



Registered Student  
Organization  
Handbook  
2022-2023

NOTICE:

The policies and procedures presented in this handbook are subject to change. Any policy changes will be forwarded to registered clubs and organizations. Updated electronic versions can be found on the Center for Student Involvement and Inclusion [website](#)

Center for Student Involvement and Inclusion

East Commons

University of West Georgia

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# Organization Basics and Guidelines

## Starting a Student Organization

All organizations must have a President, Treasurer, three other members, and an advisor with a Constitution/By-laws. Wolf Connect has a form on the front page they can fill out under "Create Organization."

## Flyers

Student organizations **must** physically bring all copies of the flyers to the Center for Student Involvement and Inclusion for approval.

Organizations can place flyers in the Library, Starbucks, the TLC, Pafford, Campus Center, and other locations!

## Creating a Bank Account

If your organization is not Student Activity Fee Budget Acquisition (SAFBA) funded, your student organization can open your bank account with any bank.

Most student organizations either use Regions, Bank OZK, or even BB&T. Follow the steps below:

1. Get a [non-profit EIN pin](#) from the IRS
2. Find a local branch and schedule a meeting with them.
3. At the meeting, you will have to present your by-laws, and all signers to the account must be present in creating the account. To simplify the process, we recommend that the advisor be the one that handles the process. We recommend that you put the school's address for the mailing address, and all bank statements should go to the Center for Student Involvement and Inclusion for you to collect.

If your organization is or will be SAFBA funded, you cannot open a bank account, and if you have one- you must close the account. If your organization is department funded, we recommend that you talk to the department to see if you can open an account.

## **Fundraising**

Non-SAFBA funded organizations are allowed to fundraise. How you conduct the fundraiser is up to you. However, if you are going to fundraise at an event at school, you must tell us when requesting a reservation on Reserve West. SAFBA funded organizations cannot fundraise. For raffles, you must fill out a [raffle form](#).

## **On-Campus Mailbox**

Your student organization may obtain a mailbox on campus to use as your local mailing address. Please stop by the campus mailroom in the University Community Center to set up your mailbox.

A \$5 key fee (non-refundable) is required. An organization must check its mailbox at least once a week. These mailboxes are minor and only hold a little mail. If your box overflows, it will be closed, and it is up to the organization to get the necessary approval to reopen the box.

## **Regulations**

### **SEC. 301. REGISTRATION**

- (A) An organization or group may be registered if its actions or activities are in accordance with the educational purpose and mission of the University and it meets the terms of Sections 302, 303, and 404.

### **SEC. 302. MEMBERSHIP REQUIREMENTS**

Membership is limited to individuals affiliated with the University of West Georgia. A group is eligible for registration if:

- (A) its membership is limited

1. to students (85%); and
2. to faculty and staff (15%);
3. is not an auxiliary group (i.e., Little Sisters, Big Brothers)
4. and has at least five members

(B) membership practices do not violate University, state, or federal laws or guidelines;

(C) it has a full-time faculty/administrative staff advisor;

(D) it is not under disciplinary penalty prohibiting registration;

(E) it conducts its affairs in accordance with university regulations and administrative rules;

(F) its purposes are in accordance with the stated purposes and goals of the University.

#### SEC. 303. APPLICATION

A group shall apply to register in a manner prescribed by the Center for Student Involvement and Inclusion. Information required for registration through Wolf Connect includes:

(A) the name of the proposed organization;

(B) the name and electronic signature of its president and advisor;

(C) agreement of the university hazing policy;

(D) a copy of its constitution, by-laws, charter, and its purpose statement;

(E) agreement of the Civil Rights/Title IX statement;

(F) agreement of the university alcohol policy;

(G) a roster of all current members;

(H) an organizational email address

#### CHAPTER IV. RIGHTS AND DUTIES

##### SEC. 401. RECOGNITION AND ACTIVITIES

A registered organization is entitled:

(A) to be listed as a student organization;

(B) to sponsor or present a public performance on university property when:

1. a university facility has been properly reserved, and

- 2. university regulations and administrative rules are followed;
- (C) to raise funds or make other permissible solicitations on university property in accordance with university regulations and administrative rules;
- (D) to reserve the use of university facilities;
- (E) to post signs and distribute literature in accordance with university regulations;
- (F) to use campus mail services.

#### SEC. 402. MEMBERSHIP

Membership practices cannot violate University, state, or federal laws or guidelines.

#### SEC. 403. MEETINGS

- (A) An organization shall give its members and advisors reasonable advance notice of its discussions.
- (B) An organization shall conduct its meetings in accordance with its charter and constitution.

#### SEC. 404. REQUIREMENTS

- (A) Every student organization shall furnish to the Center for Student Involvement and Inclusion at the beginning of each Fall Semester a complete list of officers (including a local mailing address and UWG email address) and any authorized members who receive official notices from the University. The organization shall keep such lists current and accurate throughout the year. It shall be presumed that officers and members whose names appear on the list most recently filed are authorized to speak for and represent the organization in its relations with the University. Officers must be enrolled students. Organizations will also furnish a list of members and the past year's activities.
- (B) University Police official(s) will be required for large-scale events open to the public or have unrestricted access. Organizations must complete the Large Events Policy and Procedure form for any large event.
- (C) Organizations shall follow all university policies and procedures outlined in the Conduct Code for Student Organizations.

## Conduct Code and Disciplinary Procedures

Please visit the [student handbook](#) for information on the conduct code and disciplinary procedures for student organizations.

## Report a Concern and/or Student Complaint

UWG has two mechanisms for faculty, staff, and students to report bias, behavioral, or wellness concerns to maintain a safe and welcoming environment.

- A. UWG Cares: [Report an issue to the Campus Awareness Response and Evaluation \(CARE\) team](#) if you are concerned about the well-being of a student at UWG and/or have a complaint against a department or individual. Referring students to the CARE team is a secondary response for urgent-related matters as individuals with emergencies should notify the University Police Department at 678-839-6000 and/or call 911.
- B. Office of Community Standards: Complete this [incident report form](#) to report a violation of the University of West Georgia's Student Code of Conduct.

## Policies and Guidelines

All organizations are required to have at least one advisor who is a full-time member of the faculty or administrative staff of the University of West Georgia. In accepting the student organization's advisor position, the faculty or staff member should agree to be present at as many activities and meetings as possible.

The Center for Student Involvement and Inclusion is responsible for approving campus organization advisors from the faculty or administrative staff. Each student organization is responsible for submitting the name of its advisor(s) through the registration application. Upon request, the Center for Student Involvement and Inclusion will provide a list of full-time (monthly) faculty and staff



interested in serving as an advisor.

Upon the resignation of an advisor, the organization will have 30 calendar days to obtain a new advisor. Organizations that do not receive a new advisor within those 30 days will not be considered a registered organization until they obtain a new advisor.

## **Wolf Connect Basics**

### **Posting an Event on Wolf Connect**

Making an event on Wolf Connect is **NOT** making reservations for it. It is more or less *advertising* the event rather than *scheduling* it. View it as a "virtual flyer."

### **Editing Information on Wolf Connect**

Wolf Connect front page - Admin Dashboard - Organizations - Click on the desired organization - details - Click on the "pencil" sign next to the organization's name - Edit desired information – Center for Student Involvement and Inclusion will have to approve the updated information.

### **Adding Members on Wolf Connect**

Wolf Connect front page - Admin Dashboard - Organizations - Click on the desired organization - roster - Click on the giant "+" sign next to the organization's name - put the individual's student email address - An email will be sent to the student.

### **Creating Forms on Wolf Connect**

Wolf Connect front page - Admin Dashboard - Organizations - Click on the desired organization - forms - Click on the "create a new one."

If you want more information on how to create a form-<http://learn.presence.io/en/collections/1959248-forms>

## Other Inquiries

If you have any questions, Wolf Connect does have a FAQ section on their website- <http://learn.presence.io/en/>

# Reserve West Basics

## Procedures for Reserving and Using Campus Facilities

Officers or university advisor of the student organization can submit reservation requests online using Reserve West  
<https://westga.emscloudservice.com/web/>

## Reserving Space

We can only make reservations on behalf of student organizations on case-by-case bases. On Reserve West, even though you can schedule an event within the week, we recommend giving at least **five business days' notice** for the responsible department(s) to review the event and for your advisor also to approve it.

If you need access to Reserve West, please contact your advisor, as they are the account owners.

## How to Use Reserve West

Here is a step-by-step guide on how to use Reserve West  
<https://www.westga.edu/administration/reserve-west/reserve-west-asset/docs/StudentOrganizations.pdf>

A video guide on reservation spaces  
<https://www.youtube.com/watch?v=neDs8G8ZHvc>

A video guide on reserving multiple bookings

<https://www.youtube.com/watch?v=a61eQueOFgw>

A video guide on editing events

<https://www.youtube.com/watch?v=dtYL6xVRZ4w>

A. Who can Reserve space

- Presidents
- Vice Presidents
- University Advisors

B. How to Reserve Space

- Log in to Reserve West with the username and password that your advisor has delegated
- Select the Meeting/Event Form and request your space.
- You will receive an email confirmation once approved. Please only promote your event once you receive this confirmation.
- Due to high traffic volume, reservation confirmations may be delayed during the first two weeks of each semester.

# Additional Resources

## Policies and Procedures

### SCHEDULING PRIORITY

The University reserves the right to determine a space request's priority category. Reservations submitted during priority time are accepted within the priority category on a first-come, first-served basis. Please note priority levels may vary by venue. Please refer to each venue's policies and procedures for priority information.

Changes to Reservations – If changes need to be made to the meeting/ event, please complete this request through Reserve West web app under "My Events" or email the venue directly. Venues must be notified of the changes at least seven business days before the event start date.

### CANCELLATIONS

- General Cancellations – If the meeting/event needs to be canceled, please request the Reserve West web app request at least seven business days before the event start date, or a cancellation fee may apply.
- Administrative Cancellations/Changes – If the confirmed reservations may be changed or canceled due to a conflict with another meeting/event or academic need, then the venue managers will work with the organization to provide alternative accommodations whenever possible.
- Inclement Weather Cancellations – Your event will automatically be canceled when the campus is closed due to inclement weather. Rescheduling the meeting/event can be done through the Reserve West web app.

## Facility Care

- All groups/organizations, including student organizations/groups, must leave facilities as they found them.
- If food or drink is permitted, trash should be placed in trash cans.
- All individuals reserving University of West Georgia facilities are expected to ensure proper care of the venue and equipment. Damage, repair, and replacement costs are the responsibility of the sponsoring organization/department. UWG property (i.e., furniture, paintings, sculptures, displays, flags, etc.) may only be moved or removed from a venue with approval from the venue manager.
- Changes should only be made to the furniture, equipment, or other University property arrangement if prior approval has been granted. If approved, any furniture moved within the facility must be placed back in the original set-up.
- Facilities that are left unusable for the next day will be traced to the group/ organization, which may be charged for the cost of returning the facility to its pre-event status, and the organization may be banned from future use of University facilities.
- Facility Usage Fees – Fees for meetings/events on campus are determined primarily by the type of group making the reservation and the venue.

## Meeting/Event Set-Up

- Equipment – Requests for equipment should be made through the Reserve West web app at the time of the reservation request. Venue-specific resources are available to request for each venue through the reservation process.
- Set-up – If a particular set-up is needed for your meeting/event, please make this request through the Reserve West web app at the time of the reservation request. Set-ups available for each

room can be selected when chosen through this process.

## **Facility Access**

- Campus Center and Coliseum – These venues are staffed and will be unlocked at the reserved start time of your event.
- All Other Spaces – If you are locked out of your reserved venue after 5:00 pm, please contact University Police to unlock the venue. You will need to contact University Police to secure the venue after your event.

## **ALCOHOL**

- Groups using University facilities must conform to University policies pertaining to alcoholic beverages. Georgia law requires that individuals be 21 years of age or older to possess or consume alcoholic beverages. Procedures for alcohol use on-campus and at university events can be found online at UWG Policy 9.8 Alcohol on Campus.

## **UNIVERSITY POLICE**

- Any meeting/event with the possibility of 150 or more attendees will require a review by University Police. University Police officers may be required at certain campus events, which will be determined by the Chief of University Police (or designee).
- The organization will be responsible for paying the officer(s). Payment must be made in full before the event and include the officer's overtime pay rate plus social security. The University Police will determine the number of officers needed and the officers' hours.
- Private security and off-duty officers from local police agencies can only be used for event security with the Chief of University Police (or designee). Only certified police officers from the City of Carrollton, the Carroll County Sheriff's Office, or the Georgia State Patrol will be considered.

## **AUDIO/VISUAL SUPPORT**

- Campus Center and Coliseum Reservations – AV requests can be

made through the Reserve West web app when requested and managed by the respective venue.

- All Other Spaces – Your university advisor will need to contact Classroom Support and Multimedia Services at [itsmedia@westga.edu](mailto:itsmedia@westga.edu) or 678-839-6459.

### Open Flame

- Use of open flame (candles, tiki torches, patio heaters, grills, campfires, etc.) is prohibited on campus unless approved by the Office of Risk Management/ Environmental Health and Safety.

### Drone Operations

- Any use of unmanned aerial vehicles ("drones") on campus must have approval from the Office of Risk Management.
- Events/Efforts Involving Minors – In accordance with the University's policy on minors, any program that includes the on-campus supervision of non-UWG student participants under 18 must be registered and approved by the Office of Risk Management.

Dine West, UWG Dining, and Catering – All campus events that include serving food must have that food provided by Dine West. Approval for any outside vendor must be made by the Executive Director of Campus Dining or their designee.

### FOOD SAFETY

- Groups must complete and attach a food safety plan to the reservation request if:
  1. The group will be cooking raw meats and/or
  2. The group will be serving the general student or campus population
- The following guidelines pertain to selling prepared food to the campus community:
  1. Controls should be used to minimize contact with the

food (gloves, tongs, individual wrappings, etc.).

2. Ingredients should either be listed or available at the sale site.

#### ACADEMIC CLASSROOMS

- Policies and Procedures: [westga.edu/administration/reserve-west/academic-space](http://westga.edu/administration/reserve-west/academic-space)
- Contact Information: Whitney Brand, [wbrand@westga.edu](mailto:wbrand@westga.edu)

#### CAMPUS CENTER

- Policies and Procedures: [westga.edu/urec/](http://westga.edu/urec/)
- Contact Information: [ccevents@westga.edu](mailto:ccevents@westga.edu)

#### COLISEUM

- Policies and Procedures: [bit.ly/coliseumuwg](http://bit.ly/coliseumuwg)
- Contact Information: [coliseum@westga.edu](mailto:coliseum@westga.edu)

#### AUXILIARY SERVICES: OUTDOOR/INDOOR, TABLING, AND PROMOTIONAL SPACES

- Contact Information: [thecard@westga.edu](mailto:thecard@westga.edu)

#### CHECKOUT OF MEDIA EQUIPMENT

- CONTACT: ITS 678-839-6587

## Developing a Constitution

A sample constitution and explanation of each section have been prepared for your use to assist your group. The sample constitution is only an example and should not be used as a "fill-in" form. Should you require further assistance in preparing your constitution, contact the Center for Student Involvement and Inclusion, Campus Center, 678-839-6526. A constitution is the basic framework of an organization. It should state the organization's purpose and indicate the number of officers, their selection method, requirements for membership, and other general operating procedures that might be subject to frequent change. Detailed methods of doing business and specific rules belong in the BY-LAWS document. For example, the constitution would



establish that dues are a requirement for membership and outline how to determine dues. The by-laws would then state the specific dues structure.

## CONSTITUTION

### Article I. NAME

The name of the organization should reflect the nature of the organization.

### Article II. PURPOSE

This section should state the organization's purpose, aims, and functions.

### Article III. MEMBERSHIP & DUES

This section should state the requirements and size limitations of the membership and the dues structure if any.

### Article IV. OFFICERS

This section should list the officer positions and the duration of terms. Also, provisions should be for vacancies of office. Names should never appear in the constitution, only the positions.

### Article V. FISCAL AGENT/FACULTY CONSULTANT

This section should state the procedure for selecting a faculty consultant and explain the guidelines for choosing a fiscal agent, if applicable.

### Article VI. MEETINGS

This article should state the provisions for a regular meeting time and calling special meetings. The officer position with authority to call meetings should be stated here.

### Article VII. QUORUM

This section would set down the rules pertaining to the number of members or the percentage of the membership required to be present to transact business.

### Article VIII. AMENDMENTS

Amending the constitution should be a complex process for the organization's stability. All amendments are subject to final approval by the appropriate governing body. Article IX.

## RATIFICATION

This section would state the requirements for ratification of the constitution of the newly formed organization.

## BY-LAWS

The by-laws would contain

1. Detailed material concerning members, rights, duties, expulsion, and resignation procedure.
2. Provisions for honorary members if the group so desires. 3. Provisions for membership fees, dues, and assessments should be written in detail, if there are to be any.
4. Names of the standing committees, if any, and the method of choosing the Chairpersons and committee members. The duties of the Committee(s) should also be stated here.
5. A provision for some accepted rules of order for parliamentary procedures, such as *Robert's Rules of Order* should be included.
6. A method to amend the by-laws, usually a majority vote.

## SAMPLE CONSTITUTION

### ARTICLE I. NAME

Section 1. The name of this organization shall be the University of West Georgia Student Organization.

### ARTICLE II. PURPOSES

Section 1. The purpose of this organization shall be

1. (Sentence goes here)
2. (Sentence goes here)

### ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all University of West Georgia students, faculty, and staff.

Section 2. Membership shall be maintained by the payment of dues which the Executive Committee establishes (or decided by the membership, or there shall be no dues.)

### ARTICLE IV. OFFICERS

Section 1. The officers of the organizations shall consist of a President, a Vice President, a Secretary, and Treasurer.

## Section 2. Duties and Powers:

- a. The duties of the president shall be (FOR EXAMPLE) to preside at all meetings, call special meetings, appoint committees, etc.
- b. The duties of the vice president shall be (FOR EXAMPLE) to perform all duties of the president in their absence, serve as program chairman, etc.
- c. The duties of the secretary shall be (FOR EXAMPLE) to keep an accurate, permanent record of the organization's minutes and proceedings, take charge of all correspondence, make necessary reports, etc.
- d. The Treasurer's duties shall be (FOR EXAMPLE) to keep an accurate and complete record of all monetary transactions, collect the club dues, etc. The Treasurer must disburse fund money according to the University's regulations.
- e. Include any other officers as decided by the club.

## Section 3. Election of Officers:

- a. The officers shall be elected at the next to the last regular meeting of the academic year, or a Steering Committee should be appointed to provide leadership until officers are elected or as provided for by each organization.
- b. State any qualifications necessary to hold office.
- c. The candidates shall be nominated in the following manner: (FOR EXAMPLE) a nominating committee, nominations from the floor, or a combination of both of these.
- d. Voting shall be by ballot vote, a show of hands, oral ballot, etc., as decided by the club.
- e. A majority of  $\frac{3}{4}$  or  $\frac{2}{3}$  of all votes cast shall be necessary for election (One of these should be specified).

## ARTICLE V. FISCAL AGENT/FACULTY CONSULTANT

Section 1. The selection of a faculty consultant is required of the individual organization.

Section 2. All registered student organizations that receive student

fees must have a fiscal agent. The fiscal agent is selected in accordance with University regulations.

#### ARTICLE VI. MEETINGS

Section 1. The University of West Georgia Student Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc.), as decided by the organization.

#### ARTICLE VII. QUORUM

Section 1. (2/3, 3/4, etc.) of the members of this organization shall constitute a quorum to transact business.

#### ARTICLE VIII AMENDMENTS

Section 1. Proposed amendments shall be in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This constitution may be amended by a majority vote of 2/3 of those at the meeting.