
STUDENT ORGANIZATION HANDBOOK

College of Coastal Georgia

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1 INTRODUCTION

Student organizations are the lifeblood of any engaged campus and at the College of Coastal Georgia student organizations play an integral role in not only engaging students but in teaching valuable lessons outside of the classroom.

There are many positive benefits associated with being a recognized group on campus, including use of the College of Coastal Georgia name, ability to reserve space, funding through the Student Activity Fee allocation process along with other services offered through the Office of Student Life.

At Coastal Georgia, being a member of student organizations is a privilege, not a right. That privilege carries with it increased responsibility. Responsibilities associated with being a recognized group include abiding by policies laid out in the Student Organization Handbook as an organization and abiding by the Student Handbook and Code of Conduct for individual members.

Please use this Organization Handbook as a reference tool for many questions that may arise as you work with your student organization such as hazing, facilities and events, organization finances and travel. In addition to this handbook, you are also encouraged to contact the Office of Student Life with any additional questions.

2 OFFICE OF STUDENT LIFE MISSION STATEMENT

The mission of the Office of Student Life is to support the mission of the College by providing engagement opportunities outside the classroom that support the student's social, recreational, intellectual and personal development.

3 COLLEGE OF COASTAL GEORGIA MISSION STATEMENT

As a state college of the University of System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student-centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advance study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

4 RIGHTS OF STUDENT ORGANIZATIONS

Students and student organizations are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees and

protections afforded to and the responsibilities held by all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates judicial proceedings in a given situation. As members of the College community, students have a responsibility to know and follow the College conduct regulations and to follow their constitutions and Student Organization Handbook. Violations of these regulations will result in action by the Dean of Students or Office of Student Life.

As would be expected, standards for CCGA students and student organizations are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student or student organization may encounter can be anticipated in a written document. Therefore, students and student organizations are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. To access the CCGA Student Code of Conduct, go to: <http://www.ccgga.edu/StudentAffairs/>

or

<http://www.ccgga.edu/page.cfm?p=617>

5 DISCRIMINATION AND HARASSMENT

For a complete copy of the Non-Discrimination and Harassment Policy and directions on how to file a complaint, please go to: <http://www.ccgga.edu/page.cfm?p=682>

Excerpts from the Policy: *“The College complies with applicable State and Federal law which provides that it shall be an unlawful discriminatory practice for any employer, because of sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.*

The College further expects that all faculty, staff and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

Any person found to have violated the provisions of this policy will be subjected to appropriate administrative and / or disciplinary action, up to and including termination (faculty and staff) or expulsion (students).

Further, Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of race, color, creed, ethnicity, sexual orientation, religion, gender, national original, status as a war veteran, age or disability, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.”

6 HAZING

In compliance with state and federal laws, student organizations members must sign the anti-hazing statement form annually. This ensures that all club members are aware of Coastal Georgia's stance on hazing and repercussions for violations. All organization members are required to sign the anti-hazing statement.

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, regardless of the willingness of the participant.

Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "Treeings" (tying someone up and throwing food or other substances on them);
5. Paddle swats;
6. Line-ups (yelling at people in any formation or harassing them);
7. Forcing or requiring the theft of any property;
8. Road trips (dropping someone off to find his own way back);
9. Scavenger hunts;
10. Permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. Nudity at any time;
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. Requiring the violation of College, Federal, State or local law.

7 ADVISORS

For a faculty or staff member, advising a student organization is a great way to connect with students who have a similar passion or area of interest. Potential advisors should be aware of the time commitment and dedication it takes to fully support a student organization. If a staff or faculty member would like to become an advisor to a student organization, please contact the Office of Student Life. Main advisors should be full time faculty or staff. Organizations may have additional advisors who can be volunteer or part-time employees.

Advisors (at minimum) are expected to:

- serve as a sounding board for student organization ideas;
- arrange travel in conjunction with the Office of Student Life;
- intervene with conflicts as they arise;
- support the group in their endeavors;
- assist in communication between the Office of Student Life and student organization leadership;

- ensure that proper financial practices and CCGA policies are followed.

The Director of Campus Center and Student Life, along with the Vice President of Student Affairs, is available as a resource and can assist/intervene as needed.

8 STUDENT ORGANIZATION CATEGORIES

Student organizations are divided into different categories for administrative purposes only. The current categories are as follows:

- Academic
- Club Sports
- Diversity and Inclusion
- Governance
- Publications
- Religious
- Special Interest

The organizations are categorized based on their mission. A current list of student organizations can be found here: <http://www.ccgga.edu/clubs>

9 STUDENT ORGANIZATION GPA REQUIREMENT

Registered student organizations must have a minimum grade point average listed in the organization's constitution that ensures general members are meeting requirements for Satisfactory Academic Progress (SAP) and are not on academic probation and holds executive officers to a minimum 2.5 cumulative institutional GPA. (August 1, 2013)

9.1 ORGANIZATION RESPONSIBILITY

Each organization has a responsibility to follow the GPA policy and inform their organization members of the policy.

1. Constitution Requirements for the GPA Policy
 - a. Include Statement- All members, in order to remain active, must have a minimum grade point average of 2.0, must meet requirements for Satisfactory Academic Progress (SAP) and must not be on academic probation.
 - b. Include Statement-All Executive Board members/Officers, in order to remain active, must have a minimum grade point average of 2.5, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.
 - c. Create Statement (following your constitution for amendments) regarding protocol for addressing failure to meet the GPA policy by officers and members. Student Organizations have the freedom to determine severity of repercussions

from probationary status to removal from organization. Please be specific in your protocol.

2. Maintaining Active Status

In order to maintain the organization's active status and reserve all privileges to being an active student organization, the following must be adhered to:

- a. Organization leadership must provide to the Office of Student Life at the start and end of each semester a current list of members.
 - b. Organization leadership must provide to the Office of Student Life at the start and end of each semester, or upon request, a current list of Executive Board members/Officers.
- ## 3. The Office of Student Life will:
- a. Confirm the GPAs of each Executive Board Member/Officer to ensure that each is eligible by the policy. Advisors will be notified of anyone who did not meet the requirements and should follow what is outlined in the organization's constitution.
 - b. Confirm that everyone on the organizations' rosters is meeting the requirements for Satisfactory Academic Progress (SAP).
 - c. Confirm that everyone listed as founding members (for new student organizations) are meeting the requirements for Satisfactory Academic Progress (SAP).

10 COMMUNICATION

The Office of Student Life has several items in place to ensure that student organization records are accurate, they include (annual registration, end of semester/year reports, D2L). It is important that student organization leadership keeps the Office of Student Life up to date on changes to the leadership as those occur. The Office of Student Life will use email and D2L as their primary modes of communication to student organization leadership and advisors

11 COMMUNITY SERVICE

Student organizations are required to perform one community service activity each semester. Community service is defined as, **“services volunteered by individuals or an organization to benefit a community or its institutions.”** Organizations can meet community service requirements through a variety of ways and may sponsor a community service event, co-sponsor an event with another organization or office on campus, or take part in a service event already taking place in the community. The important part is that CCGA students are making an impact locally.

It is the responsibility of the student organization to track the community service project or projects for each semester and submit the records through the “End-of-Semester Reports” requested by the Office of Student Life in November and April.

For a listing of community service opportunities, organizations can consult with the Director of the Student Activities.

12 AMENDMENT(S) TO CONSTITUTIONS

Student Organizations who wish to amend their constitution should follow the process outlined in their constitution. Examples include, but are not limited to: changes in name, changes in mission, changes in officer elections, changes in membership requirements. The process includes approval by the Student Advisory Council which convenes two to three times a semester. Contact the Office of Student Life for details.

13 MEETINGS

Student Organizations should meet according to their constitution requirements. Meetings should be open to the entire CCGA student body and should be advertised as such.

14 MEMBERSHIP

It is the responsibility of the student organization leadership to keep a running roster of membership and ensure that each member has signed the Anti-Hazing Agreement. Student organization leadership must provide a list of current members to the Office of Student Life at least twice a year.

Recruiting members can be accomplished in several ways. The Office of Student Life can assist with your recruitment efforts. Here are some suggested ways to recruit new members:

- Host an informational meeting or information table
- Use social media
- Ask instructors if you can make a class announcement
- Make announcements at other student organization meetings
- Post flyers around campus
- Participate in the Student Involvement Fairs
- Host an event

15 RESOURCES

The Office of Student Life has resources available to you.

- Office Supplies
 - Laminating
 - Button Maker
 - Paper (Colored, legal, 11X17, card stock and poster paper)
 - Markers
 - Crayons

- Tape
- Glue
- Paint supplies
- Scissors
- Pens
- Pencils
- Labels
- Poster Board
- Check Request Forms
- Purchase Requisition Forms
- Fundraising Forms
- Petty Cash Forms
- Agency Account Info
- Storage and Mailboxes: Each student organization has a mailbox and storage area available to them in the office.
- Bulletin Board posting area: There is a bulletin board with all the clubs and organizations labeled on it on the 2nd floor of the Campus Center right in front of the TV Lounge. We ask that you please take advantage of this and please do not use another organizations assigned place.
- Campus Center Conference Rooms are available on a first come/first served basis when not reserved for meetings.
- Copying and Printing Services: the student assistant will be able to log you in on the copier and we ask that you save your work on a flash drive or email the student assistant with what you need printed from the computer up front. You must record how many copies and print outs you make in the Resource Book with the Student Assistant.
- Webpage Updates: You may email jlewis@ccga.edu with any webpage updates you wish to make to your organization's webpage.
- Digital Signage: Your event or announcement may be appropriate for digital signage. Please send your file in pdf (landscape) to jlewis@ccga.edu at least 2 weeks prior to your event with the timeline in which you want the advertisement to run.

16 FACILITIES AND EVENTS

Student Organizations are encouraged to utilize all of the facilities at the campuses of the College for meetings, programs, events and numerous organization activities. All facilities requests for on campus organization activities can be scheduled through the Office of Student Life. As such, the Director of the Campus Center & Student Life is the designated point person for all student organization room reservations.

Note that meetings or events will not automatically be approved upon submission. Once an event is approved, however, it is the responsibility of the organization to publicize the event.

Keep in mind that charges may be associated with facility usage. Charges can include anything from equipment usage, event set-up, custodial and security needs.

CONTRACTS

Contract requests for any organization programming (e.g. vendor, novelty, artist or speaker) must be submitted to the Director of the Campus Center & Student Life at least 30 days prior to the event date. The Director will review the contract request and negotiate the final contract terms with the contractor. Once a final price is agreed upon, the contract will be sent to the Business Office for final approval. Any travel or lodging arrangements for contractors will be placed under the supervision of the Director and the organization advisor.

COPYRIGHTS FOR FILMS

The College of Coastal Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The College recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display. Student organizations wishing to use copyrighted material for an event must show evidence of obtaining copyright permission to the Director of the Campus Center & Student Life. Before contracting or committing to show any films, please review the USG policy here:

<http://www.usg.edu/copyright>

PLANNING AN EVENT

All student organization activities and events are initially approved by the Student Activity Fee Committee through their funding of an event or by the Director of the Campus Center & Student Life through direct facility requests submitted by the organization advisor or organization executive leaders. As your organization's event calendar begins to take shape, it is recommended that any alterations in plans (cancelled or rescheduled events) be shared with the Director. Specific details of events (outside of normal organization meetings) should be discussed with the Director as well. ***See Appendix A for Event Planning Guide.***

Please note: If you are hosting an event that includes a visit by a local, state or national government official or other person deemed VIP, please have your advisor notify the Office of Student Life, the Office of Institutional Advancement and the Office of the President.

17 ADVERTISING

Posting signs and posters on the bulletin boards and in the classrooms is the responsibility of the event sponsor. Also review the [Posting Policy](#). Copies of the official comprehensive posting policy can be obtained in the Office of Student Life.

If student activity fees are funding your event, you must state this in your advertisement:

“This event is funded through College of Coastal Georgia Student Activity Fees.”

Suggestions for advertising for an event:

- Portal Calendar (via the Director of Campus Center and Student Life)
- Posters
- Email (via the Director of Campus Center and Student Life)
- Handbills
- Chalking (advance permission required)
- Information Table
- Digital Signage or Slide in advance of Stembler Theatre Events
- Announce in classes
- Write on Dry Erase boards in front of classes
- Word of Mouth
- Table Tents (with permission of venue manager)
- Announce at other events

18 CLUB SPORTS

Club Sports should refer to the Club Sport Handbook for additional guidelines.

19 STUDENT ORGANIZATION FINANCES

Twice each academic year, recognized student organizations receive funding through the student fee allocation process. Organizations are encouraged to spend organization funds wisely and honestly on effective programs and items that will not only improve the organization, but the campus community as a whole. In this section, organizations will find great detail on a variety of financial issues such as requesting student activity fees, purchasing food, fund raising and filling out financial paperwork.

Keep in mind that many financial transactions involving college funds, whether institutional funds or student activity fees, are tax exempt and the College will not reimburse any parties for items that are taxed. Tax exempt forms available from the Office of Student Life.

19.1 REQUESTING ACTIVITY FEES (ARTICLE III OF THE SGA CONSTITUTION – STUDENT ACTIVITY FEE)

Section 1.

Allocation Timeline - Budget packets will be available to student organizations at least 30 days prior to budget hearings by the Student Activity Finance Committee. Budget orientation sessions will be hosted for student organizations after budget packets are made available to assist students in completing the packet and to answer questions on budget rules.

Budget packets for Fall semester allocation decisions will be due by the last week in March and for Spring semester allocations will be due by the second week in November.

Budget hearings for Fall semester allocation decisions will take place the second week of April and for Spring semester allocation decisions by the last week in November. Decision letters will be emailed to the student organization president and advisor listed on the budget packet no later than the final day of classes of the current semester in which the organization has applied for funding.

Final decisions on budget allocations will be made publicly available through the SGA website.

Section 2.

Allocation Process – Student organizations will be required to meet with the Student Activity Finance Committee (SAFC) to discuss this request in early April for Fall allocation decisions and again in late Fall for Spring allocations. Organizations may bring up to three student members to that meeting. Failure to attend the meeting will automatically disqualify the organization for funding.

After reviewing all written proposals and meeting with representatives of each organization requesting funding, the SAFC committee will make recommendations to the Student Fee Committee for allocations. After approval is received from the Student Fee Committee, a recommendation is made to the CCGA President for final approval.

The SAFC Committee recommendations will be based on the following criteria:

- Quality and completeness of the written proposal.
- How the fees will serve CCGA students: In general, programs which serve larger numbers of students will receive stronger consideration than those which serve smaller numbers of students. Programs or activities which serve smaller numbers of students should provide exceptional advantages to the College; it is the responsibility of the proposer to make the case for why they should receive consideration.
- For organizations who received student activity fees for the current year, how effectively they spent those fees to serve CCGA students:
 - How many students were served by programs and activities?
 - What were the benefits of the programs and activities to students?
 - How knowledgeable is the presenter about how funds were used?
 - Did the organization use the funds as they were approved by last year's SAFC?

Section 3.

Use of Funds – All organizations which receive allocations must make all expenditures through the Office of Student Life and Business Services on the required institutional forms.

Requests for checks and purchases by an organization using student activity fee funds which have been allocated to their account must be signed by a designated student member of the organization and the organization advisor. No transfers may be made from one student organization account to another without the approval of the Vice President for Student Affairs or their designee.

Unexpended fund balances at the end of each semester will be returned to the general student activity fee fund account for reallocation during the next budget cycle.

Section 4.

Allocation Rules – Student activity fee funds may be used to fund worthwhile programs of clubs and organizations. This does not include the ordinary operational expenses of social fraternities and sororities, nor charitable causes or contributions for events that are purely social in nature.

However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the College community. The following guidelines apply to all student organizations receiving a student activity fee allocation. For more details regarding budget allocation guidelines and processes, please visit the SGA webpage at <http://www.ccgga.edu/page.cfm?p=609>

Please refer to Appendix B for spending guidelines.

19.2 FINANCIAL LINGO

- **Student Activity Fee (SAF)**-Fees that are paid by students and are allotted to student organizations via the Budget Allocation Process each semester.
- **Agency Account**-An account that student organizations can set up to deposit fundraised dollars into for access for non-SAF approved expenses.
- **Budget Allocation Committee**-a committee comprised of SGA members, at least 1 faculty member and 1 staff member.
- **Budget Decision Letter**: Emailed to the President at the end of the previous semester, this letter has the detailed information regarding funds allocated to your organization. You may only use what you were approved to use.
- **Check Request**: A check request is used for reimbursement for expenses, payment to a vendor, travel advance, etc.
- **Fundraising**: Collection of dues, in kind donations of goods or money, or selling items to raise funds for the organization.
- **Per Diem Certification**: A form used to certify that per diem regulations were food is purchased.
- **Petty Cash Voucher**: If a purchase is \$100.00 or less, you may complete a petty cash voucher for advanced funding or reimbursement. Note: there is a monthly petty cash limit of \$100.00 for any organization budget.

- **Purchase Requisition:** When there is a need for supplies or services, a Purchase Requisition Form must be completed. No orders are to be placed by anyone other than the Procurement Officer.
- **Tax Exempt:** The College does not pay tax, so it is up to the purchaser to obtain a tax exempt form from the Office of Student Life.

19.3 APPEALS TO SAF ALLOCATIONS

Student organizations may appeal allocation decisions or request additional funding or changes in funding allotments by emailing SGA@ccga.edu with their request.

19.4 GENERAL DOS AND DON'TS OF SPENDING

- **DO** plan ahead. Ensure that you give plenty of time to Office of Student Life and Business Affairs to process your requests.
- **DO NOT** use your own money and seek reimbursement for items more than \$100. The college has policies and procedures in place to help you make large purchases. PLAN AHEAD
- **DO** ask lots of questions when completing paperwork.
- **DO NOT** forget to bring a Tax Exempt Certificate with you when making purchases. You will not be reimbursed for tax.
- **DO** give yourself at least 30 days for travel, large purchases and contracts. A lot of hands touch that paperwork and it needs enough time to make it to the final authority.

19.5 COMPLETING FINANCIAL PAPERWORK

Please see Appendix C for a Guide to completing Financial Paperwork

19.6 APPROVALS FOR FUNDRAISING, DONATIONS & SOLICITATION

Organizations that wish to raise money, accept in-kind or cash donations from businesses or donations from students for organizational activities must submit the **Student Organization Fundraising Request Form**. https://ccga.qualtrics.com/SE/?SID=SV_5bx8EDpTt9RxTH7 . This form should be completed at least two weeks in advance of the planned activity or donation acceptance/solicitations.

All **ON -CAMPUS** fundraising activities must be approved in advance by the Office of Student Life.

All **OFF-CAMPUS** fundraising activities must be approved by the Office of Institutional Advancement as well as the Office of Student Life. The Office of Institutional Advancement holds final approval for all off-campus fundraising. Appeals should be directed to the President of the College.

All fundraising activities must be held under the supervision of a campus organizational sponsor or appropriate faculty or staff member. Individual fundraising without organizational involvement and supervision is prohibited.

All funds raised MUST be deposited into an agency account at the college's business office within 48 hours of the event. The use of funds in the agency account will be disseminated at the discretion of the organizational advisor and be in accordance with the constitution and by-laws of the organization and be in compliance with the college's guidelines for appropriate use of

funds. USG Policy here:

http://www.usg.edu/business_procedures_manual/section14/manual/14.5_agency_fund_groups/

General Dos and Don'ts of Fundraising

- DO plan your fundraiser in plenty of time to ensure proper approvals.
- DO NOT plan a fundraiser that includes “double dipping.” For example: charging students for a movie that is paid for by SAF Funds.
- DO have an immediate plan for depositing your money. Campus Police can help you with this process.
- DO NOT keep fundraised money in your or your advisor’s possession. It must be secured immediately following collection.

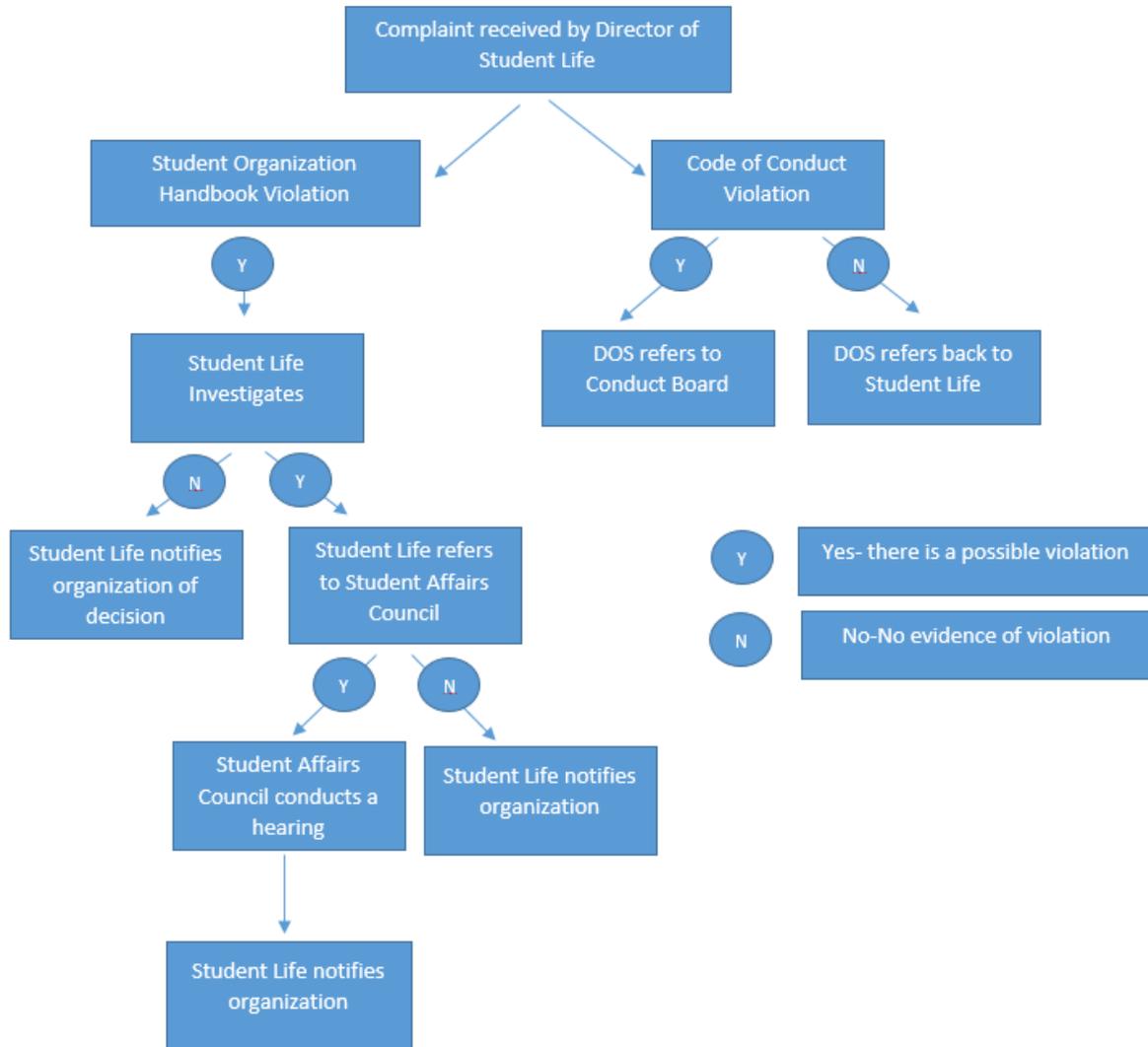
20 STUDENT ORGANIZATION TRAVEL

The Office of Student Life supports student organization travel to conferences and events that both enhance the organization and the institution. Student organizations should plan carefully when requesting funding for travel as the Student Activity Fee Committee will fund trips on a per traveler basis and will not fully fund any trip. Student organization members should expect to fundraise and/or contribute personal funds to cover travel costs. The CCGA Website provides travel resources and guidelines here: <http://www.ccgga.edu/page.cfm?p=685>

Please refer to Appendix D for the Student Organization Travel Checklist.

21 STUDENT ORGANIZATION CONDUCT PROCESS

Should a complaint be made against a student organization, the Director of Student Life, in consultation with the Dean of Students, will determine if there is a potential Student Code of Conduct violation. If yes, the Director of Student Life will forward to the Dean of Students for investigation. If no, the Director of Student Life will conduct the investigation.



Decision letters are sent via email to the president’s email as listed in the registration survey and student’s student email or to the individual respondent.

Appeals will follow Section X of the Student Code of Conduct-Appeals Process for Policy Violations That Do Not Include Sexual Misconduct or Academic Integrity.

Advisors may serve as advisors to the student leaders if the advisor is not named as a respondent or has not been called in as part of the investigation.

22 WITHDRAWAL STUDENT ORGANIZATION RECOGNITION

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the USG. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of

students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of USG institutions, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents, or responsible members, knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one (1) calendar year from the date of determination of guilt.

Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one (1) year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization that relates to the use of the property leased, rented, or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above.

All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter (BOR Minutes, 1989-90, p. 384).