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All information in this manual is intended for informational purposes and is subject to change. For additional information concerning the publication of this document, please contact the Office of Fraternity & Sorority Life.

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Dear Chapter President:

Welcome to what may prove to be the most challenging and rewarding experience of your collegiate career: becoming your chapter’s president. You have been chosen by your peers to lead your sorority and fraternity. The position of Chapter President guides the future of your chapter. The President is the face of the Chapter and is responsible for all that is associated with your organization.

As the Assistant Director for Fraternity & Sorority Life here at Kennesaw State University, it is my responsibility to ensure the success of your chapter, but most importantly to ensure that you have the tools to be successful.

This President’s Manual should assist with the beginning stages of your success. It is a resource to help answer your questions and to help you know when to ask for assistance. I recognize that all cannot be put in writing so it is your responsibility to openly communicate with not only your chapter officers and members, but to work hand in hand with other organizations, governing councils, chapter advisors, national headquarters, and your Office of Fraternity & Sorority Life.

I hold my students to a high level of expectation because I know you all will do the same for me. I expect that you will work hard and use me as a guide and resource. We will work together to ensure the success of your organization and our community.

As always, the Office of Sorority & Fraternity Life staff stands ready to assist you. We hope that you will find this manual helpful with your daily responsibilities as Chapter President. Feel free to stop by or call with any questions you may have.

I wish you all the best in your endeavors to lead your chapter to greatness.

Fraternally,

Jennifer R. Morales
Assistant Director for Fraternity & Sorority Life
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Mission Statement

The mission of the Office of Fraternity & Sorority Life is to serve as an advocate and resource for our fraternal community. We empower members of Greek-lettered organizations to promote and uphold the ideals of scholarship, leadership, service, personal development, and fraternal ideals.

We are committed to serving our community by developing positive leadership, fostering an appreciation for diversity, and achieving individual and chapter excellence.

Community Pillars

- Scholarship
- Leadership
- Service
- Personal Development
- Fraternal Ideals
Office of Fraternity & Sorority Life
Programs and Services

1. **Academics.** With the consistent goal of academic excellence within the fraternity and sorority community, the Greek honorary, Order of Omega and Gamma Sigma Alpha, exists to recognize those who excel in academics and leadership. The Office of Fraternity & Sorority Life compiles all academic information and provides the information to the constituents to our community.

2. **Community Performance Report.** The Office of Fraternity & Sorority Life produces a report detailing chapter GPA; number of chapter members and total numbers of Greek students; total and average community service hours. The report is given to faculty and administration; chapter and faculty advisors; inter/national headquarters staff.

3. **Membership Intake, Recruitment and Education.** The Office of Fraternity & Sorority Life works closely with the student governing councils for all fraternities and sororities to coordinate recruitment activities and events. Programs and seminars are organized to promote interaction among all Greek organizations and with other university departments in an educational setting outside the classroom.

4. **New Member Education.** The Office of Fraternity & Sorority Life sponsors educational seminars for all new members to assist them in their transition to their new community. Topics include risk management, hazing, diversity, gender issues, sexual assault and alcohol/drug awareness.

5. **Educational and Event Programming.** The office coordinates major retreats such as the Presidents’ Retreat to provide students with the resources they need to be successful chapters and leaders. Monthly meetings, officer training and program development guidance are also major functions of the office staff.
Office of Fraternity & Sorority Life  
Expectations for Fraternity & Sorority Community  

1) **Individual Good Standing Requirement.** To hold an executive office position for a governing council, students must maintain a minimum of a 2.5 cumulative GPA, be free of student conduct charges, and be an active member of a chapter in good standing with the Office of Fraternity and Sorority Life.

2) **Chapter Good Standing Requirement.** All fraternities and sororities at Kennesaw State University must remain in good standing with the Office of Fraternity and Sorority Life, the Department of Student Life, and the Department of Student Conduct and Academic Integrity.

3) **Rosters.** Chapters must maintain an accurate member roster with the Office of Fraternity and Sorority Life. Rosters updates are due to the Office of Fraternity and Sorority Life twice a year (November 15th for the fall semester and April 1st for the spring semester).

4) **Academic Requirement.** Chapters must maintain an average of 2.5 or higher cumulative GPA. Failure to do so will result in some form of academic support or suspension.

5) **Responsibilities.** All chapters are responsible for the following:  
   a) Exhibit and support the Mission of the University and the Division of Student Success  
   b) Conduct membership recruitment without regard to race, color, ethnicity, religion, sexual orientation, national origin, source of income, or military status  
   c) Maintain a minimum of five (5) KSU student members at all times  
   d) Maintain a full-time faculty or staff member as the Advisor  
   e) Ensure your chapter is represented at monthly Presidents Luncheon  
   f) Be a good steward of all facilities, student activity fees, campus resources and services provided on behalf of the organization i.e. audio/visual equipment, cubicles, etc.

6) **Policies.** All chapters must abide by the following:  
   a) All local, state, and federal laws  
   b) KSU Student Code of Conduct  
   c) Applicable Council Constitution and Bylaws  
   d) Applicable Council policies and recruitment rules  
   e) Chapter’s Inter/national Organizational Bylaws and Constitution
Office of Fraternity & Sorority Life Non-Academic Discipline Flowchart

1. Information Received
   - Case confirmed as individual
     - FYI File created; not enough evidence
     - Individual charged by SCAI
   - Investigate
     - Case confirmed as organizational
       - Process by SCAI if allegation is violation of Code of Conduct
       - SCAI Panel Hearing
         - Case heard by SCAI officer
           - Resolution
         - Resolution
       - SCAI Panel Hearing
         - Resolution
         - Revised decision or appeal denied
       - Council Judicial Board determines outcome/sanctions based on judicial process
       - Case heard by OFSL
         - Resolution
         - Appeals to OFSL
           - Resolution Accepted
           - Revised decision or appeal denied
         - Appeals to Director of Student Life
           - Revised decision or appeal denied
   - Not violation of Code of Conduct; sent to OFSL
     - FYI File created; not enough evidence
     - Individual charged by SCAI
     - Communicate Outcome to OFSL
   - Revised decision or appeal denied

Adopted July 2012
Kennesaw State University Alcohol & Drug Policy

Use and Possession of Drugs, Including Alcohol
Use and/or possession of drugs (controlled substances) are prohibited.

A. Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible organization representative acknowledges responsibility for monitoring alcohol consumption. Student activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president, and there are other limited exceptions to this policy within the residence halls by those over the age of 21.

B. All student organizations must submit an “Acknowledgment of Alcohol Policy” form to the vice president for student success and enrollment services during the first week of classes each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and the individuals responsible for the group’s social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

C. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the “drawing card” for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver’s licenses.

D. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

E. Any violation of this policy at any organization activity shall be reported verbally to the Vice President for Student Success and Enrollment Services by the designated monitor(s) within 24 hours of returning to campus followed by a written report within three working days. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Vice President for Student Success and Enrollment Services, who shall then be responsible for disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of nonacademic University rules and regulations as provided for in the University Student Code of Conduct.
Kennesaw State University Hazing Policy

Disruption of Campus Life
It is the purpose of the institution to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

1. Policy Statement – Hazing in any form is prohibited at Kennesaw State University. Kennesaw State University is committed to providing a safe learning environment that supports the dignity of all University community members. Hazing is a violation of state law and is strictly prohibited by Kennesaw State University both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges.

2. Definition – “Hazing” means any intentional, negligent or reckless action, activity or situation that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership, office or other status in a student group, whether or not such group is formally recognized by the University and regardless of the individual’s willingness to participate. The expressed or implied willingness of the victim(s) is not a defense. Actions and situations that may constitute hazing may include, but are not limited to, the following:

- Forcing, requiring, or encouraging the consumption of food or any substance;
- Calisthenics (e.g., push-ups, sit-ups, jogging, runs);
- Treing’s (e.g. tying someone up and throwing food or other substances on them);
- Paddling in any form;
- Line-ups (e.g. yelling at or harassing people in a formation);
- Theft of any property;
- Road trips (e.g. dropping someone off and leaving him/her to find his/her own way back);
- Scavenger hunts; without prior approval from the OFSL;
- Causing an individual to be sleep deprived and/or suffer from excessive fatigue;
- Conducting activities that do not allow adequate time for studying or that interferes with their scholastic responsibilities (e.g. not allowing an individual to attend class, causing one to miss group projects);
- Forcing, requiring, or encouraging nudity at any time;
- Forcing, requiring, or encouraging the wearing of specific uniform apparel;
- Performing acts of personal servitude for members (e.g. driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry); requirement/forcing of purchases for others;
- Forcing, requiring, or encouraging individuals to engage in public stunts or buffoonery, hair cutting, morally degrading/humiliating games or activities, which are distasteful or designed to provoke nausea or inebriation;
- Verbally harassing any individual or any action or situation which subjudgets an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
The page contains instructions and information about preventing and reporting hazing, as well as a non-discrimination policy statement. The text is as follows:

- Producing mental or physical discomfort in any form or physical and/or psychological shocks in any form;
- Forcing, requiring, or encouraging the violation of university policies, federal, state, or local law.

3. **Prevention** – As a part of the student group informational, recruitment, and membership intake activities, student groups are required to educate members and prospective members about hazing and to maintain documentation that they have fulfilled this requirement. Each member of a student group must sign the Kennesaw State University Hazing Compliance form. These forms are located in the Office of Fraternity & Sorority Life and the Department of Student Life.

4. **Reporting a Hazing violation** – All members of the University community are strongly encouraged to report suspected instances of hazing to the Office of Fraternity & Sorority Life (770-499-3081) and/or the Department of Student Life (770-423-6290), Student Conduct and Academic Integrity (770-499-3403) or KSU Police (770-423-6666).

5. **University as the Complainant** – All reports of hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the Office of Student Conduct and Academic Integrity may choose to initiate charges, not initiate charges or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the University will serve as the complainant throughout the student judicial process.

**Kennesaw State University Non-Discrimination Policy**

*Kennesaw State University is an affirmative action/equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, handicap or national origin.*

- It is understood that Greek letter fraternities and sororities, which belong to NPHC, NPC, NIC, and some NALFO organizations, are single sex organizations.
Academic Policy Regarding Fraternities and Sororities at Kennesaw State University

Every chapter must maintain a minimum chapter semester grade point average of 2.5 inclusive of new members and initiates. Grades of individual chapter members will be made available to Chapter Presidents, Scholarship/Academic Officers, and Chapter Advisors.

An Academic Performance Report will be issued by the Assistant Director for Fraternity & Sorority Life on a per-semester basis and will be provided directly to each Chapter President, Scholarship/Academic Officer, and Chapter Advisor. This report shall include semester grades for all active members of each chapter.

The Assistant Director for Fraternity & Sorority Life will notify the chapters in writing that are placed on academic probation.

If a chapter has not attained a grade point average of 2.5 and a change occurs in a member’s grades, the Office of Fraternity and Sorority Life should be notified of the change in writing at the time the change takes place. Only if a chapter is on probation status will a change in member’s grade warrant re-computation of the chapter’s grade point average for a given semester.

A semester’s grade point average below the minimum requirement of 2.5 will result in probationary status as described in the following section of the document. One semester with a GPA below 2.5 will result in Level I Probation two or more semesters below a 2.5 GPA will result in Level II or Level III probation.

Level I Probation Status

1. Notification of chapter probationary status sent to Chapter President, Scholarship/Academic Officer, and Chapter Advisor by the Assistant Director for Fraternity & Sorority Life.

2. The chapter must complete the following:
   a. Plan two academic programs for the chapter using University academic resources.
   b. Prepare a written action plan for academic improvement. The academic improvement plan must be reviewed and signed by the Chapter President and the Chapter Advisor.
   c. Arrange a meeting between the Assistant Director for Fraternity & Sorority Life, the Chapter president, and the Chapter Advisors to review the action plan (no later than two weeks after notification).
   d. Limit chapter social activities to two events for the semester. No overnight trips or “formals” may be held.

Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level II Probation Status.

If the chapter achieves the required Grade Point Average (GPA) at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status thereafter.
If the chapter does not achieve the required grade point average while on SDS status, it will be placed on Level II Probation Status.

**Scholarship Development Status**

Chapter must follow the academic action plan created by the chapter and approved by Office of Fraternity & Sorority Life by Friday of the fourth week of the semester. The Chapter President and Scholarship/Academic Officers will meet with the Assistant Director of Fraternity & Sorority Life to review the action plan. The Scholarship Development Status is designed to help monitor your chapter’s academic progress throughout the semester.

**Level II Probation Status**

Level II Probation Status includes the requirements of Level I plus the following:

1. Suspension of chapter social privileges. The Chapter President must make a written appeal by the fourth week of the semester for any exception to this probation to the Assistant Director of Fraternity & Sorority Life.

2. Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level III Probation Status.

If the chapter achieves the required grade point average at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status for the following semester.

If the chapter fails to achieve the required grade point average while on SDS status, it will be placed on Level III Probation Status.

**Level III Probation Status**

Includes the requirement of Level II plus the following:

1. Suspension of recruitment and/or intake.

2. Request from the Assistant Director for Fraternity & Sorority Life to the Chapter Advisor for a meeting between the advisor, chapter president, chapter advisor and Office of Fraternity & Sorority Life officials.

Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level IV Probation Status.

If the chapter achieves the required grade point average at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status for the following semester. If the chapter fails to achieve the required grade point average while on SDS status, it will be placed on Level IV Probation Status.
**Level IV Probation Status**

1. Revocation of university recognition of the chapter including loss of chapter ability to utilize University facilities and participate in University events.

2. Meeting request from the Assistant Director for Fraternity & Sorority Life to the Chapter Advisor to discuss continued recognition status of chapter on the KSU Campus.

**Regaining Recognition: Lost Recognition for Academic Reasons**

In the event a chapter loses University recognition due to failure to meet the requirements of this policy, the chapter may petition the Office for Fraternity & Sorority Life for reinstatement under the following guidelines:

- The chapter must present a plan for chapter redevelopment that clearly and persuasively addresses the academic failings heretofore.
- The petition must include explicit support from the inter/national organization.
- The chapter will be inactive for at least one semester, during which it may function only for the purpose of preparing its petition and redevelopment plan.
- The Office of Fraternity and Sorority Life will continue to monitor academic performance of a suspended chapter for one calendar year if so requested by the chapter for use in its development of a petition and redevelopment plan.
- A chapter petitioning for reinstatement must meet all other requirements of the University in order for its petition to be considered.
- In the event that a reinstated chapter is suspended from campus within one year of reinstatement, no further petition for reinstatement will be considered from the chapter for five years or until all members of the chapter graduate or are no longer affiliated with Kennesaw State University.
- A reinstated chapter returns to the community on Level II Probation Status.
Cubicle Policy for Fraternities & Sororities

Any KSU Fraternity or Sorority that is in good standing with the Office of Fraternity & Sorority Life (OFSL) is eligible to receive a cubicle. The OFSL staff will notify chapters if they are not eligible to receive a cubicle. All chapters assigned a cubicle in the Carmichael Student Center agree to abide by the following:

Cubicles will be assigned prior to each Fall Semester based on the current chapter’s overall GPA. The fraternity/sorority with the highest GPA will select first and the fraternity/sorority with the lowest will select last. The expectations are as follows:

- Users will remove trash at least weekly from the cubicle and place it in the large trash receptacle located in the area.

- Users will not leave any perishable or unsealed food items in the cubicle at any time.

- **Items allowed in the cubicles are as follows:** small decorative accessories, small bookcases, movable rugs (no home or industrial type carpets), rolling storage units, bean bags or pop up chairs, (no large or upholstered furniture of any kind. This includes, sofas, bunk beds, cots, armchairs). Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, space heaters, toasters, toaster ovens, coffee pots, or any other comparable items) into the cubicles.

- No KSU issued cubicle furniture will be removed from the cubicle.

- **Cubicle Decorations:** Windows and ceilings of your cubicle area are not to be decorated in any way. The OFSL must adhere to the fire code; therefore, no items may be displayed or hung from the ceiling. No signs or stickers may be placed on windows. No furniture or anything else may be mounted on the walls or floors of the cubicles. Do not place any items on top of the partition that may obscure or cover another organizations signage and /or cubicle number. The OFSL staff may remove items that obscure signage. If you wish to attach items to the walls of your cubicle, please use only push pins, thumb tacks or scotch tape. Do not use any type of glue or other material that may damage the partition or cubicle as any repairs or replacement of equipment will be charged to your organization. You should be able to remove anything easily and should stay away from any stickers or permanent adhesive items.

- Members of the organization will be respectful of other cubicle-holders regarding noise, conversation, and actions, and will treat all other cubicle holders with respect, dignity, and thoughtfulness.

- **Smoking and Alcohol/Flammable Materials:** Student organizations are expected to follow all Kennesaw State University policies pertaining to smoking and alcoholic beverages. The Carmichael Student Center is a smoke-free building, including the 3rd floor balcony. Do not store flammable materials in the cubicle/office or den area.
• At the end of the cubicle term, the following items must remain and be accounted for: 2-drawer file cabinet, chair, rolling chair, desk, trashcan, recycle can (blue), and cork/whiteboard. If any of these items are missing, the organization will be charged for the cost to replace the items.

• If any cubicle items are damaged, the organization will be charged for the cost to repair or replace the items. Excessive damage done by members of the organization can lead to loss of the cubicle. The OFSL reserves the right to remove or instate cubicle privileges at any moment if the chapter violates any of the cubicle guidelines.

• The organization is responsible for any items brought into the cubicles. The cubicle area is not immune to theft or vandalism. The OFSL is not responsible for any items stolen or lost from the cubicles. In the event of theft or loss, please notify the Office of Fraternity & Sorority Life and file a report with campus police. Any purses, wallets, computers, televisions, videos, textbooks, and other valuables are at risk if they are left unattended in the cubicle.

The person who is signing this form will communicate this contract and all the terms within to others in the organization that will be using the cubicle.

By signing below, you are agreeing to be the contact person for all communications regarding your chapter’s cubicle as well as all the conditions for having a cubicle. Please complete the part below and sign.

Organization Name: __________________________________________________________

Name of Chapter President: ____________________________________________________
(This is the person who will assume major responsibility for cubicle issues)

Email of Contact Person: ______________________________________________________

Phone number of Contact Person: _____________________________________________

Contact Person signature: ____________________________________________________

Date: ______________________________________________________________________
Summarized Steps for Planning an Event on Campus as a Fraternity/Sorority

1. First step is to meet with your members and discuss details of the proposed event. Suggested questions to answer are:
   - What do you want to accomplish from hosting the event?
   - When and where would you like the event to take place? (multiple dates and location options are best)
   - What is your budget for the event?
   - Who is your target audience for the event?

2. The designated reservation delegate should submit the Activity Request Form at ksustudent.com. Please allow for 3-5 business days for the Reservation Coordinators to process your request.

3. After the necessary processing time, you will receive correspondence from a The Department of Student Life Reservation Coordinator informing you of your reservation status. At this time you will know if you reservation is confirmed, denied or on hold and will be able to begin taking proper steps to finalize your event. Be sure not to advertise or make concrete plans until you know you have a space.

4. At this time your organization may move forward with finalizing all details for your on campus event. Please be sure to complete the following tasks in a timely manner:
   - Begin advertising for your event
   - Read your reservation confirmation and ensure that all outlined policies are adhered to
   - Read your reservation confirmation for accuracy in room set-ups and equipment needs
   - Submit all necessary contract documents for approval (See the Department of Student Life Business Manager for details).

Room Reservations / Event Space on Campus

**Sponsored Activities by Registered Organizations**

The key component in requesting this space is completing the Activity Request Form found at ksustudent.com, which will be processed by one of the Department of Student Life Reservation Coordinators. It takes 3 to 5 business days to process a request. In order to arrange proper access to space, set-up and other details all Activity Request Forms should be submitted at least 7 to 10 business days prior to the requested date of the reservation.

Event requests may require approval from CEPC (the KSU Campus Event Planning Committee comprised of key university officials), which requires a minimum of 30 days to process. Before any agreement(s) may be made in connection with the function, the CSO should have received a Reservation Confirmation.
KSU AMPLIFIED SOUND POLICY

All approvals are contingent upon space reservation confirmation.

OUTDOOR LOCATIONS

STUDENT CENTER TERRACE
Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday - Sunday.

GAZEBO
Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday – Friday as well as Fridays between 5:00pm and 10:00pm; allowed between 8:00pm and 10:00pm Monday – Thursday; between 12pm and 10pm Saturday and Sunday.

CAMPUS GREEN (EAST SIDE)
Amplified sound allowed on the East end of the Green (nearest Kennesaw Hall) ONLY between 12:30pm and 1:45pm Monday through Saturday; between 11am and 10pm Sunday.

CAMPUS GREEN (WEST SIDE)
Amplified sound allowed on the West end of the Green (this includes Southwest nearest Rec Center, West nearest Student Center entrance at Bursar’s Office, and Northwest Grill area) from 11am to 10pm Monday - Sunday.

THE COMMONS
Amplified sound is allowed at the Commons ONLY between 12:30pm and 1:45pm Monday – Friday. Requests for Saturday and Sunday will be reviewed on a case-by-case basis.

ALL OTHER OUTDOOR LOCATIONS
Any outside areas on Main Campus not listed above will be determined on a case-by-case basis.

INDOOR LOCATIONS

STUDENT CENTER
The Student Center allows amplified sound, both built-in systems and additional PA systems, in all locations in the building.

INDOOR PLAZA (Prillaman Hall)
The Indoor Plaza is approved for use of a small group PA system.

AUDITORIUMS
Additional PA systems are approved to be used in auditoriums.

ALL OTHER INDOOR LOCATIONS
All areas with built-in audio/visual equipment are approved for use of the built-in system at any time. Additional audio equipment is not permitted for these areas.

No Amplified Sound permitted during Finals Periods of each Semester

*exceptions to this policy will be determined by the Campus Events Planning Committee.

**Any amplified sound needed to conduct an academic class is exempt from the Amplified Sound Policy. Approved by CEPC on 7/11/2013

Sponsored Outdoor Recreation
Kennesaw State University recognizes that many activities in which students participate carry some risk of accidental injury. However, for the purpose of applying these policies, such activities are defined as those that carry a recognized risk of accidental injury. It is also recognized that the potential for such injury is substantially reduced upon the implementation of policies and procedures that ensure that reasonable and due care is observed pursuant to safety and participation in such activities.

Use of Sports and Leisure Equipment Owned by the University
The Department of Recreation & Wellness has equipment available that may be checked out for outdoor recreation activities by KSU students, staff, faculty and organized groups.

- First priority for equipment use will be given to the organization whose budget funded the equipment purchase.
- Equipment may be used by other KSU groups.
- The groups must follow all applicable rules set forth in the policies created by the Department of Sports & Recreation.
- The faculty/staff or student member of the group sponsoring the activity will check out equipment. This individual will also be responsible for returning the equipment in clean, working condition.
- If equipment is not being used by an organized group, it may be checked out to KSU students, faculty and staff on an individual basis, under these guidelines:
  - The individual must be trained and, where appropriate, certified in the activity.
  - The individual may be required to submit a signed Release, Waiver of Liability and Covenant Not to Sue form before checking out equipment (proof of insurance sufficient to cover injuries may also be requested).
  - The individual will be responsible for returning the equipment in clean, working condition. The individual must pay any costs for damage or cleaning.
  - Nature Bound and Intramural equipment rental may require fees and refundable deposits.

Fundraising
Fundraising events and charity events must be planned in advance. Prior to scheduling any fundraiser, please complete the online Activity Request Form at ksustudent.com. For more specific questions, call 770-423-6280 for assistance or visit the Student Center, Room 274.

Room Reservations: Specific Space Details
- Designated campus locations may be reserved for meetings and events.
- All classroom use will require the presence of the organization advisor for admission to the room.
- Booths or tables may be set up in the Student Center Atrium, Student Center Terrace, in the library lobby, Social Science Atrium, The Commons Patio or in the lobby of the Burruss Building.
**Campus Green Use Policy**

The Campus Green was designed for use primarily as an aesthetic feature for informal gatherings and light impact recreation. The Campus Green is the open area located between the Student Recreation and Wellness Center, Kennesaw Hall, the Student Center, and the Burruss Building. The Campus Green is available for use by KSU students, faculty, and staff for organized activities and events with prior approval from the Student Life Department. Requests will be evaluated specifically to ensure aesthetic preservation of the facility.

KSU encourages casual use of the Campus Green, but in order to preserve the aesthetic quality of the space, there are some circumstances and events that are not permitted. These circumstances and events include, but are not limited to, the following:

- Use of cleats or spiked shoes
- Golf practice or instruction
- Intramural events
- Activities using bicycles, skateboards, roller blades/skates, or vehicles
- Canopy tents larger than 10 feet by 10 feet
- Stages
- Any equipment that utilizes stakes

Students occasionally use some of the above items at events. These items may be placed outside the oval green area with approval from the Department of Student Life.

As with all Kennesaw State University property, users are expected to remove any debris and report any damage that may occur during the use of the area.

For information on using this space for your RSO, contact a Reservation Coordinator in the Department of Student Life at 770-423-6280 or send an email to rsoreservations@kennesaw.edu. For your class project for which you want to use the Campus Green, please have your professor contact University Events at events@kennesaw.edu.

**Campus Green Zones**

- **CG Zone 1** - The Campus Green oval only (no lighting available)
- **CG Zone 2** - the grassy area between the Campus Green and the Student Center
- **CG Zone 3** - the Grill Area near the Green
- **CG Zone 4** - the area between the Grills and the Burruss Building
- **CG Zone 5** - the grassy area between the Grills and the Student Center
- **CG Zone 6** - the grassy area between the Student Center and Recreation Center
- **CG Zone 7** - the grassy area between the Campus Green, Zone 6 and the Recreation Center. Main Power source located here.
- **CG All Zone 1-7** - All zones. For large events only.
- **CG Zone 1 & 2** - A combination of Zone 1 and Zone 2
- **CG Zone 3 & 4** - A combination of Zone 3 and Zone 4
You will need to go to the area on the map marked with the star to get your table and chairs. You are allotted 1 table and 2 chairs unless specified otherwise in your confirmation. Once finished with your event you must return the table and chairs.

**RSO Room Reservations**
The Department of Student Life assigns space according to the most appropriate use of the venue as the event is described on the Activity Request Form. The demands on the venue as well as the nature and the size of the event will be considered in determining space assignments.

Room reservations can only be processed when an authorized representative of the Registered Student Organization has submitted the online Activity Request Form. When making reservations, please organize the room reservation request within your group before requesting rooms to ensure you do not send duplicate requests. The Department of Student Life Reservation Coordinators will process your request within 3-5 business days.

General purpose rooms and classrooms may be reserved by Registered Student Organizations by filling out an online Activity Request Form found at ksustudent.com. Please complete the form thoroughly and provide any additional details pertaining to your event.

Room requests are processed in the order that they are received and are assigned on a first-come, first-served basis. Please be aware that some miscellaneous rooms or classrooms in buildings across campus may not be available to student organizations. Some rooms are controlled by the College or Dean’s office in that particular area and may not be available for use by student groups.

Notice: Requests for classrooms are offered to Registered Student Organizations only after all courses/classes and academic bookings have been reserved. This limits the available space on campus for RSOs because of priority order in the reservation process. Please be aware that room availability has been decreasing each semester and your organization should be mindful to plan your requests accordingly. The Department of Student Life will do its best to accommodate your organization, but there is only limited general purpose classroom space available for room assignments.
Two members (the president and one additional member) from each Registered Student Organization will be authorized to submit reservation requests on behalf of the RSO.

**RSO Space Use Policies**

**Event Specific Policies**
Only Registered Student Organizations may request permission to set up donation sites for items (i.e. money, canned goods, clothes, etc.) in University venues. Fundraising events and charity events must be planned in cooperation with the Department of Student Life and the Office of University Development. Please complete the appropriate forms found online for fundraisers or donation drives. They can be found under forms at ksustudent.com. Please contact the Department of Student Life (770-423-6280) for assistance, or come to the office (Student Center, room 274).

**Large Event Planning**
Some large events require significant pre-planning and involvement from many University departments (i.e. detailed setups, custodial, security, catering, parking, audio visual, etc.). These events may include but are not limited to conferences, concerts, guest speakers, performances, and seminars. Each large event request will be considered on a case-by-case basis after submission of an Activity Request Form. Large events may require review by the Campus Events Planning Committee. Due to the extensive planning and coordination involved in holding a large event, very specific guidelines have been established to ensure that all parties communicate and work together to host an event that is fun, safe, and will best showcase Kennesaw State University.

**Event Integrity**
The details of your event may not be changed from the original request without completing the online Cancellation/Change form found on the Student Life homepage at ksustudent.com under the forms section. If excessive changes to the details of the event occur, you may be asked to resubmit the Activity Request Form with updated information. For example, if a lecture becomes a concert or a seminar becomes a three-day workshop, you must cancel the original reservation with the on-line cancellation/change form and submit a new Activity Request form.

Transferring, loaning or sub-leasing a reservation or misrepresenting the intended use of the venue are serious matters that may result in immediate suspension of a group’s eligibility to use KSU facilities. If it is determined that a misrepresentation of any event request has occurred, cancellation of the event and possible loss of campus space use privileges may occur. It is important if you are working with an outside group, that their names be noted on the Activity Request Form and the nature of the event be listed.

When assigning space, Student Life and the Campus Events Planning Committee (CEPC) take into consideration the following elements:

- Availability of the facility or space
- Maximum capacity of the facility or space
- Best use of facilities and their suitability for various activities and functions
- An event will not be approved if it displaces a class or other academic event or is likely to disrupt the academic environment.

Contracts should not be submitted for approval until a space confirmation has been received.
Event Sponsor Responsibility
The sponsoring organization or department is responsible for the information provided when making a reservation and for designating an official contact person. The contact person and the advisor are responsible for the proper conduct of the event and for returning the facility or space to its original configuration.

Space Reservation Denials
Student Life reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. The Department of Student Life on an individual basis will consider appeals. Occasionally, a request will be referred to the President’s Cabinet for final approval. If there is no space available that fits the time, date and size needed, or the request is not submitted within the appropriate time frame to ensure the event’s success, the request will be denied.

Academic Precedence
The Academic Calendar is imported directly into the Events Management System (EMS) to avoid conflicts. All reservations in academic spaces hold the risk of being moved due to an academic class being scheduled in that space at any point during the semester. Occasionally, an academic class is placed in a room where an event is booked. The academic class will take precedence and Student Life Reservation Coordinator will make every effort to resolve the issue and reassign space assignment when possible. The Reservation Coordinators take a proactive role in reassigning academically bumped events prior to the reservation date.

Cancellations
Should it be necessary to cancel a reservation, the original requestor must fill out and submit the cancellation/change form within two (2) business days, to ensure consistency of communication with the organization. Any student organization or university department that fails to honor a reservation without canceling two (2) business days in advance may have future use of facilities restricted. Student groups that fail to cancel an event will be categorized as no shows (see No Show Violation policy below). Organizers are responsible for removal of promotional signage and notification of cancellation to all participants.

No Show Violations
Any organization, department, or individual that fails to notify the Department of Student Life of a cancellation prior to the event will be considered a no show. Written notification of the no show will be sent to the individual listed on the reservation with a copy sent to the advisor. After two no show violations, reservation privileges will be suspended for one academic semester unless otherwise determined by the Department of Student Life administration.

Administrative Cancellations/Changes
In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function or academic need. Student Life and University Events staff will work with the organization or department to provide alternative accommodations whenever possible.

Inclement Weather Cancellations
When campus is closed due to inclement weather, your event will automatically be cancelled. The student group is responsible for re-submitting the event request if they wish to try for another date, but due to existing campus obligations, we are not always
able to accommodate the re-schedule request. Due to the high demand for space, rain locations will not be available for events booked outdoors except for Presidential Events.

**Classroom Use For Meetings**
When space is not available in the Student Center every effort will be made to find space in an academic classroom building. If a classroom is booked for you, your advisor is responsible for that space. They must get you into the room, make sure nothing is misused and see that the room is left in proper condition. They are responsible for making sure the space is secure when you leave. Your advisor has to contact the Locksmith by email to request access be put on his/her ID Card for the date, time and room of that meeting. Campus Police will not open a room for you and you should not go to the offices in the building asking office personnel to open a door for you. If you have not made proper arrangements prior to the meeting, you will not get in the room.

*For after hour use of classroom space, your advisor must be present or Campus Police may ask you to leave the building when it is time to lock down.* The primary use of classrooms is for academic classes; therefore, leave any classroom as you found it and ready for the next class. If there is a problem for the next class, the last group in the room may be responsible for any damage or may lose the use of the room for future dates.

**Noise**
Please be considerate of the noise level when using a classroom so you do not disturb the classes around you. No food or drink is allowed in classrooms. All evidence of you being in a classroom should be taken with you.

**Advanced Booking**
All requests for reoccurring reservations on campus, meetings on campus or single instance events outside of the Student Center can be reserved beginning July 15 for Fall, November 15 for Spring and April 15 for Summer. *Exceptions to this policy are determined by the Department of Student Life and include all Line Item Organizations, Fraternities and Sororities. These groups are able to book space in the Student Center for meetings one year in advance for an entire year at a time. Also, all Registered Student Organizations can reserve space for a one-time event in the Student Center one year in advance. Classroom schedules must be set before you can request classroom space for the semester. If space is not available in the Student Center for any of the dates requested, classroom space will not be available for booking until the class schedule is finalized. (See the dates above for advanced booking in classrooms.)*

**Amplified Sound In Classrooms**
No amplified or recorded music may be used in classrooms while classes are in session without prior approval from the Department of Student Life.

**Blood Drives**
Volunteer Kennesaw is the designated campus entity responsible for the coordination of blood drives. Their office is located in the Carmichael Student Center, Room 264. They can be reached by phone at 770-423-6700.

**Cookouts and BBQ’s**
- Grilling event must be reserved with and approved by the Department of Student Life or the Department of Events Services.
- An activity request form must be filled out to hold a cookout on campus or to use the existing grills.
• All campus grilling must end by 9 p.m.
• Only the charcoal grills installed on campus grounds may be used.
• Portable gas and charcoal grills are prohibited.
• Flammable items such as charcoal and lighter fluid may not be stored on campus, except in approved fireproof cabinets.
• A fire extinguisher is required which will be provided by EHS. You must contact the EHS Department to make arrangements for pickup, (678) 797-2410.
• The individual reserving the space is responsible for safety during the grilling event.
• Use of alcohol is prohibited.
• The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water after the grilling is complete, and that the site is left as clean.

Additional information on KSU Environmental Health and Safety policies on cookouts can be found on the activity request form under grilling.

**General Meetings**

The Student Center is the most appropriate indoor venue for any group that wants to serve food or have amplified sound at its event. Due to the high demand for the Student Center rooms, classrooms may be used for meetings where food will not be served and where amplified sound will not be used.

**Gambling**

Kennesaw State University prohibits gambling on campus. In order for your organization to hold this event you must agree to uphold the following regulations:

- Games can be played as long as there is no buy-in and the game is not played with money.
- No cash prizes can be given as awards to winners.
- Selling tickets for non-cash prize drawings, refreshments or other non-game related items, can raise money.

**Raffles**

“Raffle” means any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such term shall also include door prizes that are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded. GEORGIA STATE CODE 16-12-22.3

By definition, the State of Georgia considers a raffle and a lottery to be one and the same under most conditions: — It is the intention of the General Assembly that only nonprofit, tax-exempt churches, schools, civic organizations, or related support groups; nonprofit organizations qualified under Section 501(c) of the Internal Revenue Code, as amended; or bona fide nonprofit organizations approved by the sheriff, which are properly licensed pursuant to this Code section shall be allowed to operate raffles. GEORGIA STATE CODE 16-12-22.1(a)

Since most student organizations are not truly qualified to conduct official raffles in the State of Georgia, the Department of Student Life staff members suggest that student organizations hold Free Drawings in which no money is exchanged for the
chance to win the prize to be raffled. Groups planning to hold a Ticket Sale, raffle or Free Drawing must complete the Activity Request form for this event.

**Summarized Steps for Planning an Event on Campus as an RSO**

First step is to meet with your members and discuss details of the proposed event. Suggested questions to answer are:

- What do you want to accomplish from hosting the event?
- When and where would you like the event to take place? (multiple dates and location options are best)
- What is your budget for the event?
- Who is your target audience for the event?

Have your designated reservation delegate submit the Activity Request Form located at ksustudent.com. Please allow for 3-5 business days for the Reservation Coordinators to process your request. Be sure not to advertise or make concrete plans until you know you have a space.

After the necessary processing time, you will receive correspondence from a Student Life Reservation Coordinator informing you of your reservation status. At this time you will know if your reservation is confirmed, denied or on hold and will be able to begin taking proper steps to finalize your event.

At this time your organization may move forward with finalizing all details for your on campus event. Please be sure to complete the following tasks in a timely manner:

- Begin advertising for your event
- Read your reservation confirmation and ensure that all outlined policies are adhered to
- Read your reservation confirmation for accuracy in room set-ups and equipment needs
- Submit all necessary contract documents for approval (See Student Life Business Manager for details).

**Reserving Tables**

Using tables to promote your organization is a popular option for student organizations. Tables can be used to display literature, disseminate information, raise money, and for other forms of expression. Any outdoor location and any large, open, indoor location can be appropriate for tables, provided that the table does not disrupt other university functions or interfere with academic instruction, and pedestrian or vehicular traffic. Please consult with Student Life staff members for ideas and information about appropriate locations to place tables on campus.

In order to use a university table, the Registered Student Organization must complete an online Activity Request Form application, available at ksustudent.com. Active organizations in good standing will be approved for the use of (1) one table as long as the location requested is available. The Department of Student Life will review each request on a case-by-case basis if more than one table is needed. No organization, department or individual is permitted to use a table without proper authorization.

Some additional things to remember about tables:

- Each table must have a sign or some type of literature that identifies the student organization sponsoring the table.
• The organization sponsoring the table is responsible for cleaning up any litter at
  the end of use.
• A member of the sponsoring organization must staff the table at all times.

Guest Speakers
Registered Student Organizations may present guest speakers who may make speeches,
give performances, or lead discussions in indoor or outdoor locations approved by The
Department of Student Life.

A guest speaker is a speaker or performer who is not a student, faculty member, or staff
member.

Guest speakers may distribute literature to persons who attend the event, but not to
others who have not chosen to attend the event. The guest speaker may not accost
potential listeners who have not chosen to attend the event. Finally, a guest speaker may
not solicit for his or her off-campus business, organization, or service. When presenting
a guest speaker, the Registered Student Organization must make clear that the
organization, and not the University, invited the speaker, and that the views expressed
by the speaker are his or her own and do not necessarily represent the views of the
University. There are times when the contract will request that the artist/performer be
able to sell merchandise, such as CDs, DVDs, and books. Legal Affairs must approve all
merchandise sales as part of the contract. Artists/performers may not assume that they
can sell their merchandise without getting prior permission.

Film Policy
Registered Student Organizations may sponsor slide shows, videotapes, or films on
campus provided they do not charge admission or solicit donations for the showings
and comply with all copyright regulations. This policy means that student organizations
must obtain permission from the individuals who have the rights to the film prior to
showing the film. Remember that your student organization may not charge any money
nor accept any donations for the showing of a film. Further, groups may not rent videos
from local distributors or show personally owned items to mass audiences. This is a
violation of the law! Please contact the Department of Student Life to learn how to
obtain movie licensing or visit the Public Performance link under the forms section of
ksustudent.com.

Copyright and public performance regulations
This document has been designed to provide student groups with all of the necessary information
to successfully and legally show a film on campus.

Section 110 of the 1984 Copyright Act provides a specific exemption to the licensing of
what is clearly a public performance: “face to face teaching.” To qualify for the
exemption, the showing must occur in a face-to-face teaching situation at a non-profit
educational institution and meet ALL of the following six criteria:

• Performances and displays of audiovisual works must be made from legitimate
copies, including pre-recorded videocassettes, NOT copies from legitimate
copies, and NOT copies from broadcasts (for example, I can’t tape my favorite
episode of “Law and Order” and make it available for a public showing).

• Performances and displays must be part of a systematic course of instruction and
not for entertainment, recreation, or cultural value of any part of the audience.
The instructor must be able to show how the motion picture contributes to the
overall course study and syllabus. The course does not have to be a credit course, but must be one recognized by the university and for which people register (for example, any showing must relate to an ongoing semester course).

- The instructors or pupils must give performances and displays, with no broadcasting from outside sources.

- Performances and displays must be given in classrooms and other places devoted to instruction. The Student Center, residence hall lounge, cafeterias, and outdoor-showings DO NOT QUALIFY. And a student organization cannot hold a showing in a classroom to get around this regulation because the showing isn’t part of an ongoing course for which people have registered.

- Performances and displays must be a part of the teaching activities of non-profit educational institutions. Businesses that conduct educational seminars and some technical schools do not qualify.

- Attendance is limited to the instructors, pupils, and guest lecturers. Only people registered for the class may attend the screening. No fee specific to the showing may be charged.

The bottom line: If your organization wants to show a film on campus for entertainment or recreation, you must pay the licensing fees associated with the film.

If you do decide to go forward with a movie, public performance or display: After you have selected the movie that you would like to view as part of a program, your first step is to purchase a public viewing license ($300.00 - $500.00) and rights to show the film in public, which is a public performance fee ($300.00 - $500.00). Even if you choose to show the movie for free, you are still required to purchase the copyrights. Federal copyright Laws protect all movies viewed in public areas regardless of format (35 mm, video tape or DVD). Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only.

What the Law Says
The present copyright law establishes the principal that a copyright is property and no one can use someone else’s property without permission of the owner or the owner’s licensing agent. To protect this property right, the law gives the copyright owner the right to license any public performance of the work with only a few exceptions to this provision. The law also permits the owner or licensing agent to collect a fee when others use the protected work. It is because of copyright enforcement efforts that schools are now hearing of their obligations under the law.

By law, as well as by intent, the pre-recorded home videocassettes and video discs which are available in stores throughout the United States are for home use only - unless you have a license to show them elsewhere. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used.

Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. No license is required to view videotape inside the home by a family or social acquaintances, and home videocassettes may also be shown, without a license, in certain narrowly defined face-to-face teaching activities (Federal Copyright Act, Title 17, section 110.1). All other showings of the home videocassettes are illegal unless they have been authorized by license.
Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Businesses, institutions, organizations, companies or individuals wishing to engage in non-home showings of home videocassettes must secure licenses to do so - regardless of whether an admission or other fee is charged (Section 501). This legal requirement applies equally to profit-making organizations and nonprofit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62).

**Penalties for Copyright Infringement**

"Willful" infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a $150,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

**Face-to-Face Teaching**

The face-to-face teaching exemption is valid only in situations where a teacher is present in a classroom, using a home videocassette for the purpose of teaching to students in a so-called "face-to-face" manner. This educational exemption is narrowly defined and only applies to full-time, nonprofit academic institutions.

**Why Is Hollywood Concerned About Such Performances?**

The concept of "public performance" is central to copyright and the issue of protection for "intellectual property." If a movie producer, an author, a computer programmer, or a musician does not retain ownership of his or her "work", there would be little incentive for them to continue. There would be little chance of recouping their enormous investment in research and development, much less profits to turn back into future endeavors. Unauthorized public performances in the U.S. are estimated to rob the movie industry of between $1.5-$2.0 million each year alone. Unfortunately, unauthorized public performances are just the tip of the iceberg. The movie studios lose over $150 million annually due to pirated videotapes and several hundred million more dollars because of illegal satellite and cable TV receptions.

*Motion Picture Association: http://www.mpaa.org/

*United States Copyright Office: http://www.copyright.gov/


**Security**

To ensure the safety of students, faculty, and staff, RSOs may be required to request campus security for on-campus events. Organizations may not hire private security for an on campus event. To arrange KSU security at a Registered Student Organization event, complete the Activity Request Form first to request space. Security may be required for your event by the Director of Student Life, Student life Reservation Coordinator or CEPC. The cost will be the responsibility of your organization. Your Student Life Reservation Coordinator will assist your organization in arranging security.
for on campus events as necessary. Depending on the scale of the event, a meeting to discuss your organization’s needs may have to be arranged.

**Audio/Video Equipment**
Student Life Reservation Coordinators arrange several pieces of equipment for use by RSOs when requested on the Activity Request Form. Some examples of available equipment include microphones, portable sound systems, two way radios, and projectors. Please indicate the need for such items when completing the online Activity Request Form.

**Public Assemblies and Amplified Sound**
The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty, and staff have the right to assemble, to speak, and to attempt to attract the attention of others, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the University. The University shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. University persons and organizations may publicly assemble on campus in the designated area assigned to that particular RSO or department. At the time of the assembly, the persons assembling are permitted to be in the designated area, as long as there is no disruption to other University activities. Please note that non-RSOs may exercise freedom of expression on campus as long as the sponsoring person/organization complete the Freedom of Assembly Registration Form found online at ksustudent.com.

**Department of Environmental Health & Safety Policy**

**Event Safety Guidelines**
Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building, and in some cases darkness. These risks can be managed through proper event planning and management.

The health, safety, and welfare of Kennesaw State University students and employees, and guests attending an event must be managed and secured for any event held on campus. The event organizers, whether students, KSU employees, an outside organization and whether planning individually or collectively have a prime responsibility of protecting the health, safety and welfare of everyone working at, attending the event or likely to be affected by the event. It is important to recognize and appreciate the fact that planning for effective health and safety management should start at the same time as the planning for all other aspects of the proposed event.

The types of events held on campus vary enormously from graduation ceremonies to conferences, seminars, performances, concerts, to students’ functions, among many others. In addition, the size and complexity of each event will vary from one event to another. Nevertheless all events are covered by certain legal requirements, but the arrangements that may be needed will vary according to the event. The Department of Environmental Health, Safety & Risk Management has developed an Event Safety Guideline which provides basic standards and safety measures through which it is hoped to encourage a consistency approach to environmental health and safety.
management of event while leaving scope for flexibility, taking into account the nature, size and complexity of the event.

If an RSO is planning an event outside of a traditional meeting or small-scale event has specific questions about risk, injury, use of fire, chemicals, foam, inflatables, etc. Please be sure to review the detailed procedural guidelines online at http://www.kennesaw.edu/ehs/Attachments/pdf/EventGuideline_051309.pdf or contact the Department of Environmental Health & Safety:

Tel: 770-499-3321
Fax: 770-420-4363
Email: ehs@kennesaw.edu

**Crisis Response**
While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond.

As a student leader, it is important to understand that crisis can happen to you and your organization. If this happens, know that you are not alone. Reach out to the Department of Student Life to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation. Should a crisis or incident happen during a student organization activity, contact 911 for off campus events and/or (770) 423-6666 for emergencies and (770) 423-6206 for non-emergency calls to get appropriate help.

- There is a network of outdoor emergency phones on and around campus. These phones are mounted in call boxes, have a light on top, and are clearly marked **EMERGENCY**. Pushing the call button activates a direct phone line with the University Police Department that will automatically pinpoint the caller’s location.
- Notify your advisor if she or he was not part of the activity.
- Notify all organization members in a meeting.
- Notify the Department of Student Life (ST 274) at (770) 423-6280 in the event of a serious injury or death.

**Statements about the incident**
Consult with the Department of Student Life, your university advisor and/or national representative to discuss what things you should discuss in a post-incident press conference or release.

**Events after Midnight**
The Student Center closes at midnight; however, there are times when events may be held past midnight. The very latest a group can have an event is until 1am, when the event must be shut down and participants must vacate the building. Organizers may stay until as late as 2am to clean up the area where the event occurred.
**KSU Posting Regulations**

**All about Flyers**
Flyers may be posted on any campus bulletin board not designated for use by a department or organization. The sponsoring organization is responsible for removal of any flyers or other publicity after the advertised event. Because of a potential safety hazard, flyers should not be placed on glass doors and are subject to removal. Flyers are not to be placed anywhere on cars in KSU parking lots at any time. Flyers are prohibited on any surface except for bulletin boards. Any publicity by a KSU organization must contain the organization name and contact information. Flyers may not be used in any residential area or the Commons without written permission from the Director of Residence Life or the Director of Culinary Services. Flyers and/or table tents may be placed on the tables in the Student Center near the Bookstore, PJ’s Coffee, and Delancey’s Deli; however, please be aware there is no guarantee that they will remain on the tables for any specific period of time. The sponsoring organization is responsible for removal of notices placed around campus after the event has occurred. The name of the organization must appear on the publicity.

**All about Banners**
Banners may be displayed in the Student Center on the balconies with permission of the Department of Student Life. Only Registered Student Organizations (RSOs) or university departments may display banners. Banners may be displayed in the Student Center on the Student Center addition balconies. Registered Student Organizations or departments at KSU, not by individuals or outside agencies, may only display banners. Maximum banner size is 8 feet by 9 feet. Banners may be displayed for two weeks. Banners must include specific information (event, time, place, date, and sponsoring group).

No banners are to be permanently affixed to walls or banisters in the Student Center. No banners advertising outside entities or individuals may be displayed. Please remove banners after the event is over. If you wish to keep a banner, it is your responsibility to retrieve the banner immediately following the advertised event. All banners must include specific information: event, time, place, date, sponsoring group, and contact information.

Because of limited space, organizations may only display two banners at a time. Organizations are encouraged to remove their own banners after the event is over. Student Life staff will discard banners displayed in the Student Center after the two week period or immediately after an event has occurred. If you wish to keep a banner that is displayed in the Student Center, make a notation on top of the banner. Please include a telephone number and the date the banner was hung. NEVER remove another group’s banner without permission from Student Life Staff.

Banners must not be directly taped to the railings. Groups are encouraged to come by the Department of Student Life for hanging suggestions. Due to limited space, organizations may only display two banners at one time. This includes long-term banners and short-term banners. The Department of Student Life is not responsible for banners displayed outside of the Student Center.

RSOs may request banners through Student Life. Printing Guidelines may be found online at [www.ksustudent.com](http://www.ksustudent.com).

Student Life is not responsible for banners displayed outside of the Student Center.
**All about Chalk**
Chalk may be used only in certain locations on campus. Chalk may be used in moderation by student organizations on the sidewalk areas around the Student Center, the library and the Burruss Building in uncovered areas. The chalking must be located where it will wash off easily with rain. No chalk is permitted in any other location on campus, including the residential areas. Chalk may not be used on pillars of buildings, sides of buildings, or any other similar area. “Paint chalk” is not to be used under any circumstances. Groups found guilty of chalk-abuse will be asked to clean the violated area, and are subject to revocation of RSO privileges for a minimum of one full semester.

**Other means of promoting your group or event**

**A-frames**
An A-frame is a movable and self-supporting sign board designed to stand on the ground. Student organizations MAY use small A-frames to promote upcoming events. However, Student Organizations MAY NOT use A-frames for the purpose of advertising their group, disseminating general information, or engaging in other forms of expression. Student organizations are responsible for designing and building their own structure if they desire the use of an A-frame. The Department of Student Life will not be responsible for damage, loss, or theft to/of the A-frame.

**Collection Boxes & Exhibits**
For collection drives, to include food, books, clothing, toiletries, toys, ink cartridges, school supplies, on behalf of student organizations or departments may be positioned in the Student Center as long as the Collection Drive Form is submitted to the Department of Student Life and the following guidelines are followed:

- The sponsoring organization’s name must be clearly displayed on the structure.
- Placement does not disrupt other university functions or interfere with academic instruction, and pedestrian or vehicular traffic.
- Permission is sought from the appropriate administrative office if the structure is to be placed in any place other than the Student Center
- The organization sponsoring the drive is responsible for maintaining the receptacle appearance and collection of items minimally, once a week.
- The organization is responsible for storing and housing all
- Items collected as the Department of Student Life will not be responsible.
- The structure must be removed by the end date indicated on the Collection Drive Form.

Violators of this policy will have their A-frame, Collection Box, or Exhibit discarded and will be prohibited from hosting a similar initiative.

**The Sentinel**
The Sentinel offers discounted rates for RSOs. Contact the Student Media Marketing Coordinator in the Department of Student Life for complete information.

**Owl Radio**
Owl Radio can help advertise or promote your event. Please visit [www.ksumedia.com](http://www.ksumedia.com) and find out all the ways available to you.

**Newspaper Racks**
Designated newspaper racks and machines are for the exclusive distribution of The Sentinel and registered Student Media publications. Other student publications may be
permitted to distribute from these racks if permission is obtained from the editor in chief and Associate Director of the Student Life Department. Violators will be charged the current insert rate.

**Distribution of Literature**
Registered student organizations have the ability to distribute literature on campus. Literature can be used to advertise your organization, publicize information, promote an idea, or for a variety of other purposes. Registered student organizations may distribute, or display literature on campus in accordance with the following guidelines:

- The literature is not distributed by hawking, shouting, or accosting individuals.
- The literature is not a promotion for an off-campus for-profit business, organization, agency, or national association.
- The literature that is dropped on the ground in the area where it was distributed should be picked up by the sponsoring registered student organization.
- Publications Disclaimer: All student organizations that create publications of any sort, including web pages, must include a disclaimer to read, *publication name* is published by *name of organization*, a registered student organization at KSU. *Publication name* is not an official publication of Kennesaw State University and does not represent the view of the University.

**Signs**
Before publicly posting a sign, the student organization must include the name of the student organization on each sign and place the date of posting or date of event on each sign posted.

**Outdoor**
- Signs can only be posted on kiosks near the student center and between the Library and University College Building.
- An organization may only post two signs per kiosk.
- Signs must be attached to the kiosks with non permanent materials only (tacks, staples, tape)
- Signs may not be posted on trees, lamps, columns, trashcans, or other physical structures on campus.
- Signs may not be larger than 11x17.

**Indoor**
- Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it. A student organization shall apply to the appropriate college, school, department, or administrative official for permission to use a bulletin board, and shall not use a bulletin board without such permission.

**Removal of Signs**
An organization should remove each of its signs no later than 14 days after posting or within 24 hours after the event to which it relates has ended, whichever is earlier.

All improperly posted signs are subject to removal. Violations of the sign posting policy are subject to review and potential disciplinary action for the student organization.
Banner Printing Guidelines
Kennesaw State University

• Each RSO/Chapter may have six (6) banners printed per semester at no cost.
• After six (6) banners are printed the cost will be $12.00 each (this is our actual cost per banner).
• This amount will be deducted from the RSO budget or you may choose to pay cash.
• ALL BANNERS MUST BE FOR A REGISTERED ORGANIZATION. The Student Life Department will not print banners of a personal nature.

Creating a Banner
1. Banner must be submitted in Power Point
2. Select the “Format” option (top of tool bar) and then select “Slide Layout.” Once in Slide Layout (will appear on right side of screen), select the blank slide available under “Content Layout.”
3. Go to File: Page Setup
4. Using the drop down menu titled Slides sized for: select “Custom.”
5. The slide width & height:
   - The dimensions of the banner must be set at:
     - PORTRAIT (Width = 42”, Height = 56”)
     - LANDSCAPE (Width = 56’, Height = 42”)
6. Send as attachment to ksustudentlife@gmail.com
7. You will be emailed if there are any problems and/or when banner is done.
8. Please allow at least one week for your banner to be printed.

Types of Banners
1. Short-term Banners
   • Sponsoring organizations must display the following information on their banners:
     - Name of Organization
     - Event Name
     - Date and time of event
     - Location of event
     - Contact information (please include phone, website, and email if available)
2. Long-term Banners
   • Sponsoring organizations must display the following information on their banners:
     - Name of Organization
     - Total contact information (phone/website/email)
     - Meeting dates, location, and time
3. Vinyl Banners
   • The Department of Student Life does not provide vinyl banners. If your organization wants to display its own vinyl banner, we ask that you allow space on the banner on which to post meeting times, dates, locations, and contact information. If the vinyl banner does not have that information on it, it will be removed.
Banner Display Areas
Banners may be displayed in the following locations:
  • Carmichael Student Center
  • Burruss Building
For permission to display a banner in any other building, you must seek the approval of the Dean’s Office in that particular building. In the event that a banner is displayed in another building without permission, it will be removed and discarded.

How to Appropriately attach a Banner to a Surface:
  • When attaching to a banister use the clear packing tape provided by our office to hang your banner. DO NOT USE MASKING TAPE!

Duration of Banners
Short-term banners may be displayed for two weeks prior to a specific event.
Long-term banners may be displayed for the entire semester AS LONG AS all pertinent information is visible on the banner. No more than 2 banners for each organization may be displayed at one time in each building.

Removal of Banners
If you want to keep your short-term banner, please remove it as soon as the event is over. If an Office of Fraternity and Sorority Life staff member removes the banner, it will be discarded the day following the event. All long-term banners, including vinyl banners, will be removed and discarded at the end of each semester. If you want to keep it, it is your responsibility to remove it before the last day of exams.

In the event that extra space is needed for short-term banners, long-term banners may be temporarily removed to provide room. They will be re-displayed following the short-term event.

AT ALL TIMES: Banners are displayed at your own risk. The Department of Student Life or Office of Fraternity and Sorority Life is not responsible for banners that are stolen or removed.
How do I Buy T-Shirts & Promotional Items?
To purchase promotional items such as pens, cups, caps, t-shirts, and brochure folders imprinted with KSU logos or service marks, follow the procedures for purchasing goods, generally. "Promotional items" are not items purchased for resale, but are typically distributed to staff, students or parents/alumni at various University-related events to promote the name and offerings of the University.

Merchandise or printed materials that incorporate University logos, service marks or other University-related design elements must have the design pre-approved through Creative Services. Please contact University Relations for approval, designapproval@kennesaw.edu.

Vendors who offer to imprint promotional items with KSU logos, mascot images or other service marks must be registered with the licensing company, SMA. Additional details can be obtained by writing to designapproval@kennesaw.edu.

Any items funded with SABAC money require the use of University-approved vendors, who have been appropriately licensed to use all KSU marks. You will still need to submit your design to designapproval@kennesaw.edu for approval to use it.

Below are the KSU approved vendors. All of them are familiar with KSU and have worked with KSU organizations.

1st Coast Printing
Website:  www.1stcoastprinting.com
Primary Contact:  Robin Ray
Phone:  904-716-4800
Fax:  904-285-7915
E-mail:  robin@1stcoastprinting.com
Secondary Contact:  Susan Batson
Phone:  251-604-7470
E-mail:  susan@1stcoastprinting.com

Halo Branded Solutions (Lee Wayne Corporation)
Website:  www.dh.halocatalog.com
Primary Contact:  Dianne Helliwell
Phone:  770-321-4747
Fax:  678-560-2616
E-mail:  Dianne.helliwell@halo.com
Secondary Contact:  Jodi Stelling
E-mail:  Jodi@adnov.com

Promo Entertainment Group
Website:  www.promoentertainmentgroup.com
Primary Contact:  Melanie McGovern
Phone:  404-367-0350
Fax:  404-367-0420
E-mail:  Melanie@promoentertainmentgroup.com
Secondary Contact:  Ralston Wells
E-mail:  Ralston@promoentertainmentgroup.com
**The Target Group**
Website: www.ksugear.com  
Primary Contact: Susan Broccolo  
Phone: 678-835-5819  
Fax: 678-835-5801  
E-mail: susan@targetawards.com  
Secondary Contact: Angela Montgomery  
E-mail: angela@targetawards.com

**Comply with the KSU Visual Identity Program**
A Visual Identity Program (VIP) refers to a consistent approach to the visual design of communication materials so that an institution can transmit its primary messages in ways that are identifiable and memorable with its target audiences. Elements of a visual identity program include a signature, or logo, a family of typefaces and standard colors. A consistent visual identity program will ensure that communications from all parts of the university, regardless of their origin in academic or administrative unit, can benefit from primary identification with the parent institution, resulting in a stronger Kennesaw State University. Questions concerning the Visual Identity Program should be directed to University Relations at (770) 423-6203.

**Comply with the KSU Official Logo Policy**
While Kennesaw State University understands the desire for unique logos, we know that having a single visual element resonates with our many audiences and provides quick, easy and consistent recognition of entities within Kennesaw State University. As such, logos or graphic or visual elements that exist outside of those described in this guide will not be permitted.

In addition to the official logo, colleges and other approved units on campus are eligible to use a college-specific or unit-specific logo provided by University Relations. The template for these logos features the Kennesaw State name as well as the college or unit name.

By incorporating the Kennesaw State name with the unit name, the unit name receives prominence while retaining an overall university identity. The college specific or unit-specific logo can be used on the front of major publications as long as the official Kennesaw State University logo appears on the back cover of the publication. The college-specific or unit-specific logo may be used by itself in advertisements for individual colleges and units. The college-specific or unit-specific logos may not be used on stationery or business cards.

Unique college, school, department and other unit seals, logos or word marks may not be used on any university communication and no new logos may be developed. Either the official Kennesaw State University logo or the approved college-specific or unit-specific logo must always be a prominent element of any advertising for the university and its colleges and units. Graphic elements may not be grouped with the official logo in any way as to appear as a larger composite piece. Additional graphic elements may never be used on letterhead, business cards or forms.

University Relations is responsible producing and approving the use of college-specific and unit-specific logos. Requests for college-specific or unit-specific logos should be submitted to logos@kennesaw.edu.

Registered Student Organizations who chose to include “Kennesaw State University in any logo on any type of promotional material must first send proposed artwork to

Office of Fraternity & Sorority Life – President’s Manual 38
Use the Name of The University Appropriately

Kennesaw State University established a licensing program to protect its name and identifying marks. Kennesaw State University is a trademark of The Board of Regents and can only be used by organizations that either are KSU departments, or are officially sponsored by a university department.

There are two types of organizations on campus and they are as follows:

Officially Sponsored University Organizations are those that have obtained official sponsorship from Kennesaw State University. Examples are KSU Athletics, KSU Foundation, and KSU Continuing Education, etc. These organizations may use the words —The Kennesaw State University, KSU, or other trademarked words in their names.

Registered Student Organizations are the second type of organization at KSU. Registered student organizations are not considered officially sponsored by the university and, therefore, may not use the name Kennesaw State University, any abbreviation thereof, or any of the university’s trademarks or logos in the organization name without seeking prior approval from the Department of University Relations.

Be Aware of KSU Licensing & Trademarks

Kennesaw State University, like most major colleges and universities, has a licensing program that regulates the use of its marks on items such as t-shirts, caps, key chains, mugs, pens, etc.

The licensing process ensures that KSU marks are used appropriately and only on products approved by the university, and that the products are manufactured under a code designed to reinforce fair labor practices. Proceeds from the licensing program supports Athletics and Auxiliary Services.

Do Business only with Vendors who are Licensed to use the KSU marks

Only vendors licensed with KSU are permitted to manufacture, imprint or embroider Kennesaw State merchandise. To avoid any potential issues, the Department of Student Life recommends use of the approved promotional vendors. The list of approved vendors is outlined in this manual in a later section, but can also be provided upon request in the Department of Student Life. ANY GROUP USING KSU STUDENT FUNDS MUST ONLY USE KSU APPROVED VENDORS.

Always Seek Design Approval for any Printed Merchandise

If you plan to have merchandise manufactured / imprinted and distributed, you must have your design pre-approved through Creative Services. You may contact Creative Services for approval at designapproval@kennesaw.edu. You will be required to submit your artwork and name of vendor. Only approved vendors may be used. Please allow 5 business days for review of artwork.
Separate your Organization from Officially Representing KSU
All registered student organizations, must print a disclaimer in all publications, including web pages. The disclaimer should read:

“[Name of publication] is published by [name of student organization], a registered student organization. [Name of publication] is not an official publication of Kennesaw State University and does not represent the views of the university or its officers.”

Financial Operations

Department of Student Life Operating and Program Funds
Operating Funds: The Department of Student Life provides access to student activity fee funds up to $400.00 for each non-line item, registered student organization that is in good standing with the university and the department. A new student organization approved by SABAC after November 1 will be eligible to receive $200 for the remainder of the academic year; a new student organization approved by SABAC after March 1 will be eligible to receive $75 for the remainder of the academic year; those groups approved after March 31, will receive no funding for that academic year.

Purchasing Guidelines for Common RSO Operations
Depending on the nature of the expense, the Department of Business Services may request additional supporting documents to further explain the fund expenditure. It is important for any requestor to work cooperatively with the Student Life Business Manager to ensure timely processing of the payment request by responding to requests for additional documentation in a timely fashion.

Accessing Your RSO Club Funds from Student Life
All business affairs for registered student organizations are handled through the Department of Student Life’s Business Manager. General RSO Business hours are Monday – Thursday 10:00am – 4:00pm, and travel assistance will be managed by appointment only. To schedule appointments, please send an email to wharrisii@kennesaw.edu. Subject Line: RSO Business Appointment Request. RSO Business (advances, payments, reimbursements, check requests) will not be managed on Fridays.

For student group use, there are two (2) primary ways to access these funds: Cash Advance and Personal Reimbursements. Conveniently, Student Life uses one universal form for managing RSO money requests called the RSO Petty Cash / Reimbursement Request Form, located under the “forms” section of www.ksustudent.com. This is the ONLY accepted method for requesting funds from the Department of Student Life.

Cash Advances
The Department of Student Life issues cash advances in good faith to registered groups to minimize the need for use of personal funds for RSO needs. It is the RSO and the requestor’s responsibility to return unused funds, and/or provide evidence that the funds supplied were used in accordance with State, University, and Departmental guidelines for university funds.

When cash advance money is issued, the requestor must then reconcile the transaction within 5 business days of the purchase by either returning with original, itemized receipts, supporting documents, and change if the expense did not deplete the $50.00 issuance. Generally speaking, if there is no residual money, the total number of itemized receipts should equal $50.00. Any cash advance that is not reconciled completely will be charged to the requestor’s KSU account for repayment.
All cash advances and reimbursements up to $50 may be given immediately. Any reimbursement over $50 will be processed so that you will receive your money via check within two weeks. Any cash advance requests over $50 require advance notice of three days.

Documentation of the RSO expense must be provided to the Student Life Business Manager prior to any disbursal of funds. Documents required are:

- Original, itemized receipts
- Brief description of items to be purchased or already purchased
- Estimated or Actual amount of purchase to determine amount of cash needed
- Date of the event or purchase
- Signature of staff/faculty advisor approving use of RSO funds for the expense
- Copy of event flyer/announcement

Original receipts and supporting documents (flyers, food sign in sheets, etc.) for reimbursements are due no later than 15 days after the event/activity has occurred. If receipts have not been received after 30 days, the Department of Student Life will contact the registered student organization. If receipts have not been submitted within 30 days after the event/activity, no reimbursement will be made.

If the registered student organization seeks reimbursement for or has purchased an item that has not been approved as part of the allocation or violates any KSU or RSO policy, the student organization’s registration will be suspended or revoked until all matters have been resolved.

**Reimbursements that exceed $50.00**

If an RSO has an anticipated expense that exceeds the $50.00 cash advance limit, or has spent personal funds in excess of $50.00, KSU requires that those payments be issued by a university check. This process that is facilitated by the KSU Department of Business Services is more extensive than the Department of Student Life’s RSO petty cash system and requires a minimum of 7-10 business days to complete; however, there are specific requirements that MUST be satisfied before the university is able to release an official check payment to the requestor:

- The requestor must complete both the KSU Vendor Registration Form, and the IRS W-9 form. This form must be completed with your preferred mailing address, social security number, address, and responses to several questions required by KSU for payment processing.

- These forms should be returned to the Department of Student Life, along with a completed Petty Cash/Personal Reimbursement Form, Itemized Receipt, Event Flyer, and Food Sign-Sheet where applicable.

- All information will be processed by the Department of Student Life Business Manager and forwarded to the KSU Department of Business Services for review and payment.

**Permitted Uses of Student Activity Fees**

- Travel to conferences and competitions related to the registered student organization purposes.
- Registration fees for activities and events
• Educational programs
• Support for organizational operations such as publicity, office supplies, activities of the registered student organization
• Movies/films to be shown publicly or to advance the purpose of the registered student organization (please be sure to show the film according to appropriate guidelines)
• Speakers/lectures
• Student Recognition banquets that are open to all KSU students
• Other activities consistent with the mission of the registered student organization and focused on KSU students.

Prohibited Uses/Allocations of Student Activity Fees
• Events which involve alcohol or tobacco
• Philanthropic donations, charitable contributions or gifts of any type to organizations outside of KSU
• Events that are NOT focused on or open to KSU students
• Any item or activity deemed excessive, not justified, and/or in conflict with the mission of KSU and SABAC
• Social functions that are not related to a program or educational event
• Payment to members of the organization for any purpose outside of constitutionally approved stipends
• Groups not registered with the Department of Student Life or not in good standing.

General Guidelines for Use of Student Activities Funds
These apply both to organizations with university affiliated budgets and to fee-eligible RSOs.
• Occasionally, guest speakers or performers come to campus at the invitation of student groups. Whenever a reception or dinner occurs for these guests, it must be open to all members of the sponsoring organization and the student body.

• Sometimes, meals for the guests are required per the contract. Students and staff members who participate in the meal must pay for their own meals from their personal funds.

• It is the policy of Kennesaw State University to purchase equipment through competitive bid procedures according to state guidelines regardless of the source of funding. This includes purchases supported by student activities funds. Any unauthorized purchase of equipment will be treated as a personal acquisition. Please consult the Student Life Business Manager for coordination of equipment purchases through the University’s procurement office.

• Funding requests through SABAC hearings must be expended within the same academic year unless special permission is granted by SABAC and with the approval of the Vice President for Financial Services. Expenditures and reimbursements will be made only for those items specifically approved by SABAC.

• Operating funds for eligible groups and for university affiliated organizations must be expended within the same academic year. At the end of the fiscal year
any remaining free balances will be transferred into the Prior Year Surplus account and may not be accessed by organizations without SABAC approval.

- No speaker who is a member of the Kennesaw State University faculty, staff or student body may receive payment or honorarium for an appearance.

- No student activities funds may be used to purchase alcoholic beverages, personal items or support of political candidates or parties (including the federal, state, local or University level). SGA is permitted to spend funds to advertise the student elections.

- Only activities, services, physical items or programs that are necessary for an organization’s basic function will be funded. Any physical item, service or activity bought or funded by student funds must be available to all members of the organization. Equipment purchased through student activity funds will be accessible to all areas currently funded by these funds, unless specific equipment is necessary for the daily operation of a particular area. Operators of equipment purchased by student funds must have prior approval through Student Life.

- Because Kennesaw State University is committed to democratic practices in representational issues, it is expected that the student membership of each Registered Student Organization will determine the best use of the funds made available to their organization. It is considered inappropriate and unfair for only officers or individual students and/or advisors to determine expenditures and plan budgets without giving the membership an opportunity for input.

**Department of Student Life Financial Practices**

All cash payments or checks for reimbursement will be made payable to the student responsible for making the approved purchase ONLY after original receipts and a Fund Request Form signed by the RSO advisor have been submitted to the Student Life Business Manager.

Original and itemized invoices, Vendor Payments, or Purchase Orders related to the approved funding allocation may also be made directly to Vendor or Service Provider once all Vendor Registration Forms have been forwarded to Business Services. Individual and Vendor Registration Forms may be obtained at https://financialservices.kennesaw.edu/business/business_services_forms

The Department of Student Life and SABAC may suspend or revoke the funding allocation before distribution if the registered student organization has engaged in activities that violate state and federal laws or the policies of the university. The funding will be discontinued as of the date of suspension/revocation and no expenses incurred after that date will be paid.

The registered student organization is solely responsible for all expenses that exceed the amount of the allocation awarded to the organization.

A sign in sheet for student attendees if food will be or has been served (KSU Business Office Policy)

KSU is tax exempt and should not pay taxes. Please be sure to show the KSU Tax Exempt Certificate before making any purchase on behalf of your RSO. The Department of Student Life cannot reimburse anyone for payment of taxes. Tax-exempt forms are
available upon request from the Department of Student Life at www.ksustudent.com in the “forms” section.

How do I Buy Food?

- Most foods (bakery, dairy products and other perishables) are exempt from procurement rules, and include prepared foods such as hors d’oeuvres, meat and vegetable trays, pizza, desserts, etc. suitable for meetings or parties. Simply put, RSOs may purchase food from any food establishment as long as full service catering is not provided. Drop off or pick up service is allowed.

- Although most foods are exempt from state procurement rules, the Board of Regents has specific conditions under which food may be purchased for employees (in non-travel status) and students. For example, food can only be purchased for valid University business, which may include sanctioned student activity events.

- Employees may partake of meals served at such events only when employee participation is required. Please see important rules adopted by the Board of Regents in their Business Procedures Manual, sections 19.7 and 19.8. found at http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect19.pdf

How do I Hire a Caterer?

To hire a caterer RSOs may request quotes for service from the contracted vendor(s) of choice. Once the preferred quote is accepted, an organization may attach it to the Student Life Request for Funds Form for payment if funds are available. Catering services are more than mere food delivery, and typically involve set-up, servers, clean-up, etc. A University contract for catering services has been awarded, permitting University departments to order from their choice of seven caterers. Information on all seven caterers may be found below. These vendors have all worked with KSU and will know how best to assist you with your catered event.

A Legendary Event
Kelly Vincent
404/605-8921
kvincent@legendaryevents.com

Bold American Events and Catering
Michelle Michelman
678/302-3234
mmichelman@boldamerican.com

Carlyle's Catering
Sarah Boyd
404/872-4231
sboyd@carlylescatering.com

Endive
Rhys Buhrman
404/504-9040
rhys@endiveatlanta.com
Gracious Gatherings
Holly Crum
770/441-0401
graciousgatherings@earthlink.net

KSU Catering
Enzo Mancuso
678/797-2208
vmancuso@kennesaw.edu

Time to Dine
LaToya Jackson
770/384-1904
info@time-to-dine.com

Triple J’s Catering
Nicole Bell
770/420-6490
info@triplejscatering.com
Hazing Prevention Resources

On the next few pages we have provided some resources and alternatives for hazing. All the information (along with additional information) can be found at several websites:

http://hazingprevention.org/about.htm and http://www.stophazing.org/

Hazing “Myths and Facts”

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

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

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

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

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.
Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.
97 Ways to Create Good Members Without Hazing

1. Participate in a Ropes Course.
2. Teambuilding Activities (can be facilitated by campus professional – there are hundreds of these activities that you could use)
3. Participate in and/or plan a Community Service Project
4. New Member Surprise Party hosted by members
5. Have a Resume Writing Workshop presented by Career Services Center
6. Attend Educational Speaker of new members choice and discuss as a chapter
7. Leadership Book-of-the-Month/Semester Club facilitated by new members
8. Invite Faculty Advisor to lunch with new members
9. Have a Discussion about the Relevance of the Creed today
10. Study Skills Workshop presented by Student Success Services
11. Successful Alumni speaker to talk about how f/s gave skills to succeed
12. Arts and Crafts for a Cause
13. Participate in a Recruitment Workshop
14. Invite IFC/PC/NPHC Officers to Speak about Community Governance
15. Invite Sorority and Fraternity Life staff member to speak about lifetime membership
16. Dinner and a Movie
17. Shadow an Officer and assist in the planning of a program/event
18. Create a vision and goals for the organization
19. Plan a fundraiser to pay for initiation fees
20. Include new members in chapter meetings
21. Include new members in regularly scheduled chapter activities
22. Discuss fraternal values and how they apply (or don’t apply)
23. Plan and present a speaker on a health/wellness topic
24. Require active membership in at least one organization outside the group
25. Evaluate the process during and after new member education
26. Host a Family Weekend activity
27. Have consultant or national visitor talk about national programs
28. Discuss what “national” does for “us” with dues money
29. Attend a Panhellenic, National Pan-Hellenic or Interfraternity Council meeting
30. Participate in all-Greek events (e.g. Homecoming)
31. Review parliamentary procedure and its purpose
32. Ask leadership experts to discuss issues such as motivation and group dynamics
33. Have new members take the Meyers-Briggs Personality Type Inventory and discuss
34. Ask a faculty member discuss ethical decision making
35. Ask a faculty member to facilitate a conversation on diversity in fraternities and sororities
36. Ask campus health educator to do a presentation on eating disorders or depression, etc.
37. Ask university police to discuss the prevention of violence against women
38. Ask OSFL staff member to describe what the university offers fraternities/sororities
39. Plan a philanthropy project for a local charity
40. Have a contest for who can recruit the most new members to join and reward the winner with a fully-paid membership badge or initiation fee
41. Members and new members make “secret sisters/brothers” gifts for each other
42. Discuss risk management and liability with KSU Legal Affairs
43. Brainstorm ways to recruit new members to present to chapter
44. Have an all-campus or all-fraternity/sorority community “Meet Our New Members” Picnic
45. Have new members play on the chapter intramural team
46. Sponsor a big/little academic challenge with free textbooks to the winner
47. Have a candlelight/pass the gavel ceremony about what fraternity means to me
48. Have a senior Student Affairs administrator talk about history of fraternities/sororities at the University.
49. Brainstorm ways to improve scholarship (other than study hours).
50. Attend theatrical production or athletic event of the new members’ choosing
51. Ask the library to give a lecture on effective research methods
52. Attend a program or event another organization is sponsoring
53. Have a discussion about membership standards and expectations
54. Have a chapter goal-setting retreat
55. Ask new members to accompany members to regional leadership conferences
56. Attend campus workshops
57. Deconstruct past hazing activity to determine intent and brainstorm alternatives
58. Write a “letter to the founders” to thank them for the opportunity (not to be shared)
59. Attend an Executive Board meeting
60. Have new members help Executive Board develop an icebreaker for each meeting
61. Develop a leadership “wish list” or time line of chapter and campus activities
62. Invite Student Success Services or Career Services Center staff to explain their services
63. Develop a faculty advisor appreciation gesture
64. Collaborate on new initiatives to include new members.
65. Develop an event with a non-Greek organization that requires new members to ask SABAC for additional allocations.
66. Have new members develop a list of ways to end chapter motivation issues.
67. Ask the Mayor to discuss city issues and how the group can help.
68. Ask the Elections Commissioner to discuss politics in the city/county/nation.
69. Require members to register to vote. Give an incentive to those who do.
70. Require members below a 3.0 to attend a study skills program.
71. Develop a program that allows you to begin calling them “new members.”
72. Discuss the founding of the group and how the organization has evolved over time while maintaining the vision. If it hasn’t, how can the group return to its roots?
73. Attend diversity programs held at the university.
74. Review the history of hazing, the evolution of Greek new member education and the direction f/s recruitment is headed.
75. Discuss the “old way” of intake versus the “new way,” with a panel of alumni, administrators and council officers.
76. Develop or co-sponsor a program or event with another sorority if you’re a women’s groups or a fraternity, if a men’s group.
77. Have a professional discuss the “Millennial Generation” and how groups can better recruit based on this research.
78. Offer a discount or reimbursement of part of the initiation fee if a new member completes a service project abroad.
79. Give highest new member GPA recipient a plaque or $25 gift certificate to nice restaurant.
80. New member who develops best recruitment plan (or scholarship plan) gets a free ___.
81. Ask Undergraduate Interfraternity Institute (UIFI) graduates to speak about lessons learned and opportunities to attend.
82. Do a chapter fundraiser to send a new member to the North-American Interfraternity Conference’s FuturesQuest Program or UIFI.
83. Have a discussion about why new members wear pins.
84. Attend New Member Workshop with the OFFL staff.
85. Meet with the Assistant Director for Fraternity & Sorority Life to discuss any resources that may be available to your chapter.
86. Allow new members time for themselves to do and be what they want. Don’t monopolize their time.
87. Have a weekly forum for the new members to discuss their feelings.
88. Invite another group to develop a program to benefit the entire Fraternity/Sorority Community.
89. Invite a Campus Fitness Specialist or Dietician to discuss dietary fads – pros and cons.
90. Ask each member to list the offices/chairs they would be interested in. Have them list five things they would do differently about each. Compile results without names attached and have a constructive conversation.
91. Develop one memento of the new member class to present to the campus.
92. Eliminate the creation of pledge class “paddles” no matter their use. They’re symbolic of hazing. Come up with an alternative.
93. Ask a professor to do a workshop on etiquette.
94. Have lunch together once a week in the Commons with the entire sorority/fraternity.
95. Invite faculty advisor to new member meetings.
96. Visit the national headquarters.
97. Question each activity and evaluate the program each semester with the help of the advisor and OFSL staff/Assistant Director of Sorority and Fraternity Life.
Tips to Avoid Hazing & Have a Productive New Member Education Program

**When Developing a New Member Education Program**

- Make the new member program as consistent as possible from semester to semester.
- Don’t leave room for gross interpretation.
- Have a clear, written mission statement for your new member education program and for the Big/Little Brother/Sister Program.
- Have all members involved in the process of new member education.
- Don’t over-program or monopolize a new member’s time.
- Don’t expect or require things from a new member that you don’t expect from a member (e.g. study hours, wearing a pledge pin when members aren’t wearing their membership badges/pins, daily/nightly meetings, early morning meetings, etc.)
- Make fraternal values and principles the basis for the new member program.
- Make the academic achievement and support of new members a priority and a component of the new member education program.
- Include the concept of lifetime membership in the new member education program.
- Stress that the fraternity/sorority experience doesn’t end your junior year and shouldn’t end upon graduation. Discuss the opportunities for lifetime involvement: advising undergraduate chapters, volunteering with the inter/national organization, alumni chapter involvement, financial commitment of paying inter/national alumni dues, making financial donations to the organization’s Educational Foundation, etc.
- If in doubt about the appropriateness of a new member activity, ask the Assistant Director of Fraternity/Sorority Life. You will never get “in trouble” for asking whether something could be construed as hazing!

**Before New Member Education**

- Review your new member program at the beginning of each semester with the help of the Assistant Director of Fraternity/Sorority Life, your advisor, or inter/national organization.
- Set high membership eligibility standards and make recruitment the process of “earning your letters” through a potential new member’s character, academic performance, leadership, and potential. New member education should be the process of learning to integrate their existing skills and talents into the
organization and identifying areas they would like to develop through the fraternity/sorority experience.

- Provide a written copy of your new member program and expectations to potential new members during recruitment and again to new members before new member education begins.

- Relay chapter expectations to alumni. Don’t be afraid to set boundaries with alumni and hold them accountable as you would a member.

- Involve families in the new member education process. Send copies of your new member program and a letter of introduction, including the chapter’s stance on hazing, to the families of new members. Develop an event where families can visit the chapter during new member education.

- Communicate in writing what new members should do if they are overwhelmed or feel pressure to do something they normally would not.

**During New Member Education**

- Take any concerns expressed by new members seriously. If you don’t know how to handle a situation, ask the Director of Fraternity/Sorority Life, your advisor or inter/national organization.

- Review ritual procedures with new members before initiation to alleviate any fears they may have.

- Host a brotherhood/sisterhood event for members before each initiation where you discuss ritual procedures and its message (your organization’s values and expectations).

**After New Member Education**

- Review the ritual process, message and your organizational values with new members during a post-initiation retreat.

- Ask new members to evaluate the new member program after initiation and provide feedback for ways to improve the experience for the next group of new members.

- Review the new member program after each initiation with all members to determine how the experience can be improved for both members and new members. If issues or problems arise, ask the Director of Fraternity/Sorority Life, advisor or inter/national organization for help in addressing these issues during the next new member education program.

- Don’t fall into the trap of treating new initiates as second-class citizens. Eliminate the use of the term “rookie” (if used). Don’t expect or require things of new initiates that you wouldn’t expect of all members.

Developed by Allison Swick-Duttine, Director of Fraternity/Sorority Life & Leadership Development at the State University of New York College at Plattsburgh.
Delegation

**DELEGATION is important because it:**
1. Allows more people to be actively involved
2. Distributes work load
3. Motivates members by giving them value and importance
4. Helps organizations run more smoothly

**WHAT and WHEN to delegate:**
1. Matters that keep repeating themselves
2. Minor decisions made most frequently
3. Details that take up large chunks of time
4. When you feel someone else has particular qualifications that suit the task
5. When someone expresses interest in the task

**WHAT and WHEN NOT to delegate:**
1. Situations where you have to change someone’s behavior
2. A decision that involves someone else’s morale
3. The “hot potato,” that is, the hot issue you would rather avoid
4. Something that involves trust or confidence
5. Something you yourself would not be willing to do (like menial work)

**METHODS for delegating:**
1. Ask for volunteers. Interest and belief in something is one of the greatest motivators for success.
2. Suggest someone you feel would be good for the task. Silence in response to a request for volunteers does NOT necessarily mean lack of interest. Often a member won’t volunteer because they lack self-confidence.
3. Assign the task to someone. The person can always decline.
4. Spread the good tasks around. “Good” jobs give people status and value. Make sure the same people don’t always get the good tasks.
More Guidelines for Effective Delegation

1. **CHOOSE** appropriate people for each crew by placing your members carefully. Consider their time, interest and capabilities. Specific responsibilities to be delegated to a particular person must be appropriate for the growth or developmental needs of that person at that time.

2. **DELEGATE** segments that make sense, not bits and pieces of a task.

3. **DISCUSS** the task at hand. Discuss ideas; mutually set possible goals and objectives. Whenever possible, give those who will be responsible for carrying out a program a voice in the decision-making. Do not lower standards; don’t insult your members!

4. **GIVE** accurate and honest feedback. People want to know how they’re doing and they deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Allow for risk-taking and mistakes.

5. **SUPPORT** your members by sharing information, knowledge and plans with them. It is incredible how many errors are made simply because of a lack of information. Share their failures, as well as successes.

6. **REALLY** delegate. Most responsible people do not appreciate someone looking over their shoulder or taking back parts of their assignment before they have a chance to do it. As the leader, it’s hard for you to let go. You want to be the doer and you can’t just throw them out there to sink or swim. Let them do the job! Delegating does not eliminate work; it simply changes it. As you delegate appropriately, a multiplier effect occurs: the time spent doing a job can be spent enabling several people to do numerous jobs.

7. **STRESS** the importance of evaluation. You must not overlook the need to evaluate and measure the extent to which your actions conformed to your plans, if the plans went well, or if the original plans were appropriate and worthwhile.

8. Your members are your greatest resource. Let them create; let them put their creativity into action. Delegating responsibility (the art of spreading the work around) is an indispensable concept that must be grasped by any leader who expects to be successful!

"Leadership is learned. It does not automatically happen. Effective leadership requires thought, study and practice. Do not hesitate to expand your leadership capacities through outside sources. Use campus programs, Greek workshops, leadership seminars, assertiveness training and printed materials. The better informed you are, the more effective you will be."
Running an Effective Meeting

Meetings are vital for management and communication. Properly run meetings save time, increase motivation, productivity, and solve problems. Meetings create new ideas and initiatives. Meetings achieve buy-in. Meetings diffuse conflict in a way that emails and memos cannot.

Hold meetings, even if it's difficult to justify the time. Plan, run and follow up meetings properly, and they will repay the cost many times over. Hold meetings to manage teams and situations, and achieve your objectives quicker, easier, at less cost. Hold effective meetings to make people happier and more productive. Brainstorming meetings are immensely powerful for team building, creativity, decision-making and problem-solving. But do it properly. Badly run meetings waste time, money, resources, and are worse than having no meetings at all. So learn these simple rules and use them.

### Meetings - Basic Rules

1. **Plan** - use the agenda as a planning tool (see 'POSTAD TV' acronym below)
2. **Circulate agenda in advance**
3. **Run the meeting** - keep control, agree on outcomes, actions and responsibilities, take notes
4. **Write and circulate notes**
5. **Follow up agreed actions and responsibilities**

Meeting purposes include:

- Giving information
- Training
- Discussion (leading to an objective)
- Generating ideas
- Planning workshops
- Consulting and getting feedback
- Finding solutions/solving problems
- Crisis management
- Performance reporting/assessment
- Setting targets and objectives
- Setting tasks and delegating
- Making decisions
- Conveying /clarifying policy issues
- Team building
- Motivating
- Special subjects - guest speakers

The acronym **POSTAD TV** shows you how to plan effective meetings, and particularly how to construct the meeting agenda, and then notify the meeting delegates:

- Priorities, Outcomes, Sequence, Timings, Agenda, Date, Time, Venue.

### Meeting Priorities

What is the meeting's purpose? Always have one; otherwise don't have a meeting. Decide the issues for inclusion in the meeting and their relative priorities: importance and urgency.

You can avoid the pressure for 'Any Other Business' at the end of the meeting if you circulate a draft agenda in advance of the meeting, and ask for any other items for consideration. ('Any Other Business' often creates a free-for-all session that wastes time,
and gives rise to new tricky expectations, which if not managed properly then closes the meeting on a negative note.)

Meeting Outcomes

Decide what outcome (i.e. what is the purpose) you seek for each issue, and put this on the agenda alongside the item heading. This is important, as people need to know what is expected of them, and each item will be more productive with a clear aim at the outset. Typical outcomes are:

- Decision
- Discussion
- Information
- Planning (e.g., workshop session)
- Generating ideas
- Getting feedback
- Finding solutions
- Agreeing (targets, budgets, aims, etc.)
- Policy statement
- Team-building/motivation
- Guest speaker - information, initiatives, etc.

Meeting Sequence

Put the less important issues at the top of the agenda, not the bottom. If you put them on the bottom you may never get to them. Ensure any urgent issues are placed at the top of the agenda. Non-urgent items should be placed lower on the agenda - if you are going to miss any you can more easily afford to miss these.

Try to achieve a varied sequence - don't put all the heavy controversial items together - mix it up.

Parliamentary Procedure

Basic Procedures

Having the Floor:
When a member speaks at a meeting, the chairperson must recognize him. Once recognized, the chairperson cannot interrupt except the speaker.

Making Motions:
One makes a motion to propose a course of action that one thinks the group should take. If another member agrees that the motion should be open for discussion, s/he will second the motion. Discussion pertaining only to the motion can be discussed at this time. Only one motion can be on the floor at a time. A motion to close discussion and a second are needed before a vote can be taken.
Amending Motions:
Amendments to a motion can be made as long as the person who has moved the original motion is agreeable to the amendment. If the originator of the motion is not agreeable, then the group must vote on the original motion.

Tabling Motions:
If it appears that more information is needed to consider a motion fairly, then a motion to table the discussion can be made. The length of, and reason for, tabling the motion must be included in the table to motion. A majority of members must support the tabling in for it to pass.

Calling the Question:
When it appears that the discussion of a particular motion is no longer productive, the question can be called with a two-thirds vote, and must be voted on immediately.

Types of Motions
1. Privileged:
   - **Fix the Time to Which to Adjourn:** This is used to set the time for another meeting.
   - **Adjourn:** A motion to end the meeting.
   - **Recess:** A motion to take a break, but not to end the meeting.

2. Subsidiary:
   - **Lay on the Table:** This motion sets aside the main motion temporarily, without debate, and is used especially when more urgent business needs attention.
   - **Previous Question:** This motion is used to halt debate/discussion and to have the assembly vote immediately on one or more pending questions. Requires a two/thirds vote.
   - **Limit or Extend Discussion:** This is a motion to either set the desired amount of time for a discussion, or to extend the previously set amount of discussion time. Requires a two/thirds vote.
   - **Postpone to a certain time:** This is a motion to postpone a main motion to a later meeting, or a later time in the same meeting.
   - **Commit or Refer:** Usually called the motion to refer to committee, passage of this motion sends a main motion (and any proposed amendments) to a committee.
   - **Amend:** This motion provides an orderly way for an assembly to change the nature of a proposal in a main motion. A main motion may be amended by either (1) adding or inserting words, (2) striking out words, (3) striking out or inserting simultaneously, or (4) substituting another proposal for the original main motion.
   - **Postpone Indefinitely:** A motion, which allows an assembly to kill a main motion without officially taking a position to it, one way or another.

3. Main:
   General Main: Main motions or resolutions consist of either action proposal on the business of an organization or its expressions of opinion.
   Motions that Bring a Question Again Before the Assembly:
   - **Take from the Table:** When tabling it has set a motion aside, this motion brings it back. It means to resume consideration of the motion set aside.
   - **Rescind/Amend Something Previously Adopted:** These motions allow a group either to reverse or to modify previous decisions on main motions.
   - **Discharge a committee:** This motion allows an assembly to reclaim a motion that has been referred to a committee.
• **Reconsider:** This motion enables a majority to set aside a vote that either passed or defeats a motion and to permit the assembly to change its decisions if it desires to do so.

4. **Incidental:**
   • **Suspend the Rules:** With a 2/3 vote, a group can temporarily override a parliamentary rule that interferes with an action it wants to take. It helps untie knots.
   • **Unanimous Contest:** Votes need not be taken on non-controversial amendments or other matters if no member objects. This fosters efficiency and cooperation.
   • **Division of Question:** Used when a main motion has two or more separable proposals.
     - **Point of Order:** Members to call the chair's attention to an error in the preceding use this.
     - **Appeal:** When a member disagrees with the chair's ruling, the assembly decides.
     - **Division of Assembly:** When the outcome of a vote is uncertain, this requires the chair to take the vote again by having members rise to indicate a yes vote.

**Voting**

**Voting Methods**
- Acclamation
- Show of hands
- Standing vote
- Secret ballot - members sign ballot
- Roll Call - members verbally respond

**Voting Types**
- Majority of more than half of the people in attendance.
- Two-thirds
- Tie Vote - chair casts the deciding vote.
- Plurality Vote - largest number of votes cast.
- Unanimous - no dissenting vote.
- General Consent - chair assumes consent of members.
- Vote by Secretary - unanimous vote used only when one name is presented for nomination.
Robert’s Rules of Order

WHAT IS THE STANDARD ORDER OF BUSINESS FOR A MEETING?
A meeting should not be called to order until a "quorum" is established. A quorum is the number or proportion of the members of an organization that must be present in order to transact any business. The quorum should be defined in the bylaws. In the absence of a provision regarding quorum, common law provides that a majority of members constitutes a quorum.

Once a quorum is present, the meeting and business may proceed. Quorum refers to the number of members present, not to the number of members voting. If a quorum is present, a vote is valid even though less than the quorum vote.

Parliamentary Procedure
Parliamentary procedure, or parliamentary law, is the code of rules and ethics for working together in groups. According to Demeter’s Manual of Parliamentary Law and Procedure, parliamentary law refers to the rules, laws, or regulations of organizations, governing the orderly, expeditious and efficient transaction of business and meetings and conventions. Without rules, there would be injustice and confusion. Hence, it is as necessary to follow the rules of parliamentary law, as it is to follow the rules of a ball game or a card game.

Parliamentary law is the best method yet devised to enable assemblies of a size, with due regard for every member’s opinion, to arrive at the general will on the maximum number of questions of varying in complexity in a minimum time and under all kinds of internal climate, ranging from total harmony to hardened or impassioned division of opinion.

Parliamentary procedure is not synonymous with the book Robert's Rules of Order (1990 Edition). Instead, RONR 1990 is the most widely used of several major parliamentary manuals. Various versions of Robert’s Rules of Order are used by approximately 80% of organizations in the United States.

WHAT GROUPS MUST FOLLOW PARLIAMENTARY PROCEDURE?
The Standard Code of Parliamentary Procedure by Alice Sturgis states:
All organizations, such as business, cultural, religious, social, fraternal, professional, educational, labor, civil, scientific, medical, and governmental, are subject to the principles and rules of common parliamentary law. All profit and non-profit corporations and associations and the boards, counsels, commissions, and committees of government, must observe its rules.

Time Management

• Be prepared for the unexpected. Be creative to find and introduce different ways of doing things.
• Manage your emails and phone calls - don’t let them manage you. Ideally check at planned times, and avoid continuous notification of incoming emails.
• The busier you are the more selective you need to be about when to be available to receive phone calls. Try to minimize the time that you are available to take unplanned phone calls.
• Challenge your own tendency to say 'yes' without scrutinizing the request - start asking and probing what’s involved - find out what the real expectations and needs are.
• Really think about how you currently spend your time. If you don’t know, keep a
time log for a few days to find out. Knowing exactly what’s wrong is the first step to
improving it.
• Challenge anything that could be wasting time and effort, particularly habitual tasks,
meetings and reports where responsibility is inherited or handed down from above.
• Review your activities in terms of your own personal short-term and long-term life
and career goals, and prioritize your activities accordingly.
• Plan preparation and creative thinking time in your diary for the long-term jobs,
because they need it. The short-term urgent tasks will always use up all your time
unless you plan to spend it otherwise.
• Use a diary, and an activity planner to schedule when to do things, and time-slots for
things you know will need doing or responding to.
• You must also plan time slots for unplanned activities - you may not know exactly
what you’ll need to do, but if you plan the time to do it, then other important things
will not get pushed out of the way when the demand arises.
• Use the ‘urgent-important’ system of assessing activities and deciding priorities.
• When you’re faced with a pile of things to do, go through them quickly and make a
list of what needs doing and when. Then handle each piece of paper only once. Do
not, under any circumstances, pick up a job, do a bit of it, then put it back on the pile.
• Do not start lots of jobs at the same time - even if you can handle different tasks at
the same time, it’s not the most efficient way of dealing with them, so don’t kid
yourself that this sort of multi-tasking is good - it’s not.
• Be firm and diplomatic in dealing with time allocated for meetings, paperwork,
telephone, and visitors, etc. When you keep your time log you will see how much
time is wasted. Take control. Provided you explain why you are managing your time
in this way, people will generally understand and respect you for it.
• Keep a clean desk and well-organized systems, but don’t be obsessive about it.
• Delegate as much as possible to others. If you have one, give 25% of your
responsibility to your successor.
• You don’t need to be a manager to delegate. Just asking nicely is sometimes all that’s
required to turn one of your difficult tasks into an easy one for somebody else better
able to do it.
• If you can’t stop interruptions when you need a quiet space for planned
concentration time-slots, then find somewhere else in the building to work, and if
necessary, work at home or another site, and fight for the right to do this - it’s
important for you and the organization that you be able to work uninterrupted when
you need to.
• Set up an acceptable template for the regular weekly or monthly reports you write,
so you only need to slot in the updated figures and narrative, each time.
• If you can, get a good assistant, secretary.
• Sharpen up your decision-making.
• Always probe deadlines to establish the true situation - people asking you to do
things will often say ‘now’ when ‘later today’ would be perfectly acceptable. Appeal
to the other person’s own sense of time management: it’s impossible for anyone to do
a good job without the opportunity to plan and prioritize.
• Break big tasks down into stages and plan time-slots for them.
Confronting Behaviors of Concern

**Behaviors of concern** may include actions that violate policy, but more importantly, they are behaviors that have the potential of placing the person’s safety in jeopardy.

Confronting Behaviors of Concern Include:
- Excessive Drinking and or Drug use
- Depression
- Irregular Eating Habits
- Dangerous Decision Making / Risk-taking

Consider the following:
- **Be sure you have your facts straight.** What somebody heard somebody say to someone else may not be reliable.
- **Remember you are confronting behaviors,** not values. Don’t’ make personal attacks. Be careful not to push your values onto another person.
- **Express your concern** and use facts to back them up.
- **Don’t diagnose the problem for the person** (i.e., the person’s overuse of alcohol does not warrant your labeling them an “alcoholic”).
- **You may not be able to convince the person that they have a problem** or that their behavior might be dangerous.
- **Follow-up is critical.**
- **Never use E-mail.** Although it is easy – don’t revert to e-mail or IM.
- **Know your resources.**
- **Refer! Refer! Refer!** Always know your resources so you are knowledgeable of people to whom to refer the situation. (counseling center, local resources, chapter advisors, Fraternity/Sorority Life advisors)
- **Remember that the person’s behaviors are his/her responsibility.** Sometimes it’s hard not to take things personally, but when dealing with confrontation, always be strong enough with your stance on the issue that you don’t budge.
- **Your confrontation has two goals:**
  - To let the student know you care
  - To let him/her know there are resources available.
Notes:
Notes: