



*Office of Student Life*

## **Student Organization**

### **Handbook**

**2024-2025**

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## **Introduction**

Student organizations are the lifeblood of any engaged campus. 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.

## **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.

## **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.

## Definition of a Student Organization

A Student Organization is an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) of which two or more the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

## How to Start a Student Organization?

1. Create interest with five or more currently enrolled students
2. Find a current faculty/staff member willing to serve as an advisor or co-advisor
3. Create/Revamp a working club/org constitution with advisor and receive Clery acceptance
4. Complete the Organization Registration Form: <https://ccga.presence.io/form/organization-registration>
5. Follow Student Life on social media for the most up to date information on our events!

## 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: <https://www.ccgga.edu/studentlife/studentresources/student-conduct-handbooks/>

## Student Organization Categories

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

- Academic
- Club Sports
- Community & Belonging
- Governance
- Publications
- Religious
- Special Interest

The organizations are categorized based on their mission. A current list of student organizations can be found here: <https://ccga.presence.io/organizations>

## Student Organization GPA Requirement

Registered student organizations must have a minimum grade point average listed in the organization's constitution that ensures all members are meeting requirements for Satisfactory Academic Progress (SAP) and are not on academic probation and holds executive officers to a minimum 2.0 cumulative institutional GPA.

## 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, and changes in membership requirements.

## Organizational Structure

Typically, these leaders are in the following positions: President, Vice-President, Treasurer, and Secretary. The following is a typical breakdown of each position's responsibility. Some clubs may have, depending on the nature and setup of the club, different positions. Club sports are also permitted to utilize different names for positions to align with their respective sport's nomenclature, i.e. Captain, Co-Captain, Manager, Player Personnel, etc. Regardless of name, the duties of the positions would be consistent with those listed below.

- **President:** Oversees all functions of the club. Works closely with the Office of Student Life and Mariner Recreation. Delegates club responsibilities to the other officers and/or members. Will represent the club on many topics.
- **Vice President:** Handles the day-to-day operations of the clubs. Reports issues to the President and works with other officers and members.
- **Treasurer:** Deals with all money-related issues. Responsible for submitting the necessary paperwork to complete all monetary transactions in a timely manner and the club budget, which includes attending any funding or budget-related meetings. Submits receipts/invoices, check requests, purchase orders, etc. to the Office of Student Life; oversees the organization account(s) and ensures all club bills are paid on time.
- **Secretary:** Responsible for the upkeep of membership, updates the club on all communications, informs members of dues, works with the Treasurer to ensure only dues-paying members are active, keep and distributes minutes of all meetings, and emails minutes of each meeting to the Office of Student Life.

In addition to these officers, the club may have other members in charge of fundraising, scheduling, and promotions. All the clubs will submit a list of their new officers to both the Office of Student Life at the beginning of the school year and immediately after any change in leadership. See the section on Officer Duties for a more thorough listing of responsibilities.

## Membership

It is the responsibility of the student organization leadership to keep a running roster of membership and ensure that each member has signed student organization handbook. 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

## Officers

The responsibilities listed below should be considered guidelines and not a complete listing of the representative's duties. Each club must elect, appoint, or designate two responsible student representatives to perform the following duties:

- Attend and participate in the leadership training and budget sessions
- Schedule and attend monthly meetings
- Inform club members of policies, procedures, expectations
- Submit required forms complete and on time
- Arrange facility reservations
- Assure that all financial obligations are met
- Maintain an accurate membership roster

## Recruitment Tips

- Sign up for a table at the student involvement fair held early each semester.
- Take down emails and phone numbers and contact them regularly about your clubs' activities, meetings, times, and places.
- Be visible! If you have team shirts then designate a team shirt day.
- Get articles about your student organization in publications; wins, losses, and any other activities.
- Create social media accounts to connect with members and potential members where they are.

## Advisors

Each student organization is required to have one active advisor from the College of Coastal Georgia faculty or staff. Secondary advisors are permitted, but the primary advisor must be a full-time employee of CCGA. The advisor serves as a consultant for their individual club in their day-to-day operations and special events. 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. Organizations may have additional advisors who can be volunteer or part-time employees. The following is a list of some things that begin to define the role of advisor:

- 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
- Serve as a sounding board off which students can bounce new ideas
- Support the group and its mission
- Intervene in conflicts between group members and/or officers
- Arrange any travel in coordination with Mariner Recreation/Office of Student Life

The Director of Student Engagement and Coordinator of Student Life, along with the Assistant Vice President of Student Affairs/Dean of Students, are available as a resource and can assist/intervene as needed.

## Maintaining Active Status

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

- Organization leadership must provide to the Office of Student Life at the start and end of each semester a current list of members.
- 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.

The Office of Student Life will:

- 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.
- Confirm that everyone on the organizations’ rosters is meeting the requirements for Satisfactory Academic Progress (SAP).
- Confirm that everyone listed as founding members (for new student organizations) are meeting the requirements for Satisfactory Academic Progress (SAP).

## Office Space Access

Designated Work Space with access and authorization as follows:

<b>Student Government Association *Executive Board Members President/Vice President/Secretary, Senators, and invited guests</b>	<b>Student Assistants – Paid Positions *Overboard Entertainment/The Crew and invited guests</b>	<b>Student Leaders – Club/Org *Executive Board Members President/Vice, Secretary, Treasurer, members, and invited guests</b>
Far right/top cubicle – SGA members	Far right/bottom cubicle – computers, phones, supplies, etc.	Far left two cubicle rows (2 cubes, 4 computers, club/org drawer spaces)
Front desk/table/equipment use – request access for copying/printing, etc.	Front desk/table/equipment use – all access	Front desk/table/equipment use – request access for copying/printing, etc.
Supply cabinets, table, and counter – request access	Supply cabinets, table, and counter – all access	Supply cabinets, table, and counter – request access

Note: The Office of Student Life office hours are to be adhered to at all times; no early or late access for safety and security reasons. Campus members, community partners, and the general student body population are welcome to enter the office during the designated hours for assistance with programming questions, concerns, and appointments. Guests who are not affiliated with SGA, do not serve as Student Life Student Assistants, or are not recognized as Student Leaders may only access designated areas with an explicit invitation from an approved student or staff member. The office is for club/org is designated for official planning and programming events.

## Presence

Presence is a platform to implement programming procedures and recognize programming events from student clubs and organizations.

To Access Presence

- CCGA Portal: Click on the Presence tab on the left-hand side
- CCGA App: After download click on Groups and Clubs



- Download Presence App:
  1. Go to your App Store or Google Play
  2. Search “Modern Campus Involve”
  3. Click Download
  4. You can view all student organizations and events.

[Presence Training - College of Coastal Georgia](#)

## Event Registration

All events and meetings hosted by student organizations must be register through the event registration form:

<https://ccga.presence.io/form/event-registration>

Please make sure this form is filled out the SUNDAY TWO WEEKS prior to your event. Failure to do so could result in a denial of your event and/or inability to fulfill your request(s).

The information you provide here will be available to the public and listed on Presence's Event Page, so please be as detailed as possible and double-check for typos and grammar. The personal contact info you provide will remain private.

If your event requires purchasing, please complete the Spending Request Form directly after completing this form.

[Political Campaigns](#): The President of the College may authorize the use of institution facilities for political speeches; however, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the President. The use of College materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

## Facilities and Events

Student Organizations are encouraged to utilize all the facilities at the College for meetings, programs, events, and numerous organization activities. All facilities requests for on campus organization activities can be scheduled Presence’s event registration form at <https://ccga.presence.io/form/event-registration>.

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 advertise the event.

## Contracts

1. Complete the Event Registration Form: <https://ccga.presence.io/form/event-registration>
2. Fill out the CCGA Contract – Are you planning to use an off-campus vendor?
3. Student Life will contact your student organization and guide you through the contract process.

## Advertising

Posting signs and posters on the bulletin boards and in the classrooms is the responsibility of the event sponsor.

Please view the Posting of Materials Policy: <https://fishnet.ccg.edu/policies/displayPolicy.php?pid=13>.

Suggestions for advertising for an event:

- Mobiles (Similar to Windchimes)
- Banners (Big Paper)

- A-Frames/Sandwich Boards
- Weighted Balloons
- Doorhangers
- Lawn/Yard Signs
- Table Tents (Student Life has a template)

- Bookmarks
- Invitations
- Tickets
- Postcards
- Bullhorn
- Wrapped Messages/Items (e.g. Candy)
- Puzzle Pieces
- Door Prizes
- Footprints
- Portal Calendar (via the Office of Student Life)
- Posters
- Email (via the Office of Student Life)
- Information Table
- Digital Signage
- Announce in classes
- Word of Mouth
- Announce at other events
- Info Tables
- Social Media

## **Tips for Running a Successful Student Organization:**

- Stop by and check your mailbox at least once a week.
- Meet with Student Recreation Specialist - Club Sports & Intramurals at least once every two weeks.
- Hold a business meeting at least twice a semester.
- Plan! Plan for the events a semester ahead. This will reduce the amount of stress and work for your club officers especially during budget submission time.
- Work with other established club sports and student organizations. They will also have lots of resources.
- Delegate! One person can't do it all!
- Ask questions! The Office of Student Life is available as a resource. If you don't know or need ideas for things don't hesitate to ask!

## **Student Organization Finances**

Once each academic year, recognized student organizations receive funding through the Budget Hearing 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. In this section, organizations will find details 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.

## **Requesting Activity Fees (Student Government Association)**

## Financial Lingo

**Student Activity Fee (SAF)** - fees that are paid by students and are allotted to student organizations via the Budget Allocation Process.

**Custodial 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.

**Fundraising** - collection of dues, in kind donations of goods or money, or selling items to raise funds for the organization.

**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, no reimbursement for items purchased from the campus bookstore, no refund of tax and no petty cash refunds between June 15<sup>th</sup> – July 2<sup>nd</sup>.

**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.

## Budget Allocation Process

This section details important information regarding the budget allocation process including budget training sessions, necessary requirements for budget requests, and the budget hearing, that are essential for you and your clubs/organizations success within this process. Please take a moment to read the following three-step process carefully.

- **STEP 1 – PREPARE**
  - To be successful in the budget allocation process, you will need to understand the mechanism used to evaluate your budget requests. Therefore, we will gladly assist in budget training sessions if you wish to have one.
  - Budget Training PowerPoint – We will offer a recorded budget training PowerPoint to help prepare you for this process.
  - Budget Planning & Survey Submission Deadline – AFTER you watch the Budget Training PowerPoint, you will need to schedule a meeting with the leadership of your organization to discuss plans you have for BOTH FALL AND SPRING terms. Think about the purpose of your organization and what you want to accomplish. Sit down with a calendar and talk through what you think your organization will want to achieve for the year and what funding you will need to do so.
  
- **STEP 2 - SUBMIT:**
  - You will need to submit your request forms only when you have carefully considered your requests and are ready to turn them in. Budget requests will be submitted online by the form provided by the Student Government Association.

- The Budget Training PowerPoint will go into detail on how to accurately complete this form. Please make every effort to watch the PowerPoint so your organization is not at a disadvantage for the budget process because you completed the form incorrectly. Also remember, you will be making requests for both Fall and Spring semesters on this form. Please plan accordingly.
- Complete the BUDGET SUBMISSION FORM and submit it by the deadline provided by Student Government Association. Late submissions will be penalized or not accepted. Please be on time with your request.
- STEP 3 – PRESENT:
  - Lastly, it is ideal for your club/organization to collectively put together a PowerPoint of your budget request, for your representative(s) to present. This will allow the budget committee to better understand your requests and give you the opportunity to explain your club's/organization's goals for the upcoming semester. CLUBS ARE ALLOWED FOR 2 MEMBERS TO PRESENT. If your organization needs a virtual meeting accommodation, please let us know after you submit your Budget Submission request by email.
  - Your hearing request presentation will last a maximum of 15 minutes! 10 minutes for your organization to present their budget and 5 minutes for committee questions.
  - When completing the online budget request, you will be asked to choose a few times that are convenient for your presenting members. When you receive confirmation for your hearing time we ask that you go through with that time, if you receive a time that does not work for, you email us so we can see if we are able to make an accommodation for it.
  - If you are late or a no-show for your budget hearing, you will be penalized. So please be on time!
- FINAL NOTE:
  - For your club or organization to be eligible for funds, it MUST be recognized as an active club or organization. Having ALL paperwork up to date, including the 2024-2025 Registration and Advisement Agreement. If you have any questions, contact Student Life at Studentlife@ccga.edu.
  - Again, to reiterate the point one final time, you will be requesting funds for BOTH FALL 2024 AND SPRING 2025 during this budget request process. It may take you and your leadership a little while to think through this, so please plan accordingly.
  - The budget request process has been redesigned to be as fair, equitable, and easy as possible. If you have any questions regarding the process, please let us know.

## Spending/P-Card Request

This form was created for student organizations to submit a spending request for items for event programming. The student organization was allocated funding in their budget to purchase these items. Please note that overages from outstanding purchases will be automatically deducted from custodial funds.

Please make sure this form: <https://ccga.presence.io/form/spending-p-card-request> is filled out the SUNDAY TWO WEEKS prior to your event. Failure to do so could result in a denial of your spending/p-card request and/or inability to fulfill your request(s). Please be as detailed as possible and double-check for typos and grammar. The personal contact info you provide will remain private. Please complete the Event Registration Form at <https://ccga.presence.io/form/event-registration>, before completing this form.

Anything purchased with student activity fee funds for clubs is considered property of College of Coastal Georgia, but at the disposal of the respective student organization.

Please contact the Office of Student Life for specific items that can and cannot be purchased.

### General Do's and Don'ts of Spending

- **DO** plan. Ensure that you give plenty of time to Office of Student Life and Business Affairs to process your requests.
- **DO** return receipts to the Office of Student Life after approval and payment. Receipts **MUST BE ORIGINALS AND ITEMIZED!**
- **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 forms and paperwork.
- **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.

### **Fundraiser – Is this event a fundraising program for your club/org?**

If yes and your club/org already has an established custodial account for depositing funds, please use the custodial account deposit form to report funds received to the Bursar's Office. The Custodial Account Deposit Form is located [here](#).

Funds will need to be tallied with the Office of Student Life for reporting to the Bursar's Office. Once completed, receipts are forwarded to designated personnel and shared accordingly.

If yes and your club/org does not have an established custodial account, the CCGA Custodial Account Agreement must be completed, submitted, and approved prior to the fundraising event for funds to be deposited to the proper account. The Custodial Account Agreement is located [here](#).

Funds will need to be tallied with the Office of Student Life for reporting to the Bursar's Office. Once completed, receipts are forwarded to designated personnel and shared accordingly.

#### Notes:

1. For consistency, please verify an active account before the beginning of each semester.
2. All fundraising event funds must be reported to the Bursar's Office using the custodial account form within 12-24 hours of the event's completion.
3. Student Life will assist with the counting of the funds and paperwork for documentation.

Fundraising ideas are located [here](#).

### General Do's 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.
- **DO NOT** solicit from organizations where alcoholic products are the primary business (Ex. Budweiser, local breweries, etc.).

## Gift In-Kind Form

This is the form we would need to receive for sponsorships of items from community donors, etc. An original copy of this form has been loaded into the event registration section where clubs/orgs can utilize when submitting a sponsorship programming donation within Presence/Involve. This form is located [here](#).

## Student Organization Travel

### 45-60 days prior to travel

- Review the budget decision letter to determine which aspects of travel will be paid for by Student Activity Fee (SAF) funds
- Set up an appointment with the Coordinator of Student Life to review the travel authorization process
- Confirm that all participants are enrolled in 8 hours or more. Your advisor or Office of Student Life can help you with this
- Notify Office of Student Life if the Faculty/Staff Advisor is attending and any of their travel will be paid for with departmental (non SAF) funds

### 30 days prior to travel

- Contact the Office of Student Life to complete the travel authorization form for the following:
  - Individual travel authorizations for faculty/staff advisors and anyone who will be reimbursed;
  - One travel authorization for entire group with list of participants with student ID (9200) numbers attached
  - Submit student leader travel agreement and waiver for each participant
- Conference/Event Registration
  - Option 1: Individuals pay for registration themselves and request reimbursement through the travel expense form
  - Option 2: Complete registration forms and attach two copies to a check request form
- Make your travel arrangements
  - Contact the Office of Student Life to assist with airfare and car travel arrangements. See the below section regarding College Motor Vehicle options.
- Make lodging arrangements
  - Submit check request with reservation information attached, indicate on the check request "HOLD FOR PICK UP" and who should be contacted when the check is ready
  - GA lodging-CCGA does not pay tax for lodging when prepaid with check.
  - The Office of Student Life can provide you with tax exempt forms for you to provide to hotel

### 7 days prior to travel

- Confirm all arrangements and ensure that payment has been received where you have requested pre-payment
- Pick up checks for on-site payment (hotels are sometimes paid this way)
- Confirm with all participants your travel times and expectations for travel/conference

### Post travel:

- Complete Travel Expense Form – the Office of Student Life can assist with completing it. This must be completed within **30 days of travel**.
- Submit all original receipts for pre-paid items (e.g. hotel, conference registration, and car rental)

### Special notes:

- Anyone who cancels travel must pay back the College for any prepaid items that cannot be refunded (e.g. airfare, registrations, and lodging)
- The Office of Student Life will not excuse participants from class. Although it is a College sponsored trip, it is the individual student's responsibility to make arrangements with faculty to miss class(es).

- All receipts must be original, not copies.

## Motor Vehicle Process

A student organization needs a member at least 21 years old to complete the Motor Vehicle Authorization Process to drive a College vehicle. Please note the member must be a student employee at the College. Driving must be within the scope of their duties when employed and not for any claims associated with any non-employment activity.

College Vehicle Includes:

- Shuttles
- Buses
- Cars

Anyone who expects to drive on CCGA business is required to complete training and submit an authorization to procure your motor vehicle report on an annual basis. Approval is based on successfully passing an MV Report.

Motor Vehicle Use Training and Forms (Anyone who drives on behalf of CCGA):

- [Authorization to procure your Motor Vehicle Report \(MVR\)](#) – Print, complete and send to [abailey@ccga.edu](mailto:abailey@ccga.edu)  
*Contact **Human Resources** if your driver's license was issued outside of Georgia*
- [Distracted Driving Training/Hands Free](#) - Must read in its entirety
- [Motor Vehicle Driver Acknowledgment Form](#) – Print, complete and send to [abailey@ccga.edu](mailto:abailey@ccga.edu)
- [Department of Administrative Services \(DOAS\) Driver Safety Tips](#) - Must read in its entirety

## General Resources

The Office of Student Life has resources available to you.

- Student Life resources available for use are located at <https://ccga.presence.io/form/student-life-equipment-check-out> If needed please complete the Student Life Equipment Check-Out Form for checking out equipment, such as the popcorn machine
- 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
- Bulletin Boards
- Storage Drawer and Mailboxes: A student organization can have a mailbox and storage drawer available to them in the office. For more details please call [studentlife@ccga.edu](mailto:studentlife@ccga.edu) or call 912-279-7815.



- Community Board Partnership (College of Coastal Georgia and Glynn County-Brunswick Development Authority):
  - All non-CCGA promotions or posters MUST receive approval prior to posting on this board. Postings without approval will be discarded without question and revoked of future posting privileges where applicable.
  - Reminders/Steps to Follow:
    1. Email the promotion/poster to [studentlife@ccga.edu](mailto:studentlife@ccga.edu)
    2. Check email for status within 3-5 days of request
    3. Confirm (if approved) posting within 5-7 days via email
  - Webpage Updates: You may email [studentlife@ccga.edu](mailto:studentlife@ccga.edu) with any webpage updates you wish to make to your organization's webpage.
    1. Digital Signage: Your event or announcement may be appropriate for digital signage. Please review this PDF on how to create a digital signage for your event: [Digital Signage Canva Instructions.pdf](#)
      - Then email the final product to [studentlife@ccga.edu](mailto:studentlife@ccga.edu).

## 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: <https://www.ccgga.edu/heoa/prohibition-of-discrimination-and-harassment-policy/>  
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.”*

## Single Sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX.

- The criteria are as follows:
  - The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
  - Members must be limited to full or part-time students.
  - The organization must be a “social fraternity/sorority” as defined by the Department of Education.

- The Department of Education defines a “social fraternity/sorority” as a group that can answer “no” to all the following questions:
  - Is the organization’s membership limited to persons pursuing or having an interest in a particular field of study, profession, or academic discipline?
  - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
  - Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers “yes” to any of these questions, it is not a “social fraternity/sorority” and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to staff in the Office of Student Life.

## Disruptive Behavior

Any student or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, public service or other activity at any University System of Georgia (USG) institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in academic dismissal or termination of employment. Please see the policy located [here](#).

- Example: Assembly and Demonstrations
  - Speakers: Any registered student organization may host speakers/political candidates on campus. A student organization planning to invite a guest to speak at a regularly scheduled meeting must register with the Assistant Vice President for Student Affairs and Dean of Students.
  - Rules: Assemblies and demonstrations must be conducted in compliance with applicable policy and must not:
    1. Result in a breach of peace or violation of law
    2. Negatively impact the security, health, and safety of persons and/or property on campus
    3. Interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into the institution’s buildings
    4. Materially disrupt or interfere with normal activities
    5. Damage or destroy property

## Freedom of Expression and Academic Freedom Policy

### *Freedom of Expression*

The College of Coastal Georgia (College) values and encourages the right of all members of its community to exercise freedom of speech, the right to the free exercise of religion, and the right to assemble peaceably as guaranteed by the U.S. Constitution and the Georgia Constitution. The College vigorously protects these freedoms. As an institution dedicated to training and educating the future leaders of the state and nation, and in a spirit of establishing and maintaining a “marketplace of ideas,” the College supports the right of all members of its campus community to discuss varying perspectives on complex issues. This is often known as intellectual diversity. The College fosters an environment where all members are free to share ideas and opinions, even those that some may find offensive. Ideas and opinions should be openly and freely debated and discussed, both inside and outside of the classroom, without fear of suppression or reprisal. The College promotes intellectual debates, not close them off, and uphold the values of civility and mutual respect while doing so.

While narrow restrictions to freedom of speech will apply for expression that violates the law, University System of Georgia, or College policies, freedom of expression protections are broad. Any necessary limitations will be

enforced by the University System of Georgia or the College's administration. Individual members of the College community shall not attempt to prevent or otherwise interfere with the free expression of others, no matter how objectionable they may find the expressed ideas or opinions.

All College students, faculty, staff, their recognized groups, and non-College affiliated persons, groups, organizations and entities sponsored by a recognized College group may exercise their freedoms of expression on the College's campuses as set forth in this policy. Public speeches and assemblies can be valid means of expression for dissenting opinions provided they do not disrupt the academic and administrative functioning of the College. Therefore, while protecting and promoting the freedoms of expression, the College maintains its right to impose reasonable time, place, and manner restrictions on those activities in order to serve the interest of public health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others. By placing reasonable limitations on time, place, and manner of expression, the College does not take a position on the content or viewpoint of the expression, but rather allows for a diversity of viewpoints to be expressed in an academic setting.

### *Academic Freedom*

As a public system of higher education, the College is committed to protecting the academic freedom rights of faculty and students in teaching, research, publishing, and other academic activities. The College vigorously promote the open exchange of ideas and protect academic freedom. The College values diversity of intellectual thought and expression for all. While faculty and students must be encouraged to exercise their rights to academic freedom, they must also understand that, along with those rights comes the responsibility to respect the individuality and beliefs of all.

Members of the College community should always seek to foster and defend intellectual honesty, freedom of inquiry, and instruction on and off campus. Academic freedom is a bedrock of higher education, but it is not unlimited. Faculty academic freedom extends only to classroom material and discussions, research, publications, and other academic activities that are germane to the subject matter being taught, researched, written about, or presented. Faculty members must be careful not to introduce into their teaching controversial matters that have no relation to their subject.

Students should be provided an environment conducive to learning, be free from faculty or institutional coercion to make personal political or social choices, and be evaluated based on their academic performance, not factors that are irrelevant to that performance such as their personal beliefs. Similarly, faculty and staff have the right to be unburdened by irrelevant factors such as ideological tests, affirmations, and oaths, and should instead be hired and evaluated based on relevant factors such as their achievement and the success of students.

Finally, faculty hold a special position in the community that carries both privileges and obligations. Because faculty are scholars and educators, the public may judge their profession and the College by their utterances. Therefore, faculty should always strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort when they are expressing their personal opinions to indicate that they are speaking for themselves as private citizens rather than on behalf of their institutions.

This commitment to protecting the academic freedom rights of all faculty and students, as well as ensuring that all faculty and students respect the academic freedom rights of others, is crucial to the University System of Georgia and the College's mission of providing the best educational opportunities to all Georgians.

To review the entire Freedom of Expression and Academic Freedom Policy, please click [here](#).

## 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 read the anti-hazing statement, then sign the organization handbook verification.

The College does not condone hazing in any form. Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that –

- I. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- II. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including –
  - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
  - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

### **Max Gruver Act:**

Hazing incidents will be recorded on CCGA's website within 15 days of final adjudication in accordance with Ga. Code 16-5-61. The public disclosure of each incident of hazing adjudicated pursuant to this Code section, criminal convictions for hazing pursuant to this Code Section, and other criminal convictions arising from any incident of hazing shall require the following minimum information be posted prominently on the school's website for a period of not less than five years after final adjudication or conviction: (1) the name of any school organization involved; (2) the date or dates on which the hazing occurred; and (3) a description of the specific hazing-related findings, sanctions, adjudications, and convictions for any person or school organization.

For more information about our anti-hazing policy and the Max Gruber Act, please see our Student Conduct and Handbooks website at: <https://www.ccg.edu/studentlife/studentresources/student-conduct-handbooks/>.

## College of Coastal Georgia Anti-Hazing Compliance Form

The College does not condone hazing in any form. The College does not condone hazing in any form. Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that –

- I. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and

- II. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including –
- a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
  - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
  - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

**HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW.**

I understand all components of the CCGA Hazing Policy, I understand the reasons why this policy was adopted by the College of Coastal Georgia.

I agree to support the policy and its implementations. Participation in hazing activities or the failure to report such activities (had prior knowledge of hazing violations and did not take the necessary steps to stop hazing from occurring) may cause action to be brought against myself and the organization.

Any hazing activities will result in an automatic referral to the Assistant Vice President for Student Affairs/Dean of Students.

**Organization President:** By signing off on the student organization handbook verification, I acknowledge that I have read, understood, and agree to all the above statements.

**Organization Members:** By signing off on the student organization handbook verification, I acknowledge that I have read, understood, and agree to all the statements in the College of Coastal Georgia Anti-Hazing Compliance Form.

## **Student Organization Conduct Process**

Should a complaint be made against a student organization, the Office 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 Office of Student Life will forward to the Dean of Students for investigation. Please review the Code of Conduct at <https://www.ccg.edu/studentlife/studentresources/student-conduct-handbooks/> for more information regarding this process. If the issue is a potential Student Organization Handbook violation, the Office of Student Life will investigate it. 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. If a violation is identified during the investigation process, Student Life will refer the case to the Student Affairs Council to conduct a hearing. 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 the appeals process in the Code of Conduct.

## Club Sports

### Mariner Recreation

The Recreation and Intramural Handbook is located on the webpage at <https://www.ccgga.edu/campuslife/rec/>. All Coastal Georgia club sports are expected to show the highest level of sportsmanship when participating in any event. This includes practices, team events, games, tournaments, and any other activity that involves a club sport. The club and its members not only represent themselves but also the College, the Office of Student Life, and the club sport program. Therefore, the emphasis on sportsmanship is mandatory.

Furthermore, students who represent College of Coastal Georgia in club sport competition are expected to understand that participation in club sports is a privilege, not a right. They must demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on the campus, in the classroom and in the community. Students are responsible for all missed work. Participation in club sports is not an excuse to miss class or work.

### #BeWellMariners

If you or one of your student organization or club members is experiencing challenging, please refer to the Student Success Resources webpage located at: <https://www.ccgga.edu/academics/student-success-resources/> for support options.