

**Middle Georgia State University
Office of Student Life
Recognized Student Organization (RSO)
Policies and Procedures Handbook**

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Mission Statement Office of Student Life

The Office of Student Life supports the mission of Student Affairs and the University. Student life supports the retention, progression, and graduation of a diverse student body.

The Student Life Program:

- Offers diverse opportunities, activities and services which foster meaningful engagement outside the classroom. Students evolve by participating in social and cultural experiences that enhance their learning environment as they integrate the in-class and out-of-class experiences.
- Strives to promote an environment conducive to growth by offering programs that challenge and facilitate a student's overall sense of community thereby allowing students to realize their fullest potential.

Position Statement on the Operation of Recognized Student Organizations (RSOs)

Middle Georgia State University recognizes the importance of co-curricular involvement in activities as a vital component of the University experience. The successful development and maintenance of a recognized student organization (RSO) is a primary element of student life. It is the position of the University that the free and open association of students through organizations with purposes and functions that are lawful and consistent with University objectives is necessary and desirable. The philosophical basis for student activities and organizations is to provide education in civic responsibility, leadership development, cooperation, independent thought and action, and participation in the rights and privileges afforded to all citizens.

Recognized Student Organizations (RSOs) Privileges and Responsibilities

1. Every student organization wishing to operate at Middle Georgia State University must apply for and secure official recognition status. RSOs must complete the registration process annually in order to maintain recognized status. Officially recognized student organizations shall have the following privileges:
 - a. May use Middle Georgia State University's name to identify institutional affiliation.
 - b. May recruit members on campus.
 - c. May use University facilities and equipment for meetings and functions, subject to University and Board of Regents' policies and approval by the Office of Student Life.
 - d. Will have access to publicity on Middle Georgia State University campuses.
 - e. Will have equal access to the resources of the Office of Student Life.
 - f. Will be eligible to apply for COA funding subject to Board of Regents' policies, University regulations governing allocation of student activities fees, and availability of funds.

- 2 In order to obtain and maintain official recognition as an RSO, all Middle Georgia State University student organizations must:
 - a. Present evidence that all proposed activities will be in conformance with the stated purpose of the organization.
 - b. Present evidence that its purpose and activities are lawful and consistent with University objectives.
 - c. Present evidence that its membership is open to all eligible students, regardless of race, national origin.

Some organizations may meet frequently, which can be inconvenient to a single advisor. Therefore, it is recommended that more active organizations have more than one advisor, if possible. This will assure the group more attention from its andr

Documentation may include (but may not be limited to):

- a. A contract signed by the guest or vendor. [RSO Performance Contract](#) (*No advisor should ever sign the contract.*)
 - b. A completed [Supplier Authorization Form](#)
8. The advisor should also review and approve all deposits of

Recognition of Student Organizations

Policy

The Office of Student Life will be responsible for assisting students interested in forming a new student organization or reviving a previously recognized student organization. Proposed student organizations should not duplicate or compete with existing student organizations with similar missions by campus. For example, it would be perfectly acceptable to have Phi Beta Lambda (PBL) on the Macon & Cochran campuses. It would not be acceptable to have two PBL groups on one campus. Recognition of student organizations will only be considered during two time periods:

- Fall Semester – from the first day of fall semester classes to the last University business day in September.
- Spring Semester – from the first day of spring semester classes to the last business day in February.

Special consideration for recognition of student organizations beyond these two time periods may be made at the recommendation of the Director of Student Engagement, and/or his/her designee.

Procedure

1. Students interested in forming a new student organization are encouraged to talk with a member of the Office of Student Life.

Policies and Procedures Related to RSOs

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Catering/Food Service Policy

See

or dangerous drugs on University campuses and elsewhere. [Alcohol and Drug-Free Campus Policy](#).

Eligibility for Participation in Student

- Eastman: The Student Life Representative and Residence Life Coordinator have the keys to kiosks.
- Dublin: Receptionist Desk in the Main Lobby
- Warner Robins: Campus Services Front Desk in Administration Building

Stamped items may be posted by individual student organizations on Student Life bulletin boards.

outlined in [Agency Account Information](#).

- c. No financial transaction will be processed without the proper documentation bearing the signature of the faculty advisor.
- d. **Under no circumstance should a faculty advisor or a student officer/leader sign any contract for services. All contracts should be forwarded to the Director of Student Engagement who will request the signature of the Vice President for Finance, Business, and Operations.**
- e. It is the responsibility of the officers and advisor(s) of the RSO to monitor this account on a regular basis. RSOs should refrain from using the Agency Account Balance Inquiry more than once each semester.
- f. No “slush funds” or “petty cash funds” should be kept by any member or advisor of the RSO. All dues and fundraising monies should be deposited with the Middle Georgia State University Bursar’s Office by the next business day.
- g. The use of RSO Agency Account monies must conform to the purposes and practices approved by the Board of Regents, the Middle Georgia State University Bursar’s Office, and the Office of Student Affairs.

2. Fundraising

- a. Fundraising by RSOs is encouraged in order to offset the cost of travel, fees, supplies, and other expenses.

- e. Non-compliance with this policy may result in the loss of recognized status.
- f. Under no circumstance should any member of an RSO solicit sponsorships and/or donations from outside agencies or businesses without prior approval from the Director of Student Engagement. It is the responsibility of the RSO advisor to secure approval.

3. COA Funds (See [COA Allocation and Usage](#))

- a. COA allocations are intended to supplement and complement the fundraising efforts of RSOs. It is not now, nor has it ever been, intended to supplant organizational responsibility for fundraising, nor be the sole source of funding for the organization's activities.
- b. COA funds are considered separate from the organization's agency account and are managed by the Office of Student Affairs.
- c. When making COA requests, all RSOs should consider whether or not the proposed event or activity is for the benefit of the larger student body, as COA funds come from a portion of the stu.14 d to suppl

mentioned.

Special Procedures for Adjudicating Cases involving RSOs

Policy

It is expected that all recognized student organizations (RSOs) will abide by the policies and procedures of the Office of Student Affairs, Middle Georgia State University, and the University System of Georgia. Failure to do so may result in adjudication and the imposing of sanctions on the RSO.

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administrative review and hearing procedures as are provided in the code.



Student Travel Policy

Policy

Students participating in extra- and co-curricular travel should complete all necessary travel forms prior to departure. It is the responsibility of the advisor and/or sponsor of the travel opportunity to make sure all forms are completed and forwarded to their campus Student Life Representative at least five (5) University business days prior to departure. Travel forms are located at [Student Life Documents and Forms...](#)

Procedure

See Student/Group Travel procedures in [SACT Fee Policies and Procedures](#).

Tobacco Free Campus Policy

In alignment with USG policy 9.1.7 as of October 1, 2014, Middle Georgia State University prohibits the use of tobacco products on any property owned, leased, or controlled by the University. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products, i.e., cigarettes, cigars, smokeless tobacco, snuff, electronic cigarettes, hookahs, pipes or other similar products while on University property.

The implementation of this policy is a shared responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Persons refusing to comply may be asked to leave campus. [Tobacco Free Campus Policy](#)

Vehicle Request Policy

Policy

Advisors for recognized student organizations may request the use of designated University vehicles for the purpose of extra- and co-curricular student travel. Students are not allowed to drive designated University vehicles.

Procedure

Advisors requesting the use of a designated University vehicle for extra- and co-curricular student travel should complete the online [Vehicle Reservation Request](#).

MGA employees who have received certification through the MGA Risk Management Office are allowed to drive University vehicles. For information on the certification process, contact the Office of Risk Management at (478) 934-3034.

The advisor will be expected to read and understand the “Employee Responsibilities” in relation to

driving a University vehicle, as found on the Vehicle Request Form. In case of an emergency, advisors must keep copies of all Student Travel Agreement and Registration Forms while traveling.

Advisors who use personal vehicles for state business must have a copy of the [GA Liability Insurance Identification Card](#) in their vehicle in case of an accident. This card contains information needed prior to calling in and reporting an accident as well as the number to call to report the accident.