an effective way to teach respect and develop discipline.  
Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who hazed them. Like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth 5: If someone agrees to participate in an activity, it can’t be considered hazing.  
Fact: In states with laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because, even if someone agrees to participate in a potentially hazardous action, it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth 6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.  
Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the questions in the next section. Make the following inquiries of each activity to determine whether or not it qualifies as hazing:

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to family members, to a professor or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?
- If the answer to any of these questions is “yes,” the activity probably qualifies as hazing.

Alternatives to Hazing

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. Following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience.

In many organizations, the very term “pledge” is often equated with hazing practices. Many national organizations have sought to eliminate this term in order to foster more positive attitudes toward the new members. Some substitute terms include “associate members” and “new members.”

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured and expect that others should be abused in order to gain “true” membership in the organization. You will also find that some of these individuals are likely to be bullies of the organization; people who enjoy a “power trip” at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating for your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives.


Educating to Eliminate Hazing

- Foster Unity: Have the members of your organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication and leadership skills. In organizations with houses, the group might work together on a room improvement project.
- Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.
- Develop Problem Solving Abilities: Have new members discuss organization weaknesses such as poor recruitment, apathy and poor scholarship, and plan solutions that the organization might then adopt.
- Develop Leadership Skills: Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles.
- Develop a peer mentor program within your organization for leadership roles.
- Invite university/community/business leaders into the organization to share their experiences.
- Instill a Sense of Membership: Plan special events when the entire organization gets together to attend a movie, play or religious service.
• Plan a “membership circle” where students participate in a candlelight service in which each person has an opportunity to express what membership means to them.
• Promote Scholarship: Take advantage of your university academic and tutoring services.
• Designate study hours for members of your organization.
• Invite university or community experts to discuss test-taking skills, study methods, time management, etc.
• Build Awareness of Organization’s History: Invite an older member to talk about the organization’s early days, its founding, special traditions and prominent former members.
• Aid Career Goals: Use university resources for seminars on resume writing, job interview skills and for information on various careers.
• Involve All Members in the Community: Get involved with campus and community service projects. Plan fundraisers for local charitable organizations.
• Improve Relations with Other Organizations: Encouraging new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

**Pledging**

Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, and the Reinhardt University community.

For the purposes of the policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a Reinhardt University-recognized organization is directly or indirectly conditioned, shall be presumed to be “forced,” the willingness of an individual to participate notwithstanding.

The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.

All Reinhardt University students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.

Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (member or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

**CREATING AN EFFECTIVE STUDENT ORGANIZATION**

Creating an effective student organization is challenging, but rewarding work. This section outlines many of the common issues that student organizations face throughout the year and offers valuable insight on strategies for handling these situations.
Constitution and Bylaws
Student organizations should adopt a constitution and bylaws that will help their organization function in an orderly manner. Constitutions and bylaws articulate the purpose and procedures of the student organizations. These governing documents are the backbone of the organization. The documents should be referred to when questions arise, reviewed annually and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these important documents so they are informed about the organization and its procedures.

A constitution will serve to clarify the organization’s purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of the organization and how it functions. Use the sample constitution below to guide your organization as you draft your governing documents.

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually only require a simple majority for passage.

Preparing a Budget
Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the organization’s plans into monetary terms;
- To provide a means of allocating limited resources among the organization’s activities; and to aid in tracking the organization’s actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group’s objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

Planning a Budget
Use the following questions to help your organization plan and prioritize your budget.

1. Why was your organization established? Review the purpose of your organization as stated in your organization’s constitution and bylaws.
2. What does your organization want to accomplish in the next year and how can your organization accomplish it? Develop goals and objectives that will help your organization fulfill its purpose.
3. What programs or events will help your organization meet its goals? Create a written program for the next year that will help your organization achieve its goals and objectives. The program proposal should include details such as how many people you think might attend, where it could be held and how much you estimate it will cost.
4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.
5. How will your organization pay for these programs? Now that your organization has organized your programs by priority, you will have a better idea of how much funding you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations and other student organizations that might co-sponsor your event.

**Designing a Budget**

If your organization has been in operation for more than a year, the easiest way to prepare a budget is to start by recording your last two or three years of financial data by year. This will allow you to compare trends and identify major expenses. For example, is the attendance at an event continuously growing? It will also point out areas where your organization is growing or declining and indicate areas where reductions and cost savings might be possible, such as an event where the funding for a component like decorations is never used. This historical information can then be used as a basis for preparing a current year budget. After reviewing the historical data, your organization can adjust the current budget to reflect the trends and changes that you have identified. For the event with the growing attendance, for example, the program budget will need to be increased. The budget for the event that does not require decorations can be reduced or rearranged. If your organization is new or has not kept financial records, begin creating a system now that can be used in the future. A budget can be designed as a simple chart or spreadsheet that breaks down your organization’s finances by program.

Your budget should include the following items:

- The name of the expenditure, event or deposit;
- The date of the event or transaction;
- A detailed description of transaction, such as the individual items purchased;
- The amount of funds that you have allocated for the expense or estimate that you will deposit; and
- A running total of the funds your organization has available.

Remember that a budget design is not one-size-fits-all. Student organizations have unique structures and goals that will be reflected in their budget. Organizations that have more complex events may wish to include more detailed information in their budget. Large organizations that use committees to meet their organization’s goals may need to divide their budget by committee.

The most important thing is that your budget design works for your organization and helps you to effectively manage your finances. While preparing a budget may seem cumbersome, an organization that operates without a formal budgeting process cannot effectively manage or plan its activities. A properly prepared budget allows organizations to identify goals and to take action to reach success.

**Retaining Members**

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.
**The Grape Principle**

**G is for Growth** – Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

**R is for Recognition** – Do you recognize members when great things occur in your organization? Don’t wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

**A is for Achievement** – A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment.

**P is for Participation** – Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions regardless of how long they have been with the organization.

**E is for Enjoyment** – Volunteering and working hard in an organization has to be fun. If being part of a group isn’t fun, why be a member? A student’s time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization.

*Adapted from: Ohio State University’s Student Organization Handbook (2003).*

**Running an Effective Meeting**

Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

**Before the meeting:**

- Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda and distribute it before the meeting so that members can be prepared.
- Choose an appropriate meeting time and length.
- Choose a location that is easily accessible for all members.
- A location on or close to campus is helpful for students who do not have their own means of transportation.
- Visit the location prior to your meeting to ensure that the space is appropriate for the size of your group and the activities you have planned.
- Advertise the meeting to your organization and potential new members.
- If possible, hold meetings at the same time and location every week.

**During the meeting:**

- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. Follow the agenda. End on time.
- Encourage discussion to get different ideas and viewpoints. Members like to see that their ideas have an impact on the decision-making process.
• Keep the discussion on topic and moving toward a decision.
• Keep minutes of the meeting for future reference.
• The leader or facilitator should model leadership skills such as staying on task, listening, valuing members and appreciating diverse points of view.
• Announce the date and time for the next meeting.

After the meeting:
• Write up and distribute the minutes within 2 days to reinforce the importance of the meeting.
• Discuss any issues that may have surfaced during the meeting with officers so that the issues can be addressed.
• Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
• Add any unfinished business to the next meeting agenda.
• Most importantly, give recognition and appreciation to the members for their contributions.

Program and Event Planning
Program and event planning helps your organization achieve its goals, teach leadership skills and foster camaraderie within your organization. However, it takes a great deal of pre-event planning to ensure success. The following list describes some basic programming tips that will help keep you on track.

Concept
• Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate, etc.
• Brainstorm the type of event and possible themes that will match your organizational goals. Examples: speaker, dance, fundraiser, trip, food, festival, athletic event, recreational tournament, etc.
• Determine which of the program ideas will work within your budget.
• Discuss options with your organization and advisor. Make a group decision.

Planning (Date and Time)
• Find a convenient date for members in the group and for the entertainment/guest speaker.
• Choose a date that does not conflict with other existing campus programs. For more information on scheduling, please refer to the “University Calendar”
• Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, plan a time between day classes when many students are on campus.

Entertainment/Speaker
• Determine the type of entertainment/guest speaker you would like to invite.
• Research local, regional and national possibilities and negotiate a fee.
Location
  • Project the attendance to make sure that you reserve an adequate facility.
  • Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

Budget
  • All costs associated with the event will be assumed by the registered student organization.
  • Project all expenses and incomes such as fees, advertising, security, food, etc.
  • Stay within the designated budget.
  • Brainstorm additional funding sources if you need more money.

Publicity
  • Design publicity strategies for targeted audiences.
  • Design promotions to fit the style and theme of the program. Be creative.
  • Make the publicity neat and accurate. Include the name of the program, date, time, place and ticket information if necessary. Be sure to follow UT Austin trademark guidelines as outlined on P. 16 of this manual.
  • Distribute publicity at least two weeks in advance.

Food
  • Determine food needs, as well as whether the program will be a dinner or reception. A dinner requires a full meal and a reception only calls for light refreshments, such as hors d’oeuvres.
  • Decide whether organization members will prepare the food or hire a caterer.

Safety & Security
  • Determine safety needs. Consult with the Office of Student Activities and the Office of Public Safety to ensure that you have considered all safety and security concerns for your event.

Implementation
  • Develop a list of tasks that need to occur before, during and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, hospitality, etc.
  • On the day of the program:
    o Arrive early to check on room arrangements and set up.
    o Prepare a brief introduction statement. For example, “Welcome to tonight’s performance presented by ________. If you are interested in attending or participating in more events like this one, please speak to a representative of our organization.”
  • Do an evaluation of the program at the next meeting and determine if you accomplished your program goal, record both positive and negative results for future planning; prepare
financial statement of actual expenditures; and send thank you notes to appropriate people.

**Accessibility**
It is important that your organization is accessible to all interested students. Reinhardt University is a wonderful community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

The Office of Student Activities is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, gender expression, socioeconomic status and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students.

Consider questions such as:
- Where do you hold your meetings?
- Hold your meetings in locations where all students feel comfortable and not in locations that might make some students feel unsafe.
- When do you hold your meetings?
- If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.
- Are your meetings and activities accessible to students with disabilities?
- Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or oppressive language?

Educate yourself and your organization on how racist, sexist or other forms of oppressive language can be very damaging.

How do you advertise your organization and its activities? If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization.

Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Relying only on word-of-mouth advertising has a limiting effect on diversity.

For more information, or to discuss issues of diversity, inclusiveness and equality more in depth, please contact staff members in Office of Student Activities.
**Community Service**
Community service, volunteerism and service learning enhance your college experience in many ways. The following are a few of the ways that the members of your organization can benefit from participating in community service:

- A strong sense of self-worth and pride;
- A new experiences, new friends, new possibilities;
- Increased independence and managerial skills;
- Improved decision-making abilities;
- Visibility and prestige in the community and on the job;
- Personal growth;
- Contacts for job advancement; and
- Satisfaction from helping to build a stronger and safer community.

If you are interested in doing community service, you may contact the Office of Student Activities.

**Leadership Transition**
Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership.

Here are some reasons why transitioning is important:

- Provides the new leader with significant organizational knowledge;
- Minimizes the confusion of leadership change throughout the entire organization;
- Outgoing leaders gain a sense of accomplishment and closure;
- Shares the expertise of the outgoing leaders with the incoming leadership;
- Increases the knowledge and confidence of the new leadership;
- Minimizes the loss of momentum and accomplishments of the organization; and
- Provides a sense of continuity among the membership.

Start Early

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.

Develop a mentoring program.

- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other’s roles and start building their team.
- Transfer the knowledge, information and materials necessary for the new officers to function well.
Make the Transition Smooth

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind organized files that will be helpful to the new person.
- Introduce incoming officers to advisors, other student leaders and university administrators.
- Orient incoming officers to resources used in the past.
- Submit a Student Organization Recognition Form with officer updates.

Add Your Personal Touches

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
- Have the officers go through organizational files together.
- Acquaint new officers with physical environment, supplies and equipment.

Share the Organization’s Structure and Documents

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Historical records, scrapbooks and equipment