# TABLE OF CONTENTS

I.  Student Organizations................................................................. 3  
II. Benefits of Student Organizations.................................................. 5  
III. Finding an Advisor................................................................. 6  
    a. The Role of an Advisor......................................................... 7  
    b. Advisor Responsibilities.................................................... 8  
    c. Tips to be a successful advisor........................................... 9  
IV. Procedures for Registering a Student Organization......................... 11  
V.  Fundraising Procedures................................................................ 13  
VI. CampusConnect............................................................................. 16  
    a. Register Existing Organizations........................................... 16  
    b. Register New Organizations................................................. 17  
    c. I’m registered on CampusConnect, What Now?....................... 18  
VII. Hazing and Alcohol Policy.......................................................... 19  
VIII. Tips for a Successful Organization............................................ 21  
    a. Preparing a Budget............................................................... 22  
    b. Planning & Publicizing your event....................................... 24  
    c. Retaining Members............................................................... 27  
    d. Running an Effective Meeting.............................................. 28  
    e. Robert’s Rules of Order....................................................... 30  
IX.  Leadership Resources............................................................... 33  
X.  Sample Organization Constitution.................................................. 34  
XI. Student Organization Policy........................................................ 37  
XII. Student Union Policy............................................................... 43
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Students Association (VSU ASA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Chi (Georgia Alpha Chapter)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Delta Pi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Epsilon Delta (Pre-Med)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Kappa Alpha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Lambda Delta Freshmen Honor Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Alpha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Omega Service Fraternity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Sigma (Criminal Justice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Sigma Omega (Theatre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Sigma Alpha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambassadors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Chemical Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Sign Language Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Society of Interior Designers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anime Aftermath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arnold Air Society (Aerospace Studies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association for Computing Machinery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association for Women in Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association of Graduate Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Astronomical Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballroom Dance Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptist Collegiate Ministries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beta Alpha Psi (Accounting and Finance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beta Beta Beta , Psi Phi Chapter (Biology)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Student League</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Corps of Cadets (Aerospace Studies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Cycling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Gardens @ VSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Pride (Supports athletic teams)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Women's Lacrosse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazin' Beauties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazin' Brigade Marching Band</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Activities Board (Campus entertainment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Outreach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canterbury Club/Episcopal Campus Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catholic Newman Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chi Omega</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christian College Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christian Student Center (Church of Christ)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Democrats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Panhellenic Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiate 4-H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiate Men of Valdosta State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiate Music Educators National Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiate Women of Valdosta State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concert Choirs (includes Chamber Singers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance Marathon (Children's Miracle Network Fundraising)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deep Release Poetry Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delta Sigma Theta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguished Women of Excellence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distributive Education Clubs of America</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop Out Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ducks Unlimited (Conservation/hunting/fishing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eta Theta Chapter of Kappa Pi (Art)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclusive Fashion Models(and Entertainment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Physiology Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faith Campus Ministries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fellowship of Christian Athletes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film and Video Society (Communication Arts/Mass Media)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensics Team (Debate and Individual Events)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four Directions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gamer's Gathering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gamma Chi (Panhellenic Recruitment Counselors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gay Straight Alliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoscience Student Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golden Key International Honour Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Social Work Organization (GSWO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart of Faith Ministries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart to Heart Association (Mentoring K-12 Students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearts Everywhere Reaching Out (H.E.R.O.) for Children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Education Student Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors Students Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humans Versus Zombies Consortium (HvZ)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA Student Chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interfraternity Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iota Iota Iota Valdosta State University Chapter Beta Xi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iota Phi Theta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jazz Ensemble (includes Jazz Combos)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jr. Quota Club of Valdosta State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior College Panhellenic Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Alpha Psi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Delta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Delta Pi International Honor Society in Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Kappa Psi (Band)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Sigma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Theta Epsilon, Eta Chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Korean Student Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lambda Pi Eta (Communication Arts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin American Students Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latter-Day Saints Student Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifeguarding Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass Choir</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematical Association of America</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Club Soccer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model United Nations (Political Science)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Art Education Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Association for the Advancement of Colored People</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Council of Negro Women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Pan-Hellenic Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Student Speech-Language-Hearing Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural High (Substance Abuse Education)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Life Ministries College Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Odradek Literary Arts Magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Omega Psi Phi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Omicron Delta Kappa - The National Leadership Honor Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Tap Magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order of Omega</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paintball Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Alpha Delta (Pre-law Fraternity)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Alpha Theta (History)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Beta Lambda (PBL-FBLA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Mu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Mu Alpha Sinfonia Music Fraternity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phi Sigma Kappa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy and Religious Studies Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pi Alpha Alpha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pi Delta Sigma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pi Kappa Phi
Pre-Dental Club
Pre-Vet Club
Psi Chi International Honor Society
Psychology Club
Public Relations Students Society of America
Residence Hall Association
Rotaract Club (Rotary Club International)
Sigma Alpha Chi
Sigma Alpha Epsilon
Sigma Alpha Iota Music Sorority
Sigma Alpha Omega Christian Sorority
Sigma Alpha Pi (National Society of Leadership and Success)
Sigma Chi
Sigma Gamma Rho
Sigma Nu
Sigma Tau Delta (International English Honor Society)
Society for Collegiate Journalists
Society for Human Resource Management
Spectator (Newspaper)
Spotlighters (Vocal jazz)
String Ensemble
Student Action Council (Community Service)
Student Council for Exceptional Children (SCEC)
Student Government Association
Student Organization of Library and Information Science
Student Society of Communication Scholars
Student Veterans of America
Students In Free Enterprise
Students of the American Red Cross
Students United for Real Gender Equality
Society for International Students
Sociology Club
Trombone Ensemble
True Life Healing
Ultimate Frisbee Club
UNIT: Unity Necessitates Individual Triumph
Up til Dawn
USITT- VSU Chapter
Valdosta Association of Nursing Students
Valdosta Indian Cultural Exchange
Value Creation Society
Volunteer Service
Wesley Foundation (Methodist)
Wrestling Club
WVVS-Blaze FM Valdosta State Radio
Xchange Ministries
YoungLife
Zeta Phi Beta Sorority, Inc. Alpha Theta Chapter
Zeta Tau Alpha
Triblazers Triathlon Club
Trombone Ensemble
True Life Healing
Ultimate Frisbee Club
UNIT: Unity Necessitates Individual Triumph
Up til Dawn
USITT- VSU Chapter
Valdosta Association of Nursing Students
Valdosta Indian Cultural Exchange
Value Creation Society
Volunteer Service
Wesley Foundation (Methodist)
Wrestling Club
WVVS-Blaze FM Valdosta State Radio
Xchange Ministries
YoungLife
Zeta Phi Beta Sorority, Inc. Alpha Theta Chapter
Zeta Tau Alpha
BENEFITS OF STUDENT ORGANIZATIONS

Being a registered student organization at Valdosta State University has many benefits. Student organizations have the privilege of using on-campus facilities, raising funds, sponsoring speakers, hosting public performances, and distributing approved literature. One of the most important benefits of being a registered student organization is being involved in the University community. Being a part of a student organization allows you to experience VSU in another light besides the classroom. Remember to apply for a student organization room in the student union. Your organization is also encouraged to use CampusConnect as an organization management tool. Using this tool is vital for your organization’s success.

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards for students who engage in student organization activities. First, student organizations add an important component to campus life at Valdosta State University by allowing the student voice to be heard and seen on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, respect, responsibility and teamwork. Statistics have shown that students involved in a student organization maintain a higher GPA and are more active on campus. Look into the organizations that VSU already offers and if you have an idea for an organization visit CampusConnect to get registered as a registered student organization!
FINDING AN ADVISOR

1. Ask your group members for the names of faculty or staff members who they have found helpful and interested in student life.

2. Develop a clear statement of group goals and expectations of the advisor, both in terms of role and time commitment.

3. With this information in hand, approach potential advisors and discuss with them their interest and ability for advising your group.

4. The most suitable advisor is one who shares a common interest with your organization’s mission, goals or was part of that organization when they were in college.

5. Be clear about the purpose and activities of your organization, your expectations of the advisor, and all the benefits the advisor will enjoy.

6. Select an advisor from the potential candidates, invite them to serve your group, and inform them of the term of their position.

7. Once your advisor begins to serve, keep him/her well informed, clarify expectations and roles when needed and draw on his/her expertise.

8. Enjoy what can be an extremely rewarding and mutually beneficial relationship.
THE ROLE OF AN ADVISOR

Every registered student organization at Valdosta State University is required to have an on campus advisor (Faculty or Staff of VSU). Advisors serve as mentors, counselors, allies, liaisons, and friends. Advisors play key roles in the development and continuation of student organizations both to the students as individuals and to the organization as a whole. The student leader of the organization will report their advisors through their CampusConnect profile. If you have any questions about becoming an advisor please contact, Erin Sylvester at eesylvester@valdosta.edu or visit the Student Life office.

Why should I become an advisor?

Advising provides the opportunity to contribute to the growth and development of students. Student organizations provide opportunities for students to learn beyond of the classroom, to expand their leadership skills and to integrate the knowledge they learn within the classroom to the experiences they are having outside the classroom. As an advisor, you will have a central part in this process. You will guide the organization to make sound decisions for the group. Keep in mind; you are not a member of the organization, just an outside resource for the students to come to about any concerns or questions.

Why does the organization need an advisor?

There are many benefits to having an advisor. Advisors maintain continuity within the organization from year to year, providing a sense of history for that organization. Advisors act as advocates for students, and they can also provide helpful resources and knowledge. Advisors provide the benefit of experience for VSU students and can help guide them down a path of success and steer them away from harm. Student organizations have the opportunity to choose their own advisor, so they should choose someone with whom they will enjoy working and will learn from!
ADVISOR RESPONSIBILITIES

Specific responsibilities:

- Carry out all duties mutually agreed upon with the student organization.
- Attend occasional meetings of the organization and become familiar with events and activities sponsored by the group to see that they adhere to policies of the state and the University.
- Meet with the organization’s leadership team when needed (At least twice a semester)
- Know what projects or events are being planned and offer suggestions freely, but be careful not to dominate the planning process. (This is where the students learn)
- Believe in the organization and be encouraging to help the organization reach its potential.
- Serve as a resource for the students. Let them know what VSU has to offer and what different departments can do for their organization.
- Notify the Office of Student Life staff or appropriate officials if there is any reason to suspect unlawful activity or inappropriate behavior on the part of the organization or any of it’s members.
TIPS TO BEING A SUCCESSFUL ADVISOR

ADVISING TECHNIQUES

Generally, the advisors’ contact with the organization will take place in three settings:

1. working with student officers
2. aiding in the planning of activities
3. attending meetings and group activities

ADVISOR “DO”s

- **Allow the group to succeed and fail**
  Give students a chance to work through problems without interference. When they succeed, it will encourage them to be involved in other activities; when they fail, they will learn valuable lessons in planning and responsibility.

- **Know your limits as an advisor**
  You are an advisor, not a member of the organization. Not everything is your responsibility; not everything that goes wrong is your fault. You are not to plan activities for the organization, guide them but to do become the ringleader.

- **Be visible**
  Attend group meetings and events, let the students know you care enough to show up to the events they have worked hard to plan.

- **Be consistent with your actions**
  Fairness in advising is critical. Make sure you remain objective.

- **Teach Leadership & Responsibility**
  Leadership & responsibility are some of the most important skills organization members learn through their involvement in the group. By teaching leadership, the group ensures strength in replenishing members and smooth transition between officers. Responsibility and respect go a long way in solving any problems an organization may be having.

- **Plan your responsibilities with student leaders**
  At the beginning of each semester, sit down with the student leaders of the organization and figure out what role you will play. Ask questions like, “Is it necessary for the advisor to attend every group meeting?” Figure out what the students expect of you and you of them. This will help set some boundaries between you and the students.
ADVISOR’S DO NOTs:

- Control the group
- Manipulate the group
- Take ownership of the group
- Close communication
- Be afraid to let the group fail
- Know it all
- Take everything seriously
- Say “I told you so”
- Be the leader
- Again you are present to advise these students!
- By doing these things you will lose the respect of the students

Adapted from the Student Organization Advisor Manual at Wright State University
PROCEDURE FOR REGISTRATION OF A STUDENT ORGANIZATION

Organizations: All steps MUST be followed to become a student organization

An organization seeking registration must submit an application online through the CampusConnect system at Valdosta.collegiatelink.net. The application consists of the following items:

1. Name of the organization, on campus mailing address (if applicable), or local mailing address, and email address

2. Purpose (including an explanation of why the organization is desirable on campus)

3. Qualifications for membership (Membership is ONLY for current VSU students with 3 credit hours or more, faculty and staff ARE NOT eligible to be members of student organizations.

4. Fees, dues, and other considerations for membership

5. Officer and leadership structure

6. Time and manner of election of officers

7. Number of students wishing to join (must be 10 or more students), unless approved by the Director of Student Life.

8. VSU Faculty or Staff Advisor (name, phone number and VSU email)

9. Explanation of any extra-campus affiliation (e.g. national parent organization)

10. Time and location of planned meetings

11. Names of prospective members who will serve as spokespersons for the organization during the registration procedure. Their name, VSU email and cell phone number will be required. Professors involved in the organization may provide campus phone numbers)

12. A digital copy of the proposed organization’s Constitution and By-Laws (this will need to be downloaded onto CampusConnect)

b. The Assistant Dean of Students for Student Conduct, and the Director of Student Life and the Assistant Director for Student Life shall examine each application and reject
those not submitted in the proper form. A representative from the prospective organization may request a hearing on the proposed registration and, if necessary, may appoint a registration committee to review all facts pertinent to the establishment of such an organization on the VSU campus.

Student Organization Regulations
Office: Student Life
Director: Ms. Robin Vickery
Location: Student Union-Third Floor
Phone: 229-333-5674
VALDOSTA STATE UNIVERSITY
FUNDRAISING PROCEDURES

(Admission, Entry Fees, Registration, etc. charged for event)

1. Complete Fundraiser Request Form from online form and submit to Student Union Reservation Office at least 3 weeks in advance of Fundraiser.

2. If vendors will be present at fundraiser event, complete the Vendor Form for Auxiliary Services and submit to Student Union Reservation Office with Fundraiser papers and collect monies as instructed.

3. Complete Online Reservation form no later than two (2) weeks in advance of fundraiser event.

4. The following items should be returned to Student Union Reservation Office no later than two (2) weeks after the fundraiser event:
   - Financial Disbursement Form
   - Copy of check(s) written to charity
   - Letter from charity confirming receipt of donation and amount

5. IF AFTER THREE WEEKS THE ABOVE ITEMS MENTIONS IN #4 HAVE NOT BEEN RETURNED TO STUDENT UNION RESERVATIONS OFFICE, THEN YOUR ORGANIZATION WILL BE CHARGED FULL RENTAL FOR THE EVENT.
VALDOSTA STATE UNIVERSITY FUNDRAISER REQUEST FORM

Event Name _______________________ Event Site(s) ________________________________
Name of Organization _____________________________________________________________
Mailing Address __________________________________________________________________
(Please List VSU Box or other on-campus address)
Type of Fundraiser: _____Charity  _____National
Organizational Name of Charitable Organization: ______________________________________

Describe fundraiser in detail: ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Name of Off-Campus Vendors (if any)? ______________________________________________
What are the date(s) of the fundraiser?
Month, Day, Year
What do you plan to charge? □ Entry Fees $____ □ Admission $_____ □ Other _____________
______________________________________________________________________________
______________________________________________________________________________
Name, Phone, and E-mail of person completing this form Signature and date
______________________________________________________________________________

Signature of Advisor Print Name Date
Form must be returned two (2) weeks prior to your fundraiser event to Student Union
Reservation Office.
*********************************************************************************
Office Use
Only*********************************************************************************
Facility Rental Contract (all fees apply) Date Received: _____________________________
Facility Rental Contract (rental waived)
Event Contract
Student Union Reservation Office • Student Union • (229) 333-5674
VALDOSTA STATE UNIVERSITY
FINANCIAL DISBURSEMENT FORM

Name of Event___________________________________ Date of Event _______
Name of Organization__________________________________________________
Name of President ______________________________
Print phone number ______________________________
Name of Advisor______________________________
Print phone number ______________________________

1.____________________________________________ $_____________________
   Name of Charity Organization __________________________
   Contact Person for Charity Organization ________________
   Phone Number ________________________________

2.____________________________________________ $_____________________
   Name of Charity Organization __________________________
   Contact Person for Charity Organization ________________
   Phone Number ________________________________

3.____________________________________________ $_____________________
   Name of Charity Organization __________________________
   Contact Person for Charity Organization ________________
   Phone Number ________________________________

Total Amount Collected from Fundraising Event $______________________

All of the above information is true and accurate to the best of my knowledge.

__________________________________ ___________________________________
Signature of President Signature of Advisor

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 14 BUSINESS DAYS
AFTER EVENT. AFTER 14 DAYS, A RENTAL FEE AND OTHER CHARGES WILL BE
ASSESSED.

__________________________________
Office Use Only:

Date form received by Scheduler ____/___/_______

Received by ________________________________
CAMPUSCONNECT

CampusConnect: How to Register an Existing Student Organization
Each fall, student organizations must meet the required deadline for re-registering their organization. Once this deadline has passed, only new organization will be allowed to register that academic year. Once you are approved through CampusConnect, you will have completed the requirements for reserving rooms and space on campus, given the capabilities to post events and flyers on CampusConnect, and will be considered a registered organization in good standing at VSU.

To register your existing VSU student organization or reactivate your organization with CampusConnect please follow the steps below:

(Only available during open enrollment each year Fall Aug 1-Sept 15)

1. Go to valdosta.collegiatelink.net (DO NOT include “www.” when typing in this address!)
2. Log-in at the top right corner of the main page. Log-in with the blazeview username and password. If this is your first time logging in you will ask to complete a few profile questions
3. To re-register your organization, go to organization tab and click on your organizations to re-register. If you are registering a new student organization scroll to the bottom left hand side and click “register new organization”.
4. Follow the steps promoted on the screen, this includes putting in advisor information, uploading a constitution, etc. Please keep in mind that to become a student organization you must have ten members.
5. An example of a constitution on the VSU website, and in this manual. Please use this as a guide. Once your organization has been approved, you will need to fill out the event services authorization in order to reserve rooms on campus. This form can be found on the CampusConnect home page.
CampusConnect: How to Register a New Student Organization
In order to become a registered VSU student organization and to be approved by the Student Life Office, your organization must follow the steps below. Once you are approved through CampusConnect, you will have completed the requirements for reserving rooms and space on campus, given the capabilities to post events and flyers on CampusConnect, and will be considered a registered organization in good standing at VSU. You are able to register a new student organization at any time during the year, however to be approved all requirements must be met.

To register a NEW OR INACTIVE organization not found on the CampusConnect Organization List, please follow the steps below.

1. Go to valdosta.collegiatelink.net (DO NOT include “www.” when typing in this address!)
2. Log-in at the top right corner of the main page. Log-in with the blazeview username and password. If this is your first time logging in you will ask to complete a few profile questions.
3. Go to organization tab and scroll to the bottom left hand side and click “register new organization. Follow the steps promoted on the screen; this includes putting in advisor information, uploading a constitution, etc. Please keep in mind that to become a student organization you must have ten members.
4. Example of a constitution on the VSU website, and in this manual. Please use this as a guide.
5. Once your organization has been approved, you will need to fill out the event services authorization in order to reserve rooms on campus. This form can be found on the CampusConnect home page.
MY ORGANIZATION IS REGISTERED ON CAMPUSCONNECT. WHAT NOW?

Here are a few tips that will be helpful in getting word out about events, dates, and your organization in general.

Create your profile.
1. Upload a picture and fill out the about me section. Add involvement and profile information.
2. Add pictures and information about your organization on your profile page. If a student is just browsing to find out more information about student organizations they are naturally going to be drawn to the pages with a lot of pictures and information.
3. REMEMBER THIS IS A HUGE WAY TO PR FOR YOUR ORGANIZATION. TAKE ADVANTAGE OF IT!

Market your events.
4. Create a calendar with your organizations events on it. Upload it on to your organizations page.
5. If you need to post an event to your organization only, just make it private.
6. If you have a large event you would like all other student organizations to know about post information about the event on the Community Flyer Board sections on the homepage.
7. Post events to Facebook, take advantage of that.

Take advantage of all the features CC has to offer. On the right side of your organization screen you have several tabs. Under each of the tabs it gives you several options to manage and market your organization.

STILL CONFUSED? Watch the helpful tutorials at http://support.collegiatelink.net/home
HAZING AND ALCOHOL POLICY

Hazing

This policy applies to all Valdosta State University students, clubs, and registered student organizations. All rites and ceremonies of induction or private actions by individuals, which tend to occasion or allow mental or physical suffering, are prohibited.

Definition of Hazing: Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school rules.

Activities considered to be hazing include two elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort, in either the participant(s) or spectators. Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion even if the activity is defined as “voluntary”.

Paddling in any form, physical and psychological shocks and creation of excessive fatigue are always considered hazing. Other activities which very often carry with them elements of hazing are: quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the community. This is not to be considered an all-inclusive list.

Note: This definition is consistent with and partially taken from the Official Statement of Position by the University Fraternity Secretaries Association which was endorsed and affirmed by the National Inter-fraternity Conference in 1974. The University also recognizes the Fraternity Insurance Purchasing Group (FIPG) definition of hazing.

- VSU does not approve of auxiliary groups (Little Sister/Little Brother). Any chapter participating in these activities will be sent to the judicial board.
- VSU practices a zero tolerance hazing policy.
- Anonymous Incident Report submitted to the Student Life Office will result in meeting with Director of Greek Life, chapter advisor and chapter president for future investigation.
- Named Incident Report submitted to the Student Life Office will result in notification to the National Organization and the chapter will go through the Valdosta State University Judicial Process.

Compliance with this policy is the responsibility of each individual chapter. Failure to comply if an incident report is turned in will result in deactivation of chapter status.
**Alcohol**

1. Students’ possession or transportation of alcoholic beverages under the age of 21 is prohibited.

2. If a student is under the age of 21 and determined to be under the influence of alcohol he/she will be cited for underage consumption of alcohol and referred to the appropriate authorities for disposition by the appropriate disciplinary process.

3. A student in an intoxicated state will be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.

4. The consumption of alcoholic beverages or possession of an open container of an alcoholic beverage on University property is prohibited in public areas. (A public area is defined as any area outside of an individual’s living quarters.) Students who publicly consume alcohol or possess an open container of alcoholic beverage on University property are considered in violation of this policy.

5. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

6. The serving of alcohol to someone visibly intoxicated, and/or the facilitating of drinking competitions or games involving the consumption of alcohol is prohibited.

7. No common source containers of alcoholic beverages e.g. beer kegs, hunch-punch, etc., may be present at any registered University organization event.

8. No alcohol may be purchased with student activity fee funds.
The recipe for a successful student organization can be as diverse as student organizations themselves. What works for one group may not work for another and what works for your organization at another institution may not work at VSU.

The success of any group does not fall on the shoulders of the leaders, but rather every member should carry a little bit of the responsibility as well. The day-to-day operations should be assumed by the members of your organization. The Office of Student Life is always happy to serve as a resource to help you accomplish all that your organization hopes to accomplish, but try some of these tips to help you get started on your own.
PREPARING A BUDGET

Setting Targets and Measuring Results

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

- To put the group's plans into monetary terms
- To provide a means of allocating limited resources among the organization's activities
- 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. If a group has both restricted funds and unrestricted generated funds, the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

Developing a Budget

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your group is growing or declining and indicate areas where reductions and cost savings might be possible.

This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization's records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

Choosing a Format

You can choose among several methods of preparing and monitoring budgets. They can be organized by program and cost item, fund type, or solely by program.

The most common format uses program and cost item formatting. This method provides a sufficient level of detail for analyzing the individual budgeted items and identifying cost item variances by categories, plus overall program variances.
Summary

While preparing a budget may seem excessive and cumbersome, any student organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and to take corrective action before they become major issues.

PLANNING & PUBLICIZING YOUR EVENT

1. **Plan Ahead!** Reservations are first come, first serve! Send in your request as soon as possible. Requests may take some time, due to academic scheduling, etc.
2. **Know the Services!** By reading and being familiar with the services, Campus Event Services offers, users can take full advantage of services all over campus.
3. **Use R25!** R25 is the reservation program used at VSU. Two students and one advisor from each organization may contact event services to obtain access to R25. Training to use R25 is mandatory and must be completed before any event is scheduled.

Here is a list of information that you may be asked to provide about your event when reserving an event using R25.

- Date/time of event
- Type/title of event (ex., Awards Banquet/ Softball Banquet)
- Number of attendees
- Audio Visual Needs (Please refer to the list of A/V equipment)
- Type of set-up (banquet, classroom, auditorium)
- Extra set-up needs (stage, dance floor, easels)
- Food? Contact the Catering Department
- Access time needed before the event/ time needed after the event

**Publicizing Your Event**

Make sure that all materials used to advertise are approved by the Student Life Office or Event Services!

- Indoor signage at event site
- Outdoor banners/ sheet signs approval of sign from Student Life.
- Use the Union TV’s to advertise, all flyers must be approved by Student Life.
- Bulletin board postings
- Sidewalk Chalk
- Bus Banners (contact Parking & Transportation)
- Print Shop
- Email Messages for the list-serve may be e-mailed to activites@lighthouse.valdosta.edu
- University Relations Calendar of Events
- VSU- TV
- VSU TV Channel
- WVVS-91
- Spectator
- CampusConnect flyer board
- Remember The Happening each Fall, reserve a table for your organization.

**Fundraising forms must be filled out prior to any fundraising event on campus. The form may be accessed through event services.**
Concept Of Event Planning

- 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
- Brainstorm the type of event and possible themes that will match your organizational goals.
- Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament
- Decide on a program within your budget.
- Discuss the options within your organization and make a group decision.

Planning

- Date
  - Find a convenient date for members in the group and for the entertainment/speaker.
  - Choose a date that does not conflict with other existing campus programs.
- Entertainment/Speaker
  - Determine the type of entertainment/speaker you would like to sponsor.
  - Research local, regional and national possibilities and negotiate a fee.
- Location
  - Project the attendance to make sure that you have reserved 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.
- Time
  - Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, many are on campus during the day; so plan a time between day classes for a program. Do not plan a program when major organizations have standing meetings.
- Budget
  - Project all expenses and incomes such as fees, advertising, security, food, etc.
  - Stay on budget.
  - Brainstorm additional funding sources if you need more money.
- Publicity
  - Design publicity strategies for targeted audiences.
  - Design your promotion 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.
  - Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.
- Food
Determine food needs. Are you planning a dinner or a reception? Who will cater this activity? Consult with Environmental Health and Safety (471-3511) to ensure that you have the proper food permits 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, and hospitality.
- On the day of the program
  - Arrive early to check on room arrangements and the set up.
  - Prepare a brief introduction statement. For example, "Welcome to tonight's performance sponsored by __________. If you are interested in having more events like this one, please talk to a representative of our organization."
- Do an evaluation of the program at the next meeting.
  - Determine if you have accomplished your program goal.
  - Record both positive and negative results for future planning.
  - Prepare financial statement of actual expenditures.
  - Send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, The Success! Series, "ABC's of Programming"
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, from a member who may have done a simple task to the president of the organization.

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: The Ohio State University's Student Organization Handbook (2003).
http://www.ohiounion.com/studentorgs/default.asp
RUNNING AND EFFECTIVE MEETING

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. 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. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
  
  *(Sample Agenda)*

  I. Call to Order
  II. Correction & Approval of Minutes from Last Meeting
  III. Announcements
  IV. Officer / Committee Reports
  V. Unfinished Business
  VI. New Business
  VII. Special Announcements
  VIII. Adjournment
- Choose an appropriate meeting time. Set a time limit and stick to it.
- Distribute the agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

During the meeting:

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
• Keep minutes of the meeting for future reference in case a question or problem arises.
• The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
• Set a date and time for the next meeting.

After the meeting:

• Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
• Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
• Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
• Put unfinished business on the agenda for the next meeting.
• Most importantly, give recognition and appreciation to the members for excellent and timely progress!
**ROBERT’S RULES OF ORDER**

**For Fair and Orderly Meetings & Conventions**

Provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!
The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated
Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred

Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
LEADERSHIP RESOURCES

Acknowledge the importance of other people. *The deepest principle in human nature is the craving to be appreciated.* -William James

Show enthusiasm and energy. *Enthusiasm is by far the highest paid quality on earth, probably because it is one of the rarest; yet it is one of the most contagious.* -Frank Bettger

Encourage and facilitate two-way conversation. *Education is a kind of continuing dialogue, and a dialogue assumes, in the nature of the case, different points of view.* -Robert Hutchins

Ask other people's opinions? *I have opinions of my own -- strong opinions -- but I don't always agree with them.* -George Bush

Ask questions instead of giving orders. *Never tell people how to do things. Tell them what you want them to achieve and they will surprise you with their ingenuity.* -Gen. George S. Patton

Show sincere gratitude. *God gave you a gift of 86,400 seconds today. Have you used one to say "thank you?* -William A. Ward

Give strength centered compliments. *The life of many a person could probably be changed if someone would only make him feel important.* -Dale Carnegie

The Top 5 Things I Know now that I wish I knew when I was a college leader

By: Erin Sylvester
SAMPLE ORGANIZATION CONSTITUTION
(Document may be changed or modified to meet your organization’s needs)

ARTICLE I. – Name
The name of the organization shall be _________________________________.

ARTICLE II. – Purpose, Objectives, Aims
It shall the purpose of ________________________________ (organization name) to
______________________________________________________________

ARTICLE III. – Membership and Eligibility Criteria

Section A: Membership is open to any regularly enrolled VSU student who:
1._______________________________________________________.
2._______________________________________________________.
3._______________________________________________________.

Section B: Dues and collections procedures (if any)
The fiscal year of the organization shall be from _____to_____ (Month/Date).
The amount of annual dues shall be determined each year by ____________________________.
(What method and how will this be determined?)
Dues shall not exceed $__________ per year.

ARTICLE IV. – Voting

Section A: A quorum will be _________________________________. (A quorum is the
number or percentage of members that must be present in order for the organization to conduct
business.)

Section B: Each member in good standing may vote. (Please define what you consider “in
good standing” to be.)

Section C: Proxy voting is allowed by the following process: ___________________________
________________________________________________________. (Proxy voting is when a
member who cannot attend a meeting provides a written authorization to another member to act
in his/her behalf, i.e., voting. Not all organizations allow proxy voting.)

ARTICLE V. – Officers (Be detailed in the duties of the officers, this is how you make sure
an officer expectations are clear).

Section A: The (name of organization) ___________ Shall have a President, Vice President,
Secretary and/or Treasurer, and a Campus Advisor(s) (these titles may vary for your
organization). These officers comprise the Executive Committee or Board. The Campus Advisor
is a non-voting member of the Executive Board.
Section B: All officers must be members of _____________ (name of organization).

Section C: The term of the officers shall be from _____ (month/date) to _____ (month/date).

Section D: Election of officers shall be held annually ___________ (what month?). At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from his/her office by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group meeting.

ARTICLE VI. – Duties of Officers Defined

Section A: The President
1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President
1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary
1. The secretary shall be responsible for keeping the minutes of all the general membership meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and advisor and keep a master file. The master file will be passed into the keeping of each succeeding secretary.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: The Treasurer
1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Section E: The Campus Advisor
1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functions.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experiences with the group.
5. The advisor will be a nonvoting member of the organization and the executive board.

ARTICLE VII. – Structure of Group Committees

Section A: Committee Identification and Appointment
The following committees (other than the Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________

Section B: The duties of the standing committees shall include: (provide details of responsibilities) respective to the committee (These are committees that are permanent. The President may create other committees as well – ones that are needed for a specific purpose or finite length of time.)

ARTICLE VIII. – Notice of Meetings

Section A: The times for regularly scheduled meetings shall be:______________.

Section B: At least _____ days’ notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with not less than _____ hours/days’ notice by the Executive Board.

Section D: The meetings shall include quorum, order of business, and disposition of the minutes.

ARTICLE IX. – Changes to the Constitution
This Constitution may be changed by a two-thirds majority vote.

ARTICLE X. – Parliamentary Procedures

Section A: (Example) Roberts Rules of Order shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.
I. Criteria for Registration and Review Procedure

a. Registration shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. Registration shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the University or any of the following:

1. The regular and orderly operation of the university
2. The requirements of appropriate discipline within the university community.
3. The academic pursuits of teaching, learning, and other campus activities.
4. The laws or public policies of the state of Georgia and the United States
5. The statutes and regulations of the university and the policies of the Board of Regents for the University System of Georgia.
6. The composition of the organization’s membership is not composed entirely of VSU students

b. If the committee disapproves registration, the organization may appeal the decision to the Vice President for Student Affairs who shall review the same and affirm, reverse, or modify the decision. This is a final appeal and will not go to the President of the University.

c. All proposed organization will be notified in writing once approval for registering has been granted. This is the final phase of the registration process.

II. Rights of Student Organizations

Registration authorizes an organization:

1. To use the University facilities and equipment, subject to the Board of Regents’ policy and to University regulations governing the use of facilities and equipment subject to reasonable scheduling or clearance of particular facilities and equipment by the Events Services Office.
2. The use of CampusConnect, an organization management system.
3. Right to post announcement on campus, according to the University’s posting policy.
4. To be eligible to request student activities funds subject to the Board of Regents’ policies and to University regulations governing allocation of student activity fees.
5. Registration as a VSU student organization does not guarantee funds from student account budget committee.

III. Rules and Regulations Governing Student Organizations

a. It is understood that Valdosta State University holds each organization responsible for the actions of its members and their guests at all times. Furthermore, it is understood that all student organizations will abide by the Valdosta State University Code of Conduct. It should also be noted that if disciplinary actions are taken against a student organization, the disciplinary process under Appendix B of the Student Code of Conduct would be followed.

b. Although the University cannot provide constant, on site supervision of all activities, it does reserve the right to attend organization functions as well as enter any premises under the control of an organization when it deems necessary. VSU also reserves the right to discipline organizations and individual students when there is evidence of misconduct or the alleged violation University rules, regulations or outside laws are brought to the attention of the University. Your organization can be held accountable for upholding the VSU student code of conduct even if the event is held off-campus.

c. Financial responsibility:

   1. Use of allocated student activities fee funds must conform to the purposes and practices approved by the allocating authority.

   2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

   3. Any organization not in good financial standing with the university will not be permitted to use University facilities.

d. Conformance with organizational purpose:

   Activities or organizations must be in conformance with their application’s stated purposes.

e. Campus Displays:

   Displays including, but not limited to, posters, notices, or banners which litter the campus or damage the property of the University or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the University are prohibited. All banners and sheet signs must be registered and approved by the Office of Student Life PRIOR to displaying them.

f. Property damages:
Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.

g. Disorderly Conduct:

Organizational activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular operation of the University, are prohibited.

h. Parades, student rallies, and other such gatherings:

1. Must be limited to areas designated by either the published notice for such activities or designated by the General Public Forum Venus policy as described in the Student Handbook’s Code of Conduct, Appendix D.

2. Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Dean of Students Office and the Department of Public Safety, before they may be undertaken, as well as with the proper civil authorities if the event is held off-campus.

3. Use of facilities, equipment, and other University property shall be subject to reasonable scheduling by the Events Services Office in order to promote fair sharing of their use.

i. Law violations:

No organization shall commit, encourage, condone or contribute to violations of University statutes and regulations, and policies of the Board of Regents, of the Laws of Georgia and the United States.

j. Eligibility for Membership and officer status in organization:

1. Active membership shall be confined to currently enrolled Valdosta State University students.

2. 3 hours is the minimum course load for any student participating in a student organization.

3. A student must maintain a semester GPA of a 2.0 to be a member of a student organization and must keep a 2.0 GPA per semester to remain a member in good standing. A student must have and maintain a 2.5 GPA per semester to be eligible to serve as an officer of a student organization. Organizations have the right to raise or require a higher GPA for membership or officers.

K. Information to be submitted to the Director of Student Life:
1. Each organization must designate an officer to attend an updated meeting at the beginning of Fall semester. Each organization must complete a registration update form on CampusConnect both Fall and Spring semesters. This form indicates any changes in the organization’s officers and or advisors and is due by February 15 & September 15.

1. Party regulations when alcohol is present.

   i. VSU does not encourage alcohol use at student organizational events; however these are guidelines for students to follow if the organization chooses to have alcohol available at their event.

   ii. It is the recommendation of the Student Life Office that any social event in where alcohol is present should be provided by a third party vendor.

1. Alcohol is not allowed at public events, only private events. Private events are those events that are attended by members of the organization and their invited guests.

2. All social events where alcohol is present and guests are invited BYOB (bring your own beverage), or closed functions using a third party vendor to handle the alcohol will be designated as private functions. The house organization cannot purchase alcohol with organizational fund or participate in the purchase of alcohol in any other manner (no bar tabs, use of personal checking accounts, pooling of funds or “passing the hat”, etc.).

3. The hosting organization will provide and make available to members/guests during the duration of a social event non-alcoholic (alternate) beverages and food.

4. For the duration of a social event provide and have available transportation by taxi, designated driver, duty driver, or other similar means for members/guests who are visibly intoxicated or who request transportation.

5. The total number of persons present may not exceed three times the membership of the one host organization or 100 guests, whichever is greater. Any exception must be reviewed in consultation with the Director of Student Life or his/her designee at least 72 hours prior to the beginning of the event.

6. A sign shall be conspicuously displayed at all entrances indicating the event is restricted to members and incited guests only and stating the ending time of the event.

7. Advertising on campus of a social event where alcohol may be present is prohibited.

8. All common course containers of alcohol, including but not limited to, kegs, community coolers (cooler shared with others), punch bowls, bulk quantities, and any other container that may be shared with others, are prohibited.

9. All entrances and exits to the event must be monitored at all times.
10. Glass bottles are strictly prohibited at any social event. Unless provided by a third party vendor.

11. ALL registered organizations hosting a private party are responsible for providing a certified law enforcement officer to check IDs of all those attending to assure compliance with the state’s legal drinking age requirement.

12. The Office of Student Life is responsible for determining what is classified as a “party” and determine consequences on a case by case basis for individuals or organizations per the policies and procedures set forth in the Student Handbook’s Code of Conduct.

m. Organization Publications:

1. Student organization publications shall not contain material considered obscene or defamatory as defined in the Code of Georgia, Section 16-12-80b or which may create a substantial likelihood of material interference with the regular and orderly operation of the University.

2. Student organization publications shall abide by the guidelines and policies established by the University.

n. Fund Raising & Raffles

Valdosta State University recognizes the need for registered student organizations to independently raise money in order to augment their abilities to sponsor activities and events. All on-campus fund-raisers must be approved, reviewed, authorized and sanctioned through the Student Life Office in the Student Union. When planning a fund-raiser, please bear in mind the following guidelines:

When planning a fund-raiser or a raffle, please bear in mind the following guidelines:

1. All on-campus fund-raisers must be sponsored by a registered student organization and must be reviewed and approved through the Student Life Office in the Student Union at least 3 weeks prior to the event.

2. Fund raising projects may be held on or off campus but approval of these locations is required through the Student Life Office. Fundraisers are limited to one day in length, unless an extension is approved.

3. Students and Student Organizations are prohibited from acting as agents for non-university affiliated enterprises. In other words, members of a student organization may not sell items or services for an outside company in return for financial compensation.
4. Dances, concerts, variety shows, or similar fund-raising projects must have approval of the Events Services and the Director of Student Life.

5. Fund-raisers and auctions which involve the hiring, “renting,” or “purchasing” of human beings for unspecified tasks will not be approved. These practices have the potential to violate the basic rights of those involved and by nature are demeaning to participants.

6. Door to door sales and solicitation are prohibited.

7. The selling of magazines, phone cards and distribution of credit card information is not allowed on the Valdosta State University campus.

8. Full rental of facility, personnel and other associated expenses will be charged to organizations keeping more than 10% of the proceeds from the event…this percentage of money collected can be used for prizes, program planning and other expenses incurred with the event.

o. Auxiliary Groups

The North-American Interfraternity Conference (as of 1987), the National Panhellenic Council (as of 1988) and the member organizations of the National Pan-Hellenic Council, Inc. urge and recommend that member organizations work to eliminate auxiliary or “little sister/little brother” programs. Valdosta State University formally recognizes the request from these national organizations and their national presidents and hereby prohibits the formation of auxiliary groups on the campus. Any organization believed to be acting, as an auxiliary group shall be prohibited from using University facilities. The Office of Greek Life will contact the national organization of the group in connection with the auxiliary immediately.

p. Final Review Powers

The Dean of Students or his/her designee, as needed shall review the activities of each student organization to determine whether or not they are acting in accordance with University regulations. Alleged violations of the University’s Student Code of Conduct regulations may be brought against a registered organization. The Vice President for Student Affairs or his/her designees, may forward the charges to the Student Conduct Office for appropriate conduct hearing.

If an organization accepts complete and unconditional responsibility for ALL alleged violations, they may then choose an administrative hearing. This means the organization waives their right to a conduct committee hearing or appeal. The Vice President for Student Affairs or his/her designee, or the appropriate Conduct Hearing Board may impose any of the following disciplinary measures upon an organization for alleged violations of University’s Student Code of Conduct regulations after a finding of
responsibility via an administrative or conduct committee hearing process. This list shall not be taken to be exhaustive, and it may be expanded as needed.

- Restriction of all or any privileges enjoyed as a registered student organization
- Monetary fines, withholding, or withdrawal of student activities monies.
- Restitution for damages
- Probation and/or suspension for a defined period of time of registered group status
- Withdrawal of registration indefinitely.

An organization may appeal any sanction to the President, The President may utilize the services of an existing or ad hoc committee for the appeal process as described in the Student Code of Conduct. Upon notice and a hearing, the President may review at any time the registration of any student organization, and make whatever final disposition he/she deems is necessary in the best interest of the University.
GENERAL STUDENT UNION POLICIES

Alcohol is not permitted in the building except during those on-campus events that comply with the VSU alcohol policy.

Animals are not allowed in the Student Union (exception- service animals such as ‘seeing eye dogs’).

Art objects, pictures, and furnishings are placed throughout the Student Union not only to enhance the beauty of the building, but also to provide a cultural atmosphere for the aesthetic education of the university community. These items are not to be removed from their location except by authorization from the Student Life Office. When new art or furnishings are purchased, such items should be listed with the Student Life Office so that they may be inventoried.

Computer Kiosks are meant for brief use only. Computer labs for extended use are located next door at the Odum Library for extended use.

Damage to fixtures, equipment, and/or any other property of the Student Union shall be billed to the abuser. The cost of repair and replacement will be determined by the Student Union Director.

Food may be eaten in the food court area and in any of the lounge space areas. It is the responsibility of the person eating the food to do so in a clean and courteous manner. Dispose of all trash in the waste cans provided. If an accidental spillage happens, please notify the Information Desk as soon as possible.

Furniture in the building may be moved to accommodate conversation but must be moved back into place when leaving the area. No furniture is to leave the designated area in which it was found. No inside furniture is to be moved outside or outside furniture moved inside.

Gambling of any kind is not allowed in the building.

Loitering is not permitted in the Student Union by persons not directly affiliated with VSU. The Student Union is for use by VSU students, faculty, staff, and their invited guests. Professional and/or student staff may ask anyone at anytime to provide a VSU ID. University Police should be contacted immediately if an individual is suspected of loitering.

Panhandling and/or begging is prohibited in the Student Union. Persons panhandling or begging should be advised that this is contrary to Union and University policy. Persons who
continue to panhandle or beg after being advised of this policy shall be reported to University Police.

**Posting** of all material shall be under the supervision of the Student Life Office staff and shall follow the established policies for distribution and posting of printed materials in the Student Union. (See specific policy in this manual.)

**Reserved** areas are to be used only by those who have an approved reservations contract issued by the Office of Student Life. A copy of this contract should be kept by the user at all times during the scheduled event.

**Skates**, skateboards, bicycles, wheelies, and similar items are not allowed in the building.

**Shirts** and shoes must be worn by all persons entering and/or using the Student Union.

**Tobacco** products of any kind are not permitted in the building.

**Use of Student Union by those under the age of 18** is not permitted unless they are attending or participating in a recognized university function or program or in the immediate supervision of their parent/guardian who is a VSU student, faculty, or staff. Anyone under the age of 18 who is not part of the above stated recognized groups will be asked to leave, and University Police will be contacted. The Student Union shall not serve as a child care facility and will not assume the liability for the supervision for minors.