



Department of Student Activities



**REGISTERED
STUDENT
ORGANIZATION
MANUAL
2017-2018**

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Forward

Student Organizations are important!

Organizations at Kennesaw State University actively participate in and contribute to a vibrant university community. The more than 300 Registered Student Organizations (RSOs) at KSU provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. The debates, social and cultural events, lectures, and many other activities organized by organizations contribute to making Kennesaw State a very dynamic and exciting place.

The Department of Student Activities, a unit of Student Life, works to be proactive in guiding organizations by providing education, training, and consultation. Registered Student Organizations and the Department of Student Activities exist as partners in the University community. Student Activities staff strive to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. We work to help RSOs appropriately manage their risks and achieve their goals.

Additionally, student organizations add an important component to campus life at KSU by providing an outlet for the student voice to be heard and a vehicle for students to have a substantial impact on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, and teamwork. Finally, research has shown that students who are involved on campus are more likely to be successful and to gain more from their time in college (Astin, 1984).

About this Manual

This manual is intended to outline the expectations and responsibilities of RSOs at Kennesaw State University as well as assist RSOs with their operations. It has been created by the staff in the Department of Student Activities and is revisited every year prior to opening re-registration for RSOs, and may change from academic to academic year. As such, this version of the manual should only be reference within the academic year indicated (2017-2018). It is by no means exhaustive, but it is a great place to start if you are new to student organizations or leadership in one. In it you will find lots of helpful tidbits regarding the organization and operation of RSOs as well as policies that impact them, but if you have questions that can't be answered here, don't hesitate to reach out to the Department of Student Activities staff.

About the Department of Student Activities

"The Department of Student Activities fosters a dynamic campus environment by connecting KSU students to student organizations, campus programs, and events leading to moments of learning, ownership, community building, and self-discovery"

- Student Activities Mission Statement

All Registered Student Organizations (RSOs) are supported and managed through the Department of Student Activities. In addition to supporting RSOs, the Department of Student Activities also supports campus programs through the coordination of campus traditions such as Homecoming and Pumpkin Launch, ongoing programs in both the Wilson and Carmichael Student Centers, and the KSU Explores program. The Department is headed by the Director of Student Activities, who reports to the Assistant Dean of Students for Student Life, who in turn reports to the Dean of Students within the Division of Student Affairs. For RSO support, there are two full-time professional staff, the Associate Director of Student Activities and the Coordinator for Student Organizations, as well as a host of student assistants in the Student Organization Services (SOS) Offices on both campuses. Please refer to the staff section of this manual or the Student Activities website (studentactivities.kennesaw.edu) for staff contact information.

Student Organizations are a vital part of the campus community at KSU. However, due to their connection to the University, as well as inherent risk and liability in their operation, the University has a compelling interest in ensuring a level of compliance and support for student organizations. Therefore, with the authority granted by the institution, the Department of Student Activities serves to facilitate the registration, oversight, and support of all RSOs. By completing the process for becoming an RSO, student organizations formally acknowledge the administrative authority of the Department of Student Activities.

The Department of Student Activities

Room 274 Carmichael Student Center (Kennesaw) and Suite 230 Wilson Student Center (Marietta)

studentactivities.kennesaw.edu

owllife.kennesaw.edu

rsosupport@kennesaw.edu

(470) 578-6280

Kennesaw Student Organization Services (SOS) Office

Room 338 Carmichael Student Center

(470) 578-6275

Marietta Student Organization Services (SOS) Office

Room A230 Wilson Student Center

(470) 578-3976

Registered Student Organizations General Overview

In the most general sense, Registered Student Organizations (or RSOs) are student organizations that register with the Department of Student Activities. By registering as an RSO, student organizations are able to receive the support of the Department of Student Activities and access to certain resources available to RSOs. However, by registering as an RSO, student organizations are also bound by expectations set forth by the Department of Student Activities. As such, all RSOs are expected to abide by a number of policies and protocols emanating from the University through a number of offices and departments, including those set forth by Student Activities.

Not all student organizations are RSOs, and not all student organizations can become RSOs. Two notable examples include Social Greek Organizations, who are supported and organized through the Department of Fraternity and Sorority Life, and Club Sports, who are supported and organized through the Department of Sports and Recreation. Other examples include the various departmental initiatives throughout the University which might be comprised of and run by students, but ultimately choose not to register as an RSO as well as groups of students who choose to freely associate but ultimately have no interest in creating a structured organization (e.g. a study group). Remember, in order to be considered an RSO, a student organization must both be able to meet the requirements to register as outlined in this document, and choose to register with the Department of Student Activities.

There is no "one type" of RSO. They vary in size, mission, formality, and time commitment, among other factors. However, every RSO at Kennesaw State carries two specific qualifiers: classification and category. These two factors identify what types of privileges and requirements an organization has as well as what types of events and programs each organization offers.

RSO Categories

All RSOs fall into 1 (or more) of 13 categories. Organization categories describe the common purposes that exist among organizations with a similar primary mission. Some organizations may fall into multiple categories based on their operations. An RSO's category is independent of its classification.

List of RSO Categories:

- Academic and Professional- Organizations that promote academic and/or professional growth by focusing on a particular major or academic program.
- Applied Academic Competition Teams- Organizations that compete on a local, state or national level in primarily applied academic competitions.
- Community Service- Organizations that provide volunteer and community service opportunities including, but not limited to, philanthropy activities, advocacy work, and hands-on service opportunities.

- Cultural-Based and International- Organizations that act as a means for students of a particular culture or nationality to interact with others of the same affiliation and/or to share their respective culture with the broader campus community.
- Faith-Based and Spiritual- Organizations that act as a means for students of a particular denomination or religious affiliation to interact with others of the same affiliation or to explore ideas and topics related to faith and spirituality.
- Graduate- Organizations that exist to provide benefits, support and services to graduate students primarily.
- Honor Society- Organizations that recognize students and select membership based on academic and personal achievement.
- Military- Organizations that support and advocate for military veterans and military members.
- Performance and Fine Arts- Organizations that promote the enjoyment and/or performance of the arts and music.
- Political- Organizations that relate to, or deal with, the structure and affairs of government, politics, or the state (partisan or non-partisan)
- Publications and Media- Organizations that exist in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television.
- Social Action- Organizations that discuss, encourage, and/or engage in reform work related to a particular cause or movement for social change.
- Special Interest- Organizations that focus on a specific set of interests or topics and work to advance members understanding in that specific area or engage in a particular past time or leisure pursuit.

RSO Classifications

All RSOs are assigned to one of four classifications. An organization's classification is directly related to the size and scope of the organization as well as the strength of connection it has to University operations. Classifications for groups that have a stronger connection to the University will receive access to greater resources from the University, but will also have less organizational autonomy, be held to higher standard, and have greater responsibility in supporting University operations. Classifications for groups that have a minimal formal connection to the University will have access to more limited resources, but will have a greater amount of autonomy as it relates to organizational operations. Each classification has its own rights and privileges (below) as well as annual requirements (found in the "General RSO Policies and Guidelines" section).

Chartered- The organization and its activities are critical to the mission and culture of the University, inherently linked to the university, or are an integral part of the institution. The organization is closely aligned with a University department or office. The activities and events are University-wide and complex, and the organization will have an assigned full-time professional staff advisor whose role as primary advisory will be included in a job description. Chartered organizations may request office space, receive priority space reservations, request an annual budget, are eligible to provide stipends

to officers within established guidelines, and may submit special requests to SABAC for longer-term financial planning if activities may span multiple fiscal years. If serving in any official representative capacity of the university, the organization leaders may receive funding for uniforms. As appropriate, the organization may also request funding for promotional items, expanded travel funds, University-wide coordinated programming and functions, and awards/banquets that represent the entire University in coordination with the Division of Student Affairs. Chartered organizations are eligible for all benefits afforded to the other three organizational classifications.

Sponsored- The organization contributes to the mission and culture of the University, and activities and events are moderately complex. The organization could have responsibility for functions and/or events that are specifically linked to Chartered Organizations. The organization will have an assigned full-time advisor who is affiliated with a specific department, office, or function, but serving as an advisor may or may not be a specific function included within a job description. Sponsored organizations may request office or shared workspace, receive priority reservations for coordinated large-scale programming, request an annual budget, request expanded travel funds, and receive group training. Sponsored organizations are eligible for all benefits afforded to Affiliated and Recognized organizational classifications.

Affiliated- The organization is one of common interest among a group of students, open to all students, typically requires minimal support from the University to function, and remain consistent with the mission and culture of the University. The nature of the organization's activities are less complex but still serve the needs and interests of segments of students. The organization must have a full-time employee advisor, chosen by the group. These groups may reserve space and receive funding for specific purposes that are open to all students and serve a greater programmatic function than just specific and limited organizational activities. These groups may charge membership dues to fund their desired group-specific activities and self-manage those funds.

Recognized- The organization functions in the most basic way as a student organization that represents a common interest among some group of students, or a narrow and specific common affiliation that may only apply to a subset of students. These organizations typically require minimal to no support from the University to function, select their own advisor (who must be employed full-time at KSU), and are not eligible for SABAC funding. These general interest organizations may reserve rooms, identify their affiliation with KSU within the guidelines established in this manual, and charge membership dues to fund their desired organization-specific activities and self-manage those funds. These organizations may hold meetings and sponsor limited-scope activities, but typically will not independently host large-scale events seeking a broad University-wide audience.

An RSO's classification is assigned by the Department of Student Activities, and is established at the time of registration as a new RSO with all new RSOs classified as "recognized" for the first year of operation. RSOs will maintain their current classification unless they fail to annually re-register or do not meet the requirements for their classification as outlined in this manual. However, as an organization changes and evolves over time, the organization can petition for a new classification that better captures its operations. Changes to classification are made by the Department of Student

Activities through the "Petition for Classification Change" process. Petitions for classification change are heard annually in the fall semester with any resulting changes to RSO classifications taking effect the following spring. The petition process includes an application that covers the RSO's organizational history, operations, impact, and relationship to the University. For more information on RSO classifications, including the classification petition process, please refer to the classifications section of the RSO Policies and Guidelines portion of this manual.

Starting a New RSO

Starting a new student organization is relatively easy, but may require some significant effort to be successful in the long run. That being said, it is highly recommended that students who are interested in starting a new organization start by doing two things: 1) researching existing RSOs to make sure that there is not already an organization that has the same mission, and 2) review the entire process for starting a new RSO and familiarize themselves with this manual. If, after taking these two recommended steps, students are interested in starting a new organization, the following steps must be taken. Once registered, the newly formed RSO will be bound by all applicable policies for all RSOs. New organizations may only be started during the months of September-April.

****NOTE**, this process is for starting new RSOs **ONLY**; organizations that are considered Club Sports or Social Greek organizations must use the process outlined by the Department of Sports and Recreation and the Department of Fraternity and Sorority Life, respectively.**

Steps for Creating a New RSO

**** Please complete the first four steps before beginning step 6****

1. *Find Interested Students*- Groups will need at least 5 currently enrolled KSU students to serve as members of the organization, although having more than 5 interested students is highly encouraged. You will minimally need their contact info and KSU email to complete the registration process.
2. *Recruit an Advisor*- All RSOs are required to have a full-time faculty or staff member at KSU to serve as the organization's advisor. Groups are highly encouraged to have at least one in-depth, in-person meeting with their potential advisor to discuss roles, responsibilities, and expectations you have for your advisor as well as the nature of the new organization's mission and activities.
3. *Draft a Constitution*- All RSOs are required to have a constitution that outlines their name, purpose, and governance structure. Note that there is a list of requirements for all RSO constitutions (see the RSO Governance section of this manual). There are several great examples of sample constitutions online, including the KSU version found on [Owl Life](#).
4. *Determine Officers*- Minimally groups will need to identify who will serve as President, Treasurer, and Reservation Delegate for the organization. These positions are built into the Owl Life system. Groups may call these officers by a different name within the organization, but for the intended purposes of Student Activities, the President is the chief executive, the Treasurer

is the person who handles finances, and the Reservation Delegate is the person who will have access to the reservation system to make reservations on behalf of the organization in addition to the President (it is recommended that this responsibility be included in another officer's responsibilities, such as the Secretary). The student serving as President cannot also serve as the Treasurer or Reservation Delegate. Other officers, such as a Vice President or Secretary, are encouraged, but not required.

5. *Design a Profile Picture (optional)*- During the registration phase, groups will have the opportunity to submit an image for their organization that will be displayed on their Owl Life page. If your profile picture contains any KSU-related images, logos, or themes, it may be subject to approval by the University. For more info on the use of University logos, please use the Style Guide found at <http://styleguide.kennesaw.edu/logo-policy/use.php>. This step is optional.
6. *Complete the Registration Process*- On the owllife.kennesaw.edu website under the "Organizations" tab at the top, you will see a button to "Register a New Organization" on the left hand side of the window below "Categories". This registration will walk groups through uploading all of their information and documents. After submitting your materials, you will be contacted by a member of Student Activities as to whether there are any issues with your submission. The new organization registration process is only available September to April.
7. *Complete Officer Training*- The President and the Reservation Delegate are required to complete officer training on the KSU Reservations system for making reservations for on-campus events. This training can be found at campustraining.kennesaw.edu under "Student Life" after logging in with your KSU NetID and password.
8. *Complete Officer Agreements*- The President, Treasurer, Reservation Delegate, and Advisor will all have to complete Officer or Advisor Agreements that cover applicable University policy. These agreements can be found at studentactivities.kennesaw.edu under the "Forms and Resources" section.
9. *Have the "Getting Started" Meeting*- After submitting your materials, you will receive notification from a member of Student Activities to attend a "Getting Started" meeting. This meeting must be scheduled between leadership of your organization and a member of Student Activities. The organization's President and Advisor are required to attend this meeting, but other officers are encouraged to attend as well. During this meeting, you will review your organization's registration materials including your constitution as well as learn more about the rights and responsibilities of being an RSO at KSU. Once this meeting is complete (pending any necessary edits to the group's constitution), you will be listed as an RSO and should receive access to the KSU Reservations website and other systems within 3-5 business days. Upon fully registering and completing these steps, the organization will be classified as "Recognized" and will have access to all of the resources and benefits of that classification.

How to Re-Start an Inactive RSO

If you are trying to re-establish an RSO that previously existed at KSU, there are two ways to do so. In each instance, the students looking to reestablish the RSO should contact the Department of Student

Activities at rsosupport@kennesaw.edu to begin the process. The method for re-establishing the RSO will depend on how long the RSO has been inactive.

For RSOs that have been inactive for less than 3 years (missed less than 3 re-registration cycles), the new officers and advisor will be placed in those positions on the RSO's Owl Life roster. It is recommended that the organization try to connect with old members and hold elections for these offices. The officers will then complete the annual re-registration process within Owl Life, and the RSO will be active upon completion. RSOs restarted in this way are not required to be classified as "Recognized", and may be assigned the classification held by the RSO previously by Student Activities (though not guaranteed).

For RSOs that have been inactive for longer than 3 years, the organization will need to complete the steps for starting a new RSO outlined above with a few exceptions. First, the officers will be emailed any past documents from the RSO that the Department of Student Activities may have had access to. These will be provided for reference purposes only, as the organization may wish to create new governing documents if so desired. Once the new officers complete the registration process on Owl Life, that information will be uploaded into the previously existing Owl Life page of the RSO (rather than creating a new one). The officers and advisor will still need to complete the appropriate training and paperwork and have the "Getting Started" meeting. The RSO will be considered active upon completion of these steps. RSOs restarted in this way will automatically be placed in the "Recognized" classification for no less than one full academic semester.

RSO Resources

The following are resources associated with RSO status at KSU. This list is not exhaustive, and groups are encouraged to check with Student Activities or other offices to see what other resources may exist.

- **Owl Life**- This is the online organization management software used by the University. In addition to serving as an official record for the University, there are many other benefits for organization function and practice available through the system.
 - About/Primary Contact/etc.- Your organization's basic info, primary contact, cover photo, links to social media accounts, etc. can all be updated to better describe and market your organization and ways to contact your group.
 - Roster- Your organization's roster can be maintained through Owl Life. You can invite members to join or have them request to join (the "join" button may be removed if needed, contact Student Activities). Through the online roster, you can message members or share documents/events/forms pertinent to group activities. Student Activities requires all organizations to keep their Owl Life rosters up to date with officers and accurate member lists, as this is the official roster used by the University.
 - Events- Your organization can create event announcements to market to non-members or create events specifically for members only. Events open to the public will be

displayed on the Owl Life main page and the Corq app. With created events, you can track attendance, invite attendees, and follow up with people who attended your event. Additionally, the event attendance tracking feature in Owl Life is compatible with the tap card readers available for checkout (see below).

- Documents- Your group can store documents online on your organization's Owl Life page. You can create permissions so that only officers or members may be able to access/edit these documents. Passwords and account information can be kept secure with roster-based permissions. One benefit to storing the documents here is that the group will never lose access in the event that an officer steps down.
- Forms- Your group can create forms that can be used for organizational activities such as applications, interest forms, etc. You can also set permissions for who will have access to submit and review submissions.
- Gallery- The gallery is a place to store photos for the organization.
- News- The news tab is a place for organizations to share updates with members or non-members on organizational activities.
- Elections- Organizations can coordinate online elections and set specific permissions to who and when people may be able to access the election.
- Reservations- All RSOs have the ability to request space for meetings and events on campus through the KSU Reservations portal (formally called VEMS) at reservations.kennesaw.edu. Not all spaces are available for reservation by student groups (i.e. the Jolly Lodge), and not all spaces can be reserved through KSU Reservations portal (i.e. ARC Amphitheater). More information about how to access the KSU Reservations portal system, what spaces can be accessed, and what rules/regulations exist for space use can be found in the online training at campustraining.kennesaw.edu and on studentactivities.kennesaw.edu under the "Forms and Resources" section.
- SABAC- The Student Activities Budget Advisory Committee (SABAC) is an advisory body to the Vice President for Student Affairs that assists with the distribution of Student Activity Fee money to RSOs through the form of annual budgets (chartered and sponsored classified RSOs) and specific event/travel funding (affiliated classified RSOs). For a more exhaustive list of things SABAC will allocate money for as well as the process to receive those funds, please go to the SABAC website: sabac.kennesaw.edu.
- SOS Office- The Student Organization Services (SOS) Offices are located in the Student Center on both Marietta and Kennesaw Campuses. Both locations are open M-F during the fall and spring semesters (hours may vary). These offices serve as a one-stop shop for RSO assistance with computers, work space, and knowledgeable student assistants that should be able to assist with most RSO questions.
 - Kennesaw SOS Office: Carmichael Student Center Room 338, (470) 578-6275
 - Marietta SOS Office: Wilson Student Center Room 230P, (470) 578-3976
- On-Campus Mailbox- RSOs receive an on-campus mailbox on the campus of their choice (chosen during re-registration or through the new RSO process). The RSO mailboxes are located in the SOS office of both the Kennesaw and Marietta campus. For RSO correspondence, the mailing address of the on-campus mailboxes for RSOs are as follows:
 - For the Kennesaw Campus

[RSO NAME, *not* Kennesaw State University]
Carmichael Student Ctr. Bldg 5. Rm 274. MD 0501
395 Cobb Avenue NW
Kennesaw, Ga 30144

- For the Marietta Campus

[RSO NAME, *not* Kennesaw State University]
Wilson Student Ctr. Bldg A. Ste 230. MD 9002
1100 S. Marietta Parkway
Marietta, Ga 30060

- RSO Conference- The annual RSO conference is a one-day educational conference focused on multiple aspects of organization operations and leadership development. It also serves as the vehicle whereby University-wide RSO trainings and policy announcements are made. The conference features helpful workshops focused on everything from Owl Life and reservations troubleshooting to leadership development and marketing strategies in addition to a keynote speaker and other sessions geared towards helping equip RSOs to be successful. Attendance at the conference is required based on an RSO's classification (see guidelines section).
- RSO Workshops- Throughout the fall and spring semesters the Department of Student Activities will be hosting workshops on both campuses focused on developing skills and providing networking opportunities for RSO leaders. Check out studentactivities.kennesaw.edu for more details and a list of upcoming events and topics.
- SOAR Fairs- Student Organizations, Activities, and Resources Fairs (SOAR Fairs) are a marketing opportunity for RSOs to gather in one place and speak to potential members. SOAR Fairs are typically held throughout the summer at full orientation days and at the start of both fall and spring semesters.
- Copies- Each RSO is able to make 50 free single-sided black and white copies at the SOS Office on either campus. The organization must supply the original copy.
- Banners- Each organization is allowed to print 3 free color paper banners each semester (fall and spring only). In order to submit a banner for printing, please fill out the banner printing form located on the studentactivities.kennesaw.edu website. If an RSO wishes to print additional banners beyond their 3 free banners each semester, they may do so at the cost of \$15 per banner.
- Card Reader Checkout- RSOs may check out tap card readers for their events to track attendance. To do so, please fill out the form located on studentactivities.kennesaw.edu. Card readers must be picked up in the SOS Office on the campus they are requested during normal business hours and returned within 2 business days of the event.
- Free advertisements- the Sentinel, and Owl Radio offer free advertisements and PSAs as well as publicity assistance. For information on these opportunities, visit Student Media at <http://studentmedia.kennesaw.edu/forms.php>.
- Recognition and Awards- RSOs and leaders/advisors of RSOs are eligible to receive recognition and awards for outstanding performance at the Division of Student Affairs Annual Awards. More info on the awards and nomination process can be found through the Department of Student Activities in the spring semester.

General RSO Policies and Guidelines

The following are policies and guidelines that impact RSOs. It is not an exhaustive list, and RSOs are encouraged to reach out to individual offices when they have questions about policies and procedures.

I. RSO Governance

- a. *Constitution Requirements*- All RSOs must include the following components in their Constitution (a [sample](#) constitution that clearly outlines these requirements can be obtained through Student Activities):
 - i. Name of the Organization- the organization may include "KSU", "Kennesaw State", or "Kennesaw State University" in the RSO's name. However, it may only be included as [org name] at KSU. Listing the name as KSU [org name] or [org name] of KSU are not allowed.
 - ii. Mission/Purpose Statement
 - iii. Affiliations- must identify affiliation to KSU and any local, regional, or (inter)national entities
 - iv. KSU Affiliation Clause- the clauses below must be included written exactly as is with only the name of the organization inserted.
 - i. This organization is a Registered Student Organization (RSO) at Kennesaw State University, but is not part of the University itself.
 - ii. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
 - iii. [Name of RSO] accepts full financial and production responsibility for all activities it sponsors.
 - iv. [Name of RSO] agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current RSO Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of RSO differ, the policies and regulations of Kennesaw State University will take precedence.
 - v. [Name of RSO] recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Student Life, Risk Management, and/or General Counsel.
 - v. Membership Eligibility and Requirements (including a membership removal process)
 - vi. Officers and Officer Responsibilities (including an officer removal and succession process)
 - vii. Elections Process and Information
 - viii. Advisor Responsibilities
 - ix. Process for Amendments to the Constitution

- b. *Constitution Approval*- All RSOs must have their constitution approved by Student Activities. New RSOs will have their governing documents approved as a part of the new student organization approval process. RSOs who make subsequent changes to their governing documents must submit them to Student Activities for approval. This may be done annually through re-registration or through the "RSO Constitution Change Form" located at studentactivities.kennesaw.edu under the "Forms and Resources" section.
- c. *Student Run/Democratic*- All RSOs must function through KSU student governance and leadership. On or off campus advisors are able to assist with training, operations, and/or mentorship, but are not able to make decisions for the group. Student self-governance is the central tenet of the RSO model. All RSOs must engage in democratic style governance as evidenced in their governing documents (e.g. must hold regular elections, demonstrate checks and balances for leadership). No RSO is allowed to give its student leader(s) unilateral control over organization decisions.
 - i. *Affiliation to Non-Student Entities*- Any RSO that is formally affiliated with a non-student entity must indicate that relationship in its governing document (i.e. Constitution). Any non-student entity formally affiliated with an RSO cannot vote, assign students to leadership positions, or possess sole authority on matters related to the RSO. However, the affiliated entity can advise the organization, assist with (not dictate) organizational programs/services, and require the group maintain certain policies or protocols to continue their affiliation so long as they do not interfere with student autonomy (e.g. dues, annual reports, etc.). Examples of non-student entities include, but are not limited to, academic departments, off-campus churches/businesses, national organizations, and/or non-profits.
 - ii. *Elections*- All RSOs must provide for an elections process for organizational leadership in their constitution. Elections must be held regularly, and RSOs are encouraged to minimally host elections annually. A constitutional provision for holding a regular vote on whether or not to open elections meets this criterion. Voting in elections (and votes to open elections) cannot be limited to a smaller number of members than the number of members who would be able to vote on normal organizational business (e.g. voting limited to senior members or current executive officers). Elections by slating are allowed, so long as the proposed slate of officers is confirmed by a vote of the members eligible to vote.
- d. *By-Laws and other individual RSO protocols*- In addition to a constitution, some RSOs may elect to include by-laws, protocol manuals, membership agreements, or other documents that govern operations of the specific RSO. The Department of Student Activities does not routinely review these additional documents, but will do so if requested. It should be noted that any document created "in house" by an RSO is not automatically approved by the Department of Student Activities, and may be subject to review if the effect of the document violates a policy outlined in this manual or other KSU policy.

II. RSO Officers and Members

- a. *Student Members Only*- Faculty, staff, and other non-student community members may participate in activities but cannot serve as leaders, official members or engage in decision-

making on behalf of the group; nor can they represent the group or the University. RSOs operating on the Marietta campus may elect to allow Marietta Georgia Highlands College students to be members of their organization (identified in their constitution), but it is not a requirement.

- b. *Minimum Membership Requirement*- RSOs must maintain a minimum of three (3) KSU student members at all times; all members must be currently enrolled. Faculty/Staff Advisors do not satisfy student membership requirements in most cases.
- c. *Open Membership*- All RSOs must be available for membership to all currently enrolled KSU students. Student organizations may use a few basic expectations to meet and sustain membership in their organization, such as attendance at meetings or payment of dues.
**Exceptions may be made for "restrictive membership" organizations; however, this will impact that organization's ability to receive access to University resources, such as SABAC funding.
With prior approval, RSOs may also place limitations on membership in the following ways:
 - i. Performing arts groups that have ongoing ensembles may conduct an audition process if they also provide some educational opportunities for all interested students.
 - ii. Any group that is formally affiliated with a national entity that has Title IX exemption status for gender may be restrictive based on gender alone.
 - iii. Honor societies may place limitations for membership based on GPA and other qualifiers as it relates to their stated mission in their constitution (e.g. only available to specific majors).
 - iv. RSOs may have more restrictive requirements for students who hold leadership positions in the organization (e.g. a higher GPA or length of membership requirement). However, these requirements may not supersede the requirement for RSOs to engage in democratic style governance as outlined in I.c. (i.e. an RSO may not create a non-democratic leadership structure through requirements to hold office).
- d. *Restrictive Membership*- Groups have barriers to entry that prevent all students from becoming members of their organization are considered restrictive membership organizations. Examples include, but are not limited to: auditions/tryouts, applications/interviews, must be voted in by current membership, must be of a specific major or group of majors, must live on/off campus, or any other restriction aside from those approved above under II.c. "Open membership". All RSOs with restrictive membership must be classified as "Recognized".
- e. *Option for removal of members*- All RSOs reserve the right to remove someone from their membership roster and/or officer position with appropriate due process. For RSOs who do not have a member/officer removal procedure specified within organizational governing documents, the most current version of Robert's Rules of Order will govern the process in consultation with the Department of Student Activities. Reasons for removing an officer or member from the organization's roster include:
 - i. Failure to satisfy membership or officer requirements for the organization per the organization's governing documents (this includes being disruptive and preventing the group from operating)
 - ii. Violation of Student Codes of Conduct
- f. *Right of Members to End Membership*- All members of RSOs (student and non-student) reserve the right to discontinue their membership without undue pressure or interference. However, if

a member has outstanding obligations to the RSO at the time of ending their membership (e.g. monies owed, property needed to be returned, etc.), they may be required to satisfy those requirements even though they are discontinuing their membership in the RSO.

- g. *Required Officers*- Minimally, RSOs will need to identify who will serve as President, Treasurer, and Reservation Delegate for the organization. These positions are built into the Owl Life system. RSOs may call these officers by a different name within the organization, but for the intended purposes of Student Activities, the President is the chief executive, the Treasurer is the person who handles finances, and the Reservation Delegate is the person who will have access to the reservation system to make reservations on behalf of the organization (in addition to the President). The student serving as President cannot also serve as the Treasurer or Reservation Delegate.
- h. *Officer Eligibility Requirements*- In order to serve as a listed officer of an RSO, a student must be a student currently enrolled in classes (fall and spring semesters only), in good academic standing with the University, and enrolled at least half-time as defined by the appropriate University catalogue.
- i. *Officer Agreement*- New officers for RSOs in the President, Reservation Delegate, and Treasurer positions are required to sign the "Officer Agreement" form with the Department of Student Activities (other officers welcome to complete it as well). This agreement outlines expectations for compliance with University policy and identifies the officer as a responsible party to ensure compliance for members of the organization(s) for which they are affiliated. This agreement must be completed at the start of an officer's term and then subsequently during the annual re-registration process. Information related to trainings and forms can be found at studentactivities.kennesaw.edu under the "Forms and Resources" tab.
- j. *Officer Trainings*- Students serving as an RSO President, Reservation Delegate, and Treasurer must complete applicable trainings related to their role. The purpose of these trainings is to assist with liability protection for the University as well as provide training on access and use of RSO resources such as space reservations and funding. Training must be completed at the start of an officer's term and then subsequently during the annual re-registration process. Information related to trainings and forms can be found at studentactivities.kennesaw.edu under the "Forms and Resources" tab.

III. RSO Advisors

- a. *On-Campus Advisors*- All RSOs are required to have at least one advisor who is employed full-time by the University (may have more). This advisor may be identified by the group or appointed by the University depending on the organization's classification. RSOs classified as "Chartered" and "Sponsored" have their advisors appointed by the University. RSOs classified as "Affiliated" or "Recognized" may identify their own advisor and change their advisor as the group sees fit.
- b. *Off-Campus Advisors*- RSOs have the right to identify Off-Campus advisors who have no affiliation to Kennesaw State University in addition to the On-Campus advisor(s) to the organization. These advisor(s) may be identified by the group or appointed by an external entity if the RSO has a formal affiliation with said entity outlined in their constitution (e.g. a national sorority with an official KSU chapter may appoint advisors to that chapter). All Off-

Campus Advisors must be identified during the annual re-registration process and must be registered with the Department of Student Activities and Kennesaw State University as a Long-Term Visitor. Off-Campus Advisors are responsible for any costs associated with being a Long-Term Visitor, or the hosting RSO can use non-state funds to cover these costs within the established guidelines of the RSO.

- c. *Advisor Agreement*- advisors for RSOs are required to sign the "Advisor Agreement" form with the Department of Student Activities. This agreement outlines expectations for compliance with University policy and identifies the advisor as a responsible party to ensure compliance for members of the organization(s) for which they are affiliated. This agreement must be filled out at the start of an officer's term and then subsequently during the annual re-registration process. Information related to trainings and forms can be found at studentactivities.kennesaw.edu under the "Forms and Resources" tab.
- d. *Background checks*- Per the recommendation of the Division of Legal Affairs, all advisors to RSOs (on or off campus) must have a background check on file with the University that is less than three years old.
- e. *Fiduciary responsibility*- Any advisor(s) who handles RSO funds in any way (regardless of funding source) is to be treated as a fiduciary for the organization, keeping the interest of the organization and ethical standards as a priority.
- f. *Policy/Protocol Compliance*- All advisors must be fully compliant with any required policies and protocols related to the activities of the organization. For example, if driving a vehicle is involved the advisor and/or student leaders must complete the necessary defensive driving course. Advisors must know and comply with all required laws, such as the Clery Act and Title IX, which require reporting certain information to University officials. NO Advisors have confidentiality exemptions and all are mandatory reporters – even if an Advisor is a counselor or faith leader off campus, those exemptions only apply when the individual is employed by the University to serve in that specific role and only when serving in that role, not while advising RSOs.

IV. Student Activities Policies

- a. *Annual Registration*- The Department of Student Activities requires each RSO to re-register with the University once a year to ensure the renewal and sustainability of organizations as well as to stay informed on changes to organizational leadership, membership, and governing documents. The re-registration period generally opens late spring semester and closes at the beginning of fall semester each year (specific dates determined by the Department of Student Activities each year). RSOs who fail to complete the annual re-registration process will be marked as inactive. Groups listed as inactive may re-start using the process identified in this manual.
- b. *KSU Email as Official Correspondence*- The official means of communicating to any student organization member, officer, or advisor will be through KSU emails as these are the emails corresponding to Owl Life. Other emails or forms of communication may be used to reach out to RSOs or their members, but KSU email remains the preferred method.
- c. *Club Sports*- Teams designated as Club Sports are not eligible to be Registered Student Organizations. Club Sports are supported and coordinated through the Department of Sports

and Recreation. Students wishing to organize a Club Sport, or RSOs wishing to be considered a Club Sport, are encouraged to contact the Department of Sports and Recreation for additional details.

- d. *Social Greek Organizations*- Organizations designated as Social Greek Organizations are not eligible to be Registered Student Organizations. Social Greek Organizations are supported and coordinated through the Department of Fraternity and Sorority Life. Students wishing to organize a Social Greek organization are encouraged to contact the Department of Fraternity and Sorority Life for additional details.
- e. *Interference with Educational Activities*- RSOs may not engage in behavior that willfully disrupts or prevents the conduct of classes or interferes with the educational mission of the University.
- f. *Forgery of Official University Documents*- RSOs shall not falsify or forge an official University record or document.
- g. *Commercial Enterprises*- RSOs may not engage in operations (i.e. sales or sales promotion) conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise. RSOs engaging in such behavior may be subject to the cancellation of their event(s) and/or loss of RSO status.
- h. *Contracts*- Kennesaw State University and the Department of Student Activities do not accept responsibility for RSOs that enter into contracts using non-University funds and without support from the University. However, RSOs using University funding or resources must receive approval from appropriate University officials before entering into any contracts. Only designated University officials may sign contracts, and RSOs must be fully transparent when inquiring with vendors/service providers that they are only seeking quotes and have no contract authority.
- i. *Students with Disability*- Students who are members, or are interested in becoming members, of RSOs are entitled to the accommodations outlined by Student Disabilities Services (SDS), including but not limited to approved accommodations for disability related absences and confidentiality of information. All accommodations must be arranged in advance with SDS as retroactive accommodations are not required.

V. RSO Classifications

- a. *Initial Classification*- All new RSOs are initially classified as "Recognized" when they are first established. After one academic semester of operation, RSOs are able to request a new classification through a petition for classification change.
- b. *Change of Classification*- An RSO may have their classification changed by Student Activities through the following means:
 - i. *Petition for Classification Change*- voluntary review process administered by the Department of Student Activities every fall semester; changes to classification made in this fashion will take effect the following spring semester.
 - ii. *Failure to Re-Register*- RSOs who fail to re-register during the annual re-registration period may have their classification changed when they are re-established as an RSO; changes to classification made in this fashion will take effect at the time of the RSO becoming fully registered again.

- iii. Failure to Meet Classification Requirements- RSOs who fail to meet the requirements of their current classification may have their classification reviewed and changed; changes to classification made in this fashion will take effect the following the next fall or spring semester.
- c. *Classification Decision Appeals*- Any RSO may appeal decisions made by Student Activities concerning its classification by submitting a written appeal via email to the Assistant Dean for Student Life within five (5) business days of notification of the decision. Appeal decisions from the Assistant Dean may be further appealed to the Dean of Students in writing via email to deanofstudents@kennesaw.edu within five (5) business days of the notification of the decision of the Assistant Dean. The decision of the Dean of Students is final and no further appeal is available.
- d. *Chartered Requirements*- RSOs classified as "Chartered" are required to do the following:
 - i. Complete the annual re-registration process, including training and Officer/Advisor Agreements for the Advisor, President, Reservation Delegate, and Treasurer positions.
 - ii. Have at least 3 members and 1 On-Campus Advisor in attendance at the RSO Conference.
 - iii. Must make a concerted effort to host programs/events and/or provide services on both Marietta and Kennesaw campuses (unless RSO specifically exists to serve one specific campus).
 - iv. Must participate in all SOAR Fairs.
 - v. Must participate in KSU Preview Days.
 - vi. May be required to participate in other University-wide events when given sufficient notice (e.g. Parent and Family Weekend, Week of Welcome, Homecoming, etc.).
 - vii. Must maintain an accurate roster on Owl Life. Rosters will be checked twice a year, once in fall semester and once in spring semester.
 - viii. Must maintain accurate records of all events and event attendance for events open to all students in Owl Life.
 - ix. Must attend the SABAC annual budget request training held in spring semester.
- e. *Sponsored Requirements*- RSOs classified as "Sponsored" are required to do the following:
 - i. Complete the annual re-registration process, including training and Officer/Advisor Agreements for the Advisor, President, Reservation Delegate, and Treasurer positions.
 - ii. Have at least 2 members and 1 On-Campus Advisor in attendance at the RSO Conference.
 - iii. Must make a concerted effort to host programs/events and/or provide services on both Marietta and Kennesaw campuses (unless RSO specifically exists to serve one specific campus).
 - iv. Must participate in all SOAR Fairs.
 - v. Must maintain an accurate roster on Owl Life. Rosters will be checked twice a year, once in fall semester and once in spring semester.
 - vi. Must maintain accurate records of all events and event attendance for events open to all students in Owl Life.
 - vii. Must attend the SABAC annual budget request training held in spring semester.
- f. *Affiliated Requirements*- RSOs classified as "Affiliated" are required to do the following:

- i. Complete the annual re-registration process, including training and Officer/Advisor Agreements for the Advisor, President, Reservation Delegate, and Treasurer positions.
 - ii. Have at least 1 member in attendance at the RSO Conference.
 - iii. Must maintain accurate records of all events and event attendance for events where SABAC funding was received.
- g. *Recognized Requirements*- RSOs classified as "Recognized" are required to do the following:
- i. Complete the annual re-registration process, including training and Officer/Advisor Agreements for the Advisor, President, and Reservation Delegate positions.

VI. Events and Reservations

- a. *KSU Reservations (formally called VEMS)*- KSU Reservations is the interface RSOs use to reserve space on campus. Access to the KSU Reservations system and the ability to reserve space on behalf of an RSO is only provided to three positions within an RSO: the President, the Reservation Delegate, and the Advisor. Access is only granted to RSOs in good standing with Student Activities and after the individuals in those positions meet the following qualifications: 1) must be listed in the position on the roster in Owl Life 2) must have completed the Officer/Advisor agreement form and 3) must have completed the required online training (students only).
- b. *Reservation Approval*- RSOs who submit event space requests through the KSU Reservations portal must receive the confirmation email in order to officially reserve space for an event on campus. RSOs who do not receive an event confirmation email are not permitted to use space they have requested.
- c. *Space Reservation Priority*- RSOs with certain classifications have greater space priority than others (i.e. chartered and sponsored). RSOs with space reservation priority may receive more advanced access to reserve space and/or the ability to place a reservation hold on spaces during dates and times where these groups have historically held signature events. However, once an RSO has a space reservation confirmed, that RSO will not "lose" that space or be bumped from their reservation for the use of another RSO. This rule only applies to RSOs, as the University reserves the right to deny any RSO the use of space that has been confirmed for their use based on exigent circumstances and the needs of the University.
- d. *Space Reservation Parity*- In an effort to meet the needs of all RSOs, the Department of Student Activities reserves the right to limit the frequency and duration of RSOs using spaces on campus for meetings and programs.
- e. *Cancellation Policy*- If an RSO who has reserved space on campus needs to cancel or make changes to their reservation, the RSO must fill out the "Reservation or Cancellation Change Request" form found at studentactivities.kennesaw.edu under "Forms and Resources". Changes that are submitted within 3 business days of an event may not be approved. If the change to the reservation is approved, the original requestor(s) for the reservation will receive a newly revised event confirmation. Groups that repeatedly reserve space and fail to utilize the space they have reserved are subject to sanctions from the Department of Student Activities up to and including cancellation of confirmed reservations and revocation of reservation privileges.
- f. *Space Access*- If an RSO reserves space that requires keycard access, access may only be granted to a fulltime employee of KSU (typically an advisor for the RSO). It is the responsibility

of the RSO to identify the employee who will provide them access and have that person arrange for access to be provided to them on their KSU ID card. If, and only if, an RSO cannot access a space through the employee who has been granted access, the RSO may contact KSU Public Safety to unlock the space for the RSO. In the event that KSU Public Safety is required to open a space for an RSO, the employee who has been provided access must be present in order for KSU Public Safety to open the space. RSOs who routinely rely on KSU Public Safety to provide access to reserved space may be subject to penalty.

- g. *Damages/Debris*- RSOs who reserve a space on campus are expected to leave the space in as good or better condition than when their reservation started. RSOs may be held responsible for damages and/or debris that are the result of the organization's use of a space. If, upon accessing a space the RSO has reserved, an RSO discovers that the space has damages to furniture/equipment or a noticeable level of trash/debris upon the start of their event, it is the responsibility of the RSO to notify the appropriate facility personnel as well as Student Activities reservation staff.
- h. *Access Responsibility*- For spaces on campus that require a full-time employee to provide access (does not have to be listed as an advisor to the RSO), the employee who provides access will be responsible for the conduct of the students and guests in that space, regardless of whether they are present for the duration of the event or not (in addition to the RSO itself).
- i. *Showing of Films and Other Media*- RSOs may sponsor slide shows, videotapes, or films on campus provided 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. RSOs may choose to show films for free or charge for admission. However, it should be noted that the cost of obtaining a license to show a film where patrons will be charged is more expensive than a free screening. Further, organizations *may not* use videos rented from local distributors, personally owned items, or online streaming services (e.g. Netflix) to show videos to mass audiences. This is a violation of the law. Please contact the Department of Student Activities to learn how to obtain movie licensing.
 - i. *Educational Film Exception*- Face-to-Face teaching permits an educator to show a film, or a portion of a film, in a classroom or a similar location. As long as the material being viewed is educational (IE: Documentary, Narrative, Broadcast, Educationally-Based Feature, etc.), aligns with the organization's mission statement and goals, an advisor is present, and the viewing is closed on a "members only" basis (i.e. not advertised as an open screening).
- j. *Amplified Sound*- Indoor and outdoor events hosted by RSOs that include amplified sound are subject to the following restrictions based on location. All approvals are contingent upon space reservation confirmation. No Amplified Sound is permitted during Final Exams Periods of each semester.
 - i. Carmichael Student Center terrace- Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday - Sunday.
 - ii. Legacy Gazebo- Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday – Friday; allowed between 8:00pm and 10:00pm Monday – Thursday; Fridays between 5:00pm and 10:00pm; between 12pm and 10pm Saturday and Sunday.

- iii. 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.
 - iv. Campus Green (West Side)- Amplified sound allowed on the West end of the Green (this includes Southwest nearest Rec Center, West nearest Carmichael Student Center entrance at Bursar's Office, and Northwest Grill area) from 11am to 10pm Monday - Sunday.
 - v. 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.
 - vi. All Other Outdoor Locations (Kennesaw)- Any outside areas on Kennesaw Campus not listed above will be determined on a case-by-case basis.
 - vii. Carmichael Student Center- The Carmichael Student Center allows amplified sound, both built-in systems and additional PA systems, in all locations in the building.
 - viii. Indoor Plaza (Prillaman Hall)- The Indoor Plaza is approved for use of a small group PA system.
 - ix. Auditoriums- Additional PA systems are approved to be used in auditoriums.
 - x. 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 equipment is not permitted for these areas.
 - xi. No Amplified Sound is permitted during Final Exams Periods of each semester.
- k. *Liability Waivers*- The Department of Student Activities 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 due care is observed pursuant to safety and participation in such activities. It is for this reason that RSOs that host events on campus with a recognized risk of accidental injury may be required to have participants submit a signed [Waiver and Release](#) form before participating in activities hosted by the RSO (proof of insurance sufficient to cover injuries may also be requested). These forms can be obtained from the Department of Student Activities. Completed forms must be turned in to the Student Activities office within one week of the conclusion of the event.
- l. *Event Security/Medical Assistance*- Some on-campus events hosted by RSOs may be required to provide additional security and/or medical assistance depending on the type, nature, attendance, and logistics of the event. This additional security and/or medical assistance may come at a cost to the RSO. The Department of Student Activities will adhere to the recommendations made by the KSU Department of Public Safety and Department of Environmental Health and Safety in assessing the security/medical personnel needs for RSO events.
- m. *Programs with Minors*- RSOs looking to host an event where minors will be in attendance should familiarize themselves with the "[Programs Serving Minors](#)" policy at KSU, which may have implications for the event(s), including additional approvals and safety measures.

VII. Food

- a. *Catering for Events on Campus*- All events held on campus that require catering must go through KSU catering. Exceptions to this rule include the following:
 - i. Catering does not include regular delivery service from nearby restaurants (e.g., pizza delivery, Jimmy John's, etc.). When departments, Registered Student Organizations (RSOs) or guests order and pay for pizza or sandwich delivery AND the food is delivered to be consumed within one hour of delivery time, it is to be considered drop-off service and is not considered catering.
 - ii. Catering also does not include service of casual food items like deli trays, ready-to-eat sandwich platters, bulk coffee, or desserts purchased/picked up at a grocery store or restaurant and brought to campus by a University employee or student AND does not require on-site setup or service.
 - iii. Catering events that have a completed and approved "[Catering Exemption Form](#)". This form may be completed for any event with catering needs but must be approved by KSU catering at least 10 business days prior to the event. The form is found on the KSU Catering website.
- b. *Use of Grills*- The following are the regulations and guidelines for grilling on either campus:
 - i. Grilling events must be reserved with and approved by the Department of Student Activities or University Events.
 - ii. All campus grilling must end by 9 p.m.
 - iii. Only the charcoal grills installed on campus grounds may be used.
 - iv. Flammables such as charcoal and lighter fluid may not be stored on campus, except in approved fireproof cabinets.
 - v. A fire extinguisher is required which will be provided by EHS. You must contact the EHS Department to make arrangements for pickup, (470) 578-2410.
 - vi. 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.
- c. *Sale or Distribution of Food on Campus*- Kennesaw State University follows all local and state health and sanitation regulations and guidelines with regard to food handling. Pursuant to distribution or sale of food and beverages on or in University properties, including off-campus preparation for distribution or sale on campus, students must speak with their designated Event Coordinator from the Department of Student Activities before proceeding as other additional forms may need to be in place before an event can be confirmed/approved. Exceptions to this policy will be permitted only with prior approval from the Director of the Department of Student Activities. Please refer to Section IX. d. for additional details.
- d. *Food Distribution Sanitation Requirements*-
 - i. Avoid preparing hazardous or bacteria prone foods at home. Food served should be prepared on the site of the event (cook outs) or in a permitted establishment that has proper facilities for preparing food and sanitizing equipment and utensils.
 - ii. All food items that will be prepared must be from an approved source (sources that comply with the law - FDA, USDA, State Health Department), such as a grocery store, discount warehouse, etc. and be properly labeled.

- iii. Proper temperature must be maintained when transporting food and once it is on site. Hazardous foods must be maintained at proper temperature: 41° F or colder or 140° F or hotter at all times.
- iv. Cooking Temperatures should be monitored closely following these guidelines:
 - A. Brisket (Raw Meat) – 145°F
 - B. Hamburger Meat – 155°F
 - C. Hot Dogs – 155°F
 - D. Chicken (poultry) - 165°F
- v. After the food is cooked it must be held at a temperature of 140° F or higher.
- vi. Thermometers must be available and used to monitor temperatures of hazardous foods.
- vii. Avoid cross contamination of cooked and un-cooked foods.
- viii. All ice must be from an approved source and arrive at the site in sealed bags and be handled in a way that protects it from contamination. Ice used to fill drink cups must be stored separate from ice used to store food. Use scoops with handles for dispensing ice. Do not use cups.
- ix. Proper hand washing facilities must be available and used (a water container with spigot, a bucket to collect wastewater, hand soap, hand sanitizer, and disposable paper towels are needed).
- x. If unable to appropriately sanitize all utensils opt for plastic and disposable types.
- xi. Always keep bleach available to sanitize all utensils, food preparation, and food service surfaces. Proper dilution is 1 tablespoon of bleach to one gallon of water (100 ppm).
- xii. All food contact equipment, utensils, and surfaces must be in good repair and need to be cleaned and sanitized with the bleach solution above.
- xiii. Foods, including condiments, which are displayed for self-service must be protected by the use of food shields or other effective means (i.e., pump dispenser, squeeze bottle, avoid open containers and spreading utensils).
- xiv. Only single service items may be used to serve the public, such as plastic utensils and paper ware if food is self-prepared.
- xv. Waste receptacles must be provided for the public to properly dispose of trash.
- xvi. All wastes, including wastewater, resulting from the food service area operation must be disposed of in a sanitary manner.
- xvii. No person shall work in a food service area while infected with a communicable disease that can be transmitted by or while afflicted with a boil, an infected wound, or an acute respiratory infection. No person suspected of being affected with a disease or condition shall be working in a food service area.
- xviii. The food handler representative or person in charge of the food service area shall have the responsibility to remove a food handler if he/she has reason to suspect that he/she has contracted any such communicable disease or has become a carrier of such a disease.
- xix. Food handlers shall wash their hands thoroughly with warm water and soap, then dry them off and follow with a hand sanitizer on these occasions:
 - A. Before starting work
 - B. After visiting the toilet

- C. After coughing or sneezing into the hands or handkerchief
- D. After taking money, eating, drinking, smoking, etc.
- xx. Food handlers must wear gloves and hair restraints when preparing or serving food
- xxi. Food handlers shall consume food in designated areas only.
- xxii. Food handlers shall not use tobacco in any form while engaged in food preparation or service, nor while in areas where equipment and utensils are washed.
- xxiii. Food handlers shall carry and serve food in a sanitary manner.
- xxiv. Food handlers shall handle glasses, plates and chinaware in a sanitary manner.
- xxv. Food handlers shall use sanitary plastic disposable gloves if food must be manipulated by hand.
- xxvi. Food handlers shall refrain from sneezing or coughing onto food.
- xxvii. Food handlers shall use only clean and sanitary equipment.
- xxviii. Food handlers shall use separate cutting boards, blocks, tables, grinders, slicers, and other utensils for raw and cooked food. If this is not possible and the same equipment and utensils must be used, food handlers shall thoroughly clean and sanitize equipment used for raw food after each use.
- xxix. Food handlers shall handle food and drink in a manner to prevent cross contamination of bacteria.

VIII. Travel

- a. *Travel Registration*- When RSO travel is being funded wholly or in part by Student Activity Fees, the trip is a University-authorized activity. Each group or individual participating in the travel must submit a [Student Trip Waiver](#) to Student Activities prior to departure. Copies of the waiver are to be kept with both the Department of Student Activities *and* the organization travelling so that emergency contact information is available if needed.
- b. *Missed Coursework*- Students who participate in University-authorized travel are personally responsible for making necessary arrangements with faculty concerning class work. Approval to travel and/or receipt of student activity funds in support of travel should not be construed as permission to miss class meetings and course work. Please refer to the current [Faculty Handbook](#) for the most up to date policies on student attendance.
- c. *Conduct*- Even though RSO travel takes place off-campus, all institutional policies apply regardless of location. This includes the Student Codes of Conduct as well as policies outlined in this manual. RSOs or individuals that violate institutional policies will be held accountable, regardless of where the violation takes place or whether the travel was University-authorized or not.
- d. *Travel using University Vehicle*- For RSOs using a University vehicle for travel (either owned, leased, or rented by the University), the only person(s) allowed to drive the vehicle must have completed the appropriate driver training offered by the Office of Enterprise Risk Management and abide by the [KSU Vehicle Operator Policy](#).
- e. *Additional SABAC Policies*- In addition to the guidelines listed here, RSOs who receive student activity fee money from SABAC are expected to abide by any and all travel regulations included in the SABAC Protocol Manual, which can be found at sabac.kennesaw.edu.

IX. RSO Finances

- a. *State Funds vs. Private Funds*- There are several different types of funds for RSOs including state funds (SABAC funds, funding from an academic department, etc.) and non-state funds (monies collected through membership dues, fundraising profits, support from a national governing body, etc.). Funding from state sources carries restrictions for use, while non-state funds may be less restrictive. Restrictions for state funds may include types of allowable purchases, means of payment, maximum allowable expense, ethics requirements, prohibitions against conflicts of interest and self-dealing, etc. RSOs receiving state funds are required to familiarize themselves with the limitations of use of funds upon receipt of those funds. See the SABAC Protocol Manual for more information.
- b. *Off Campus Accounts*- All RSOs reserve the right to maintain an off-campus bank account. It is recommended that the account be set up using a unique Federal Tax ID/EIN to the individual RSO, but it is not required. However, the KSU Federal Tax ID/EIN may NEVER be used by any RSO. More information regarding EINS and off campus accounts are available [online](#) through the Department of Student Activities. The Department of Student Activities and other offices and departments within Kennesaw State University reserve the right to review the amounts and use of these accounts for the following reasons:
 - i. RSO conduct issues
 - ii. Requests for Student Activity Fee funding (i.e. SABAC requests)
 - iii. Compliance with requested audits
- c. *Stipends*- Student Activity fee money may be used to provide stipends to individual student leaders of RSOs classified as "Chartered" only. Details on qualifications for receiving a stipend, maximum amounts for individual stipends, and other details are contained in the SABAC Protocol Manual found at sabac.kennesaw.edu.
- d. *Fundraising*- RSOs are able to raise funds on and off campus for organizational operations as well as charitable causes (i.e. philanthropy). However, certain additional guidelines apply as follows:
 - i. All RSOs who wish to raise funds on campus must complete an [RSO Fundraising Approval](#) form (this includes selling sponsorships off campus for an event on campus).
 - ii. Under no circumstances is an RSO allowed to provide the University's tax information as a means of soliciting donations. Unless your organization is truly a non-profit (501(c)(3) status), your donors will not be able to receive a tax deduction for their donations to you.
 - iii. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the RSO; with the exception of the student organizations that have 501(c)(3) status.
 - iv. There are limitations on the ways Student Activity Fee money (i.e. SABAC funds) may be used towards the cost of hosting or producing a event where the primary focus is fundraising (this includes philanthropic fundraisers as well). Please check the SABAC Protocol Manual at sabac.kennesaw.edu for additional details.
 - v. Raffles- Per the Georgia Code, a raffle is defined as "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 which 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". RSOs are prohibited from hosting raffles pursuant to GA State gambling laws. However, groups may engage in "opportunity drawings" in which people can become eligible to receive a prize without having to purchase a ticket or be present to win (e.g. everyone who attends an event is given a ticket at no cost and can leave the event and still win).
- vi. Food/Merchandise Sales- RSOs are allowed to sell food or other merchandise if 100% of proceeds are to go towards a charitable non-profit or directly to the sponsoring RSO and follow the guidelines below.
 - A. RSOs selling food for fundraisers must adhere to restrictions on campus food (see section VII).
 - B. RSOs cannot sell food in front of, or adjacent to, campus-based food vendors (i.e. the Commons, Stingers, etc.).
 - C. Only members of the official group may sell and/or conduct promotional services and sales.
 - D. No sales or sales promotion shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise.
 - vii. Sponsorships- All proposed sponsorships (or other agreements that could be interpreted to be such) are subject to the University Sponsorship Policy, as well as the Advertising Policy and Solicitation Policy. A few points of the Sponsorship Policy are highlighted below, but this list is not exhaustive.
 - A. It is generally permissible for RSOs to accept external support, or Sponsorship (financially or through the provision of products or services), for University events, programs, publications or other activities.
 - B. Acknowledgment of Sponsorship is not the same as paid advertising. A sponsorship agreement may include a provision for sponsorship signage (e.g., baseball field sign) or other acknowledgement of support (e.g., sponsor's logo on event program).
 - C. Sponsorship support from tobacco companies is not permitted at KSU.
 - D. Sponsorship by alcohol companies is subject to additional review and written authorization by the Vice President for Operations.
 - E. The support, or Sponsorship, may be in the form of a gift of money or a gift-in-kind of goods and/or services.
 - F. An Acknowledgment of sponsorship, or recognition of the sponsor's support, may not include an endorsement by the University, department, unit or RSO of the sponsor's product or service. The name, logo, images of the University may not be used in any statement, website, print or electronic communication to market, sell, promote or endorse any product, business, service or candidate for public office. An endorsement may lead to the conclusion that the support is an advertisement.
 - G. Special guidelines apply when a department or unit uses campus facilities as part of a sponsorship. Campus facilities must be scheduled through a campus

- event request form (i.e. KSU Reservations), and the appropriate authorization obtained.
- H. Sponsors may *only* use a University name, trademark, logo or mascot with written authorization from the KSU Vice President for External Affairs (or designee).
- viii. Auctions- RSOs are permitted to host silent or in person auctions for merchandise and/or donated professional services (e.g. certificate for free manicure). RSOs are not permitted to host auctions of any type that offer acts of personal servitude outside of professional services through a licensed vendor or business (e.g. date auctions).
 - ix. Ticket Sales- RSOs are allowed to host ticketed events so long as 100% of proceeds are to go towards a charitable non-profit or directly to the sponsoring RSO and follow the guidelines below. An event is considered ticketed if there is any exchange of goods or moneys in order to gain access to the event, including required donations.
 - A. RSOs may not sell tickets to events where alcohol will be served.
 - B. Tickets/entrance to ticketed events must be available to all KSU students. An RSO can limit access to non-KSU students or charge a separate price for non-KSU students.
 - x. Percentage nights- RSOs are permitted to host percentage nights (i.e. events where a portion of a business's proceeds on a specific date/time go to the organization) or similar events with restaurants and other licensed businesses. However, RSOs are not permitted to host percentage nights or similar events with taverns, bars, or other establishments where the majority of earned profits come from the sale of alcohol.

X. Owl Life

- a. *Owl Life as Official Record*- Owl Life serves as the officially recognized record of all organizational activities per the Department of Student Life. This includes officer information, membership rosters, and organizational events among other aspects of operations. As the official record, all organizations are required to utilize Owl Life to document organizational activities, especially those which will be submitted for review by University bodies (i.e. SABAC).
- b. *Roster Access*- Officers listed as President, VP, and Advisor will have access to manage an RSO's roster in Owl Life with the exception of the President and Reservation Delegate positions. These two positions must be updated by the Department of Student Activities to ensure compliance with applicable forms and trainings. To update the President or Reservation Delegate positions, the Advisor or President currently listed must complete the "Officer Update" form located at studentlife.kennesaw.edu under the "Forms and Resources" tab.
- c. *Official Constitution*- As the official record, the only constitution for any RSO that will be recognized is the one posted on the RSO's Owl Life page in the "Documents" section. This is to ensure proper vetting and approval from the Department of Student Activities.
- d. *Classification*- The official classification of each organization is posted on the RSO's Owl Life page in the "Documents" section.

XI. Marketing and Publications

- a. *Posting policy*- All RSO postings must abide by all building-specific posting policies (<http://studentlife.kennesaw.edu/postings.php>).
- b. *Chalking*- Chalk may be used only in certain locations on campus. Chalk may be used in moderation by student organizations on the sidewalk areas on both campuses in uncovered areas. The chalking must be located where it will wash off easily with rain. Chalking is *not* permitted in the following locations: residential areas and the Campus Green on Kennesaw Campus. 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. Organizations found guilty of chalk-abuse will be asked to clean the violated area, and are subject to revocation of privileges for a minimum of one complete semester.
- c. *Owl Life Event Announcements*- Event announcements are digital fliers for RSO events in the Owl Life system and must be approved by the Department of Student Activities before they will be posted to Owl Life. When the Department of Student Activities approves an event announcement, it is approving the event announcement only, not indicating that it condones or supports the event itself. Owl Life events submitted by RSOs for approval must meet the following standards:
 - i. Must indicate the name of the hosting RSO in the event announcement.
 - ii. Must include an accurate address for the event (1000 Chastain Rd not permissible), this includes indicating whether the event is on or off campus, and if it is on the Marietta or Kennesaw campus (if on campus).
 - iii. Must include a date and time. Events advertised in Owl Life cannot exceed a two-day span. If your organization is hosting a week-long series of events, a separate Owl Life event must be submitted for each event.
 - iv. If the event indicates funds will be raised in any fashion, a correlating "RSO Fundraising Approval" form must also be completed and approved *prior* to the Owl Life event.
 - v. Must not make any reference to alcohol or other drugs or illegal activity.
 - vi. Note that an approved Owl Life event is not a space-use approval. RSOs looking to reserve space must complete an event request through the KSU Reservations system.
- d. *Flyers*- Any publicity by a KSU organization must contain the organization name and contact information. 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 may not be placed on glass doors and are subject to removal. Flyers are prohibited on any surface except community bulletin boards. Flyers are not to be placed on cars or in campus lots at any time. Flyers may not be used in any residential area or dining area 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 Centers near the Bookstore and dining options; 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.
- e. *Banners*- Banners may be displayed in either the Carmichael or Wilson Student Centers on the balconies with approval by the Department of Student Activities. Only RSOs or University

departments may display banners (no individuals or outside agencies). Banners may be displayed in the Student Centers on balconies. Banners may only be displayed by KSU RSOs or departments. All banners must include specific information: event, time, place, date, sponsoring group, and contact information.

- i. No banners are to be permanently affixed to walls or banisters in the Student Centers using nails, screws, or any other type of hardware or glue. 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 it immediately following the advertised event, or it will be discarded.
 - ii. Because of limited space, organizations may only display two banners at a time. The Department of Student Activities staff may discard banners displayed in the Student Center 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. Do not remove another group's banner without permission from Department of Student Activities staff.
 - iii. Banners must not be directly taped to the railings. Organizations are encouraged to come by Student Activities for hanging suggestions. RSOs may request banners through the Department of Student Activities. Printing guidelines may be found online at studentlife.kennesaw.edu.
 - iv. The Department of Student Activities is not responsible for banners displayed outside of the Carmichael and Wilson Student Centers.
- f. *Use of KSU Name/Logo*- Any RSO that includes the KSU mountaintop logo, Interlocking "KS" logo, Scrappy, Sturgis, or other KSU images in publications (t-shirts, flyers, etc.) must have the design approved by Strategic Communications and Marketing. This includes distorted and edited versions of KSU-related images. Designs can be sent to designapproval@kennesaw.edu, and more information about use of the KSU logo and images can be found online in the KSU [Visual Identity Program](#).
- g. *Painting the Rock*- The painting of rocks and other forms of hardscape or landscape is prohibited with the exception of the Rock, located outside of the Johnson Library (C), Mathematics Building (D), & Crawford Laboratory Building (E) near the Sycamore Grove on the Marietta campus, which is the only official "paintable" rock located on Kennesaw State University Property.
- i. All Kennesaw State University affiliated groups and organizations are allowed to paint the Rock.
 - ii. Those painting the Rock will ensure that the area is left in a clean condition. They will remove all materials and litter from the site and properly dispose of all paint.
 - iii. Nearby objects shall not be painted.
 - iv. Only spray paint is allowed and painters must supply their own paint.
 - v. Entire rock must be painted. Due to the amount of time and planning it takes to paint, it is expected that new painting will completely cover the rock.
 - vi. Painting the rock should be a fun, voluntary activity.
 - vii. Other groups will not interfere with those painting the rock. People have the right to paint the rock without being bothered, harassed or demeaned.

- viii. There will be no guarding of the rock.
 - ix. Once painted and dry, other groups may paint over the work.
 - x. Tagging letters, names, or symbols over other groups' paintings is prohibited.
 - xi. Keep in mind that what is painted on the Rock reflects on you and/or your organization.
 - xii. Disruptive behavior will not be tolerated at the rock. This includes loud music.
 - xiii. There is no official schedule or sign up for painting the rock.
- h. *Collection Boxes and Exhibits*- 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 both Student Centers as long as the Collection Drive Form is submitted to the Department of Student Activities and the following guidelines are followed. Violators of this policy will have their Collection Box or Exhibit discarded and prohibited from hosting a similar initiative:
- i. The sponsoring organization's name, charity, dates of donation, and contact information must be clearly displayed on the structure.
 - ii. The collection receptacle must be attractive; for example, if you are using a cardboard box, please cover it with paper.
 - iii. Placement does not disrupt other university functions or interfere with academic instruction, and pedestrian or vehicular traffic.
 - iv. Permission is sought from the appropriate administrative office if the structure is to be placed in any building other than the Student Centers.
 - v. The organization sponsoring the drive is responsible for maintaining the receptacle appearance and collection of items minimally, once a week.
 - vi. The organization is responsible for storing and housing all items collected.
 - vii. The structure must be removed by the end date indicated on the Collection Drive Form.
- i. *Distribution of Literature*- RSOs 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. Organizations may distribute, or display literature on campus in accordance with the following guidelines:
- i. The literature is not distributed by hawking, shouting, or accosting individuals.
 - ii. The literature is not a promotion for an off-campus for-profit business, organization, agency, or national association.
 - iii. The literature that is dropped on the ground in the area where it was distributed should be picked up by the sponsoring organization.
 - iv. *Publications Disclaimer*: All student organizations that create publications of any sort, including web pages, must include a disclaimer to read: [name of publication] is published by [name of organization], a registered student organization at KSU. [Name of publication] is not an official publication of Kennesaw State University and does not represent the views of the University, Georgia Board of Regents, or the University System of Georgia.

XII. Additional University Policies

- a. All RSOs are bound by all applicable policies set forth by the University. In addition to the policies outlined in this manual, other policies which apply may include, but are not limited to, the following:
 - i. Student Code of Conduct: <http://scai.kennesaw.edu/codes.php>
 - ii. Alcohol, Tobacco, and other Drug Policy: <https://policy.kennesaw.edu/content/alcohol-and-other-drug-policy>
 - iii. Hazing Policy (within Student Code of Conduct): <http://scai.kennesaw.edu/codes.php>
 - iv. Sexual Misconduct Policy: <https://policy.kennesaw.edu/content/sexual-misconduct-policy>
 - v. SABAC Protocol Manual: <http://sabac.kennesaw.edu/forms.php>
 - vi. Tailgating Policy: <http://www.ksuowls.com/sports/2016/8/10/football-gameday-central-tailgating.aspx>
 - vii. Programs Serving Minors Policy: <https://policy.kennesaw.edu/content/programs-serving-minors>

RSO Conflict Resolution

Student organizations are collectively responsible for any actions committed by members that serve to reflect upon the organization as a whole or upon the University community. Therefore Registered Student Organizations may be held accountable in conjunction with individual student's regarding their behavior. If an RSO or individuals affiliated with an RSO violate KSU policies or protocols, the RSO in question will be sent through the RSO Conflict Resolution process. This process has been created by, and is jointly administered by, the Department of Student Activities and the Department of Student Conduct and Academic Integrity (SCAI). Generally, RSOs or individuals associated with RSOs who violate the KSU Student Codes of Conduct will be processed by SCAI while all other infractions will be heard by the Department of Student Activities. For conduct cases heard by the Department of Student Activities, a standard of preponderance of the evidence will be used to determine responsibility, and the Department of Student Activities reserves the right to levy any sanction on RSOs (and individuals associated with RSOs) found responsible of misconduct within their administrative authority (over RSO operations). It is the philosophy of the Department of Student Activities that sanctions should be proportionate to the infraction and should ultimately be constructive and educational in nature. It should be noted that University email is the official communication method with students and student groups. More information on the conduct process for organizations and/or individuals can be found at scai.kennesaw.edu.

Steps

- 1) The Department of Student Activities or SCAI receive notice of questionable behavior associated with an RSO.
- 2) The Department of Student Activities and SCAI communicate to determine whether the behavior merits action or not, and under which office it will be resolved. Infractions of the

Student Codes of Conduct will be heard by SCAI while all other infractions of University policy or procedure will be heard by the Department of Student Activities.

- 3) The corresponding department will proceed with the conduct resolution process. For infractions heard by the Department of Student Activities, RSOs may be asked to produce evidence, attend hearing meetings, and/or answer questions relevant to the case.
- 4) Sanctions for infractions are determined by the Department of Student Activities based on the severity of the infraction(s) or aggregate thereof, and may include written warning, suspension of RSO privileges, removal of officers of an RSO, loss of existing reservations and/or funding. If sanctions are required, the RSO will receive a formal sanction letter that details the 1) policy(s)/procedure(s) violated, 2) sanctions as a result of violations, 3) effective dates, and 4) appeals process.
- 5) Appeals may be submitted by an RSO to the Assistant Dean of Students for Student Life via email.

Frequently Asked Questions

- 1) Does my student organization have to register as an RSO?
 - a. The short answer is no. In fact, some organization cannot register as an RSO (a social fraternity, for example). However, by registering as an RSO a student organization gets the benefit of the support and resources offered (as well as the requirements) of the Department of Student Activities. Some of the resources offered by becoming an RSO are in fact *only* available to RSOs. Refer to page 4 of this manual for additional info.
- 2) I can't get into a space on campus that my organization has reserved, what do I do?
 - a. Access to reserved space is only granted to full-time faculty or staff. For most groups, this will be their advisor, but any faculty/staff member may request space. Once an organization's reservation has been approved, it is the staff member's responsibility to contact Access Control (accesscontrol@kennesaw.edu) from the locksmith office to get access to the space for the event added to their KSU ID. This must be done at least 3 business days prior to the event for access to be granted. If for some reason the staff member's KSU ID will not open the space, the staff member may contact the KSU PD via the non-emergency number (470) 578-6206 to have an officer come and unlock the space. If for whatever reason the staff member cannot make it to the event due to some unforeseen circumstance, the organization officer listed on the reservation confirmation can contact KSU PD via the non-emergency number (470) 578-6206 and have an officer come and unlock a space. This is a last resort. Groups that continually request access via KSU PD run the risk of losing their ability to reserve spaces on campus.
- 3) How do I update my roster on Owl Life?
 - a. Only an officer or advisor may update your organization's roster on Owl Life. From your organizations Owl Life page, you can update your roster via the "Manage the Roster" button on the roster page. From the management side, you may change officer positions (except President/Advisor/Reservation Delegate), invite new members, and remove old members.

- 4) How do I update President/Reservation Delegate on Owl Life?
 - a. During the period of annual re-registration, organizations can update their officer info in the re-registration process. If the organization has already re-registered for the year, then they can fill out the change of "Officer Update" form on studentlife.kennesaw.edu.
- 5) How do I change the name of my org?
 - a. If you want to change the name of your organization, the organization must update its constitution to reflect the change. The new constitution must then be submitted via the "RSO Constitution Change Form" found at studentlife.kennesaw.edu and approved by Student Activities.
- 6) How do I change my advisor?
 - a. For Chartered and Sponsored RSOs, the organization's advisor is assigned to them and not chosen. If you have reservations about an advisor to one of these groups, please contact the Department of Student Activities. Affiliated and Recognized RSOs may select a new advisor by following the process outlined in their governing documents and updating the Department of Student Activities either during the period of annual re-registration or by using the "Officer Update" form on studentlife.kennesaw.edu.
- 7) Can I hold a large event tomorrow?
 - a. Probably not. Most events, unless they are simple meetings require as much as two weeks to be approved and have access and other details worked out. Simple meetings where the layout of the existing furniture in a space does not need to be changed may be scheduled up to 5 business days prior to the meeting.
- 8) I'm having a problem with Owl Life, what do I do?
 - a. Contact the SOS Office on your respective campus first either via phone or in person. If they cannot address the problem, they will connect you with a staff member from the Department of Student Activities.
- 9) Can I use the University name or logo?
 - a. Typically no. The logo is a University trademark and may only be used with the University's permission. If you needed to use the logo for whatever reason, you should contact design approval at designapproval@kennesaw.edu. The name "Kennesaw State University" and/or "KSU" are also protected. As an RSO, you may use the name "[RSO name] at Kennesaw State University", but you may not identify yourself as the "KSU/Kennesaw State University [org name]". The latter name would indicate that you are a representative of the institution while the former indicates that you are related to the institution but not a representative.
- 10) My organization is having [insert leadership/membership crisis here], what can I do?
 - a. If there is an imminent danger to any person or property, contact KSU Police, 470-578-6666 or 770-423-6666. If not, contact Student Activities and detail your issue. A staff member will be happy to help troubleshoot or connect you to other resources.
- 11) Do RSOs have office/storage space on campus?
 - a. Yes and no. At this time, only chartered and sponsored RSOs are able to have office/storage space on either campus, and that space is not guaranteed.
- 12) I want funding for an event/travel, where can I get it?

- a. You have several options: fundraise, charge dues to members, or seek funding from SABAC. For more information on how to request funds from SABAC, visit the SABAC website: sabac.kennesaw.edu.
- 13) I want to set up an off-campus bank account, how do I do that?
- a. Contact a local bank and indicate you would like to set up an account with them. The representatives should tell you what documentation is needed to open an account. If they ask for a letter of recognition from the institution, you can request one by emailing Student Activities. We recommend your organization obtain an EIN prior to contacting a bank. For reference, there is a guide for establishing an off-campus bank account provided by Student Activities [online](#) on Owl Life.
- 14) What if I need to make changes/cancel an existing reservation?
- a. If you need to make changes/cancel a reservation, please use the form on studentlife.kennesaw.edu. Organizations that fail to cancel space for a reservation that they do not use run the risk of losing their reservation privileges.
- 15) I'm getting an error message from Owl Life when I try to use [insert page/form]?
- a. Contact the SOS Office on either campus, if they are unable to address the problem, they will redirect you to a Student Activities representative.
- 16) How soon will I know if my reservation request has been approved?
- a. Most reservation requests will be approved or denied within 5 business days of submission. If your organization is making a reservation request less than 5 days before the event date, there is no guarantee that your request will be approved.
- 17) Where is my mailbox?
- a. Organizations must indicate on which campus they would like to receive their mail during re-registration every year. Organizations' mail is then delivered to the SOS Office on the respective campus the organization chose for mail.
- 18) What happens if I miss a "mandatory" RSO meeting because of a disability related issue? Can the RSO take punitive measures against me?
- a. No, not if you are registered with SDS ([Student Disability Services](#)). Students are entitled to reasonable accommodations based on appropriate documentation. You will need to contact SDS for verification of absence.
- 19) Do I have to inform my RSO if I have a disability?
- a. No, you are entitled to confidentiality in all matters of your disability. However, it can be helpful to inform the President of your RSO at least of what accommodations you might require throughout the school year.
- 20) If I am registered with SDS, do I have to have a doctor's note for every absence in my RSO?
- a. In cases where students self-manage their disability and do not see a doctor for every absence, the student and President of the RSO should decide in advance how disability related absences will be accommodated, with assistance and guidance from SDS.
- 21) I have a question that isn't one of the ones above, where can I get more information about RSOs?
- a. Generally, a good first step is to reach out to the SOS office via email (rsosupport@kennesaw.edu), via phone (470) 578-6275- Kennesaw (470) 578-3976- Marietta, or in person (338 Carmichael Student Center or 230 Wilson Student Center). If

the SOS Office is unable to assist, please contact the Department of Student Activities staff.

Glossary of Terms

- Classification- All RSOs are split into one of four classifications (chartered, sponsored, affiliated, and recognized). Each classification has its own rights and privileges as well as annual requirements. Please see the Classifications section for more details.
- Category- All RSOs fall into one of 11 categories. The category of an organization describes the type of organization and the common purposes that exist among similar organizations (i.e. Academic/Professional).
- KSU Reservations- the online portal used to request event space for RSOs. It can be found at reservations.kennesaw.edu and was formally called VEMS.
- Off-Campus Advisor- This is an individual who is not affiliated with KSU that may serve as an additional advisor for an RSO. The advisor may be selected by the RSO members or appointed to the RSO depending on the organization's expressed affiliation(s) to an external entity (must be expressed in the RSO's constitution). The advisor is responsible for advising, not supervising, the group, and may not make executive decisions for the organization.
- On-Campus Advisor- This is the full-time faculty or staff member that serves as the primary Advisor for an RSO. The advisor may be selected by the RSO members or appointed to the RSO depending on classification. The advisor is responsible for advising, not supervising, the group, and may not make executive decisions for the organization.
- Owl Life- This is the online organization management software used by the University. It serves as the official record for the University with regard to officers and contact info.
- President- The person identified as the President in Owl Life is viewed by the University as the top executive of the organization and is one of two officers that have access to the KSU Reservations system to make reservations on behalf of the organization. An organization may refer to their President by another name inside the organization (i.e. Captain), but the positional name in Owl Life is fixed.
- Reservation Delegate- The person identified as the Reservation Delegate in Owl Life is one of two officers that have access to the KSU Reservations system to make reservations on behalf of the organization (the other being the President). An organization may include the Reservation Delegate duties as part of another officer's responsibilities (i.e. Secretary or Vice President) and thus the officer has two positions in Owl Life, but the positional name of "Reservation Delegate" in Owl Life is fixed.
- RSO- Registered Student Organizations (RSOs) are groups that have registered with the Department of Student Activities at KSU and have met all of the expectations of RSOs.
- SABAC- The Student Activities Budget Advisory Committee (SABAC) is an advisory body to the VP for Student Affairs that assists with the distribution of Student Activity Fee money to RSOs through the form of annual budgets (chartered and sponsored groups) and specific event/travel funding (affiliated groups).

- Student Activities- The Department of Student Activities is a department within Student Life which is housed under the Office of the Dean of Students within the Division of Student Affairs at Kennesaw State University. This department is the primary department responsible for the registration, support, and oversight of RSOs.
- Treasurer- The person identified as the Treasurer in Owl Life is viewed by the University as the person responsible for financial operations of the organization. An organization may refer to their Treasurer by another name inside the organization (i.e. Finance Chair), but the positional name in Owl Life is fixed.

References

Astin, A. W. (1984). Student involvement: A developmental theory for higher education. *Journal of College Student Personnel*, 25, 297-308.

Student Activities Contact Info

Student Activities- Kennesaw	General Assistance	(470) 578-6280 STA 274 (K Campus)
Student Activities- Marietta	General Assistance	(470) 578-2716 A 230 (M Campus)
SOS Office- Kennesaw	RSO support Banners Copies Computer Lab	(470) 578-6275 STA 338 (K) rsosupport@kennesaw.edu
SOS Office- Marietta	RSO support Banners Copies Computer Lab	(470) 578-3976 A 230P (M) rsosupport@kennesaw.edu
Ron Lunk Asst. Dean of Students		(470) 578-4101 STA 274 (K) rlunk@kennesaw.edu
Ed Bonza Dir. Student Activities		(470) 578-3083 STA 274 (K) ebonza@kennesaw.edu
Drew Harvill Assoc. Dir. Activities	RSO support Kennesaw	(470) 578-2487 STA 274 (K) aharvill@kennesaw.edu
Jordyn Clark Student Organizations	RSO support Marietta	(470) 578-5448 A 230N (M) jclar186@kennesaw.edu
Janice Malone Reservation Specialist	Reservation Assistance	(470) 578-3163 STA 274 (K) jmalon17@kennesaw.edu
Rachel Patti Reservation Specialist	Reservation Assistance	(470) 578-4921 STA 274 (K) rpatti1@kennesaw.edu
Buck Harris Business Manager	Funding SABAC support Kennesaw	(470) 578-6015 STA 274 (K) wharrisi@kennesaw.edu
Trecee Safford Business Manager	Funding SABAC support Marietta	(470) 578-4534 A 230J (M) wburison@kennesaw.edu