



HAWK'EM

2025 - 2026
STUDENT ORG MANUAL

2025-2026

University of North Georgia

Student Organization Manual

ABOUT THIS MANUAL

This manual outlines the expectations and responsibilities of Registered Student Organizations (RSOs) at the University of North Georgia (UNG) and assists RSOs with their operations. It is created by the **Center for Student Engagement & Leadership** (*formerly Office of Student Involvement*) staff and revisited every year before the re-registration process for existing RSOs. Therefore, it may change from the academic year to the academic year, and as such, this version of the manual should only be used as a reference for the academic year indicated (2025-2026). It is not exhaustive, but it is a wonderful place to start if you are new to student organizations and/or in a leadership position. If you have questions that cannot be answered here, contact the Center for Student Engagement & Leadership staff.

ACCESSIBILITY STATEMENT

UNG follows Section 508 Standards and WCAG 2.0 for web accessibility. If you require this content in another format, please send an email to the ADA Coordinator at ada@ung.edu.

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Who We Are

Fun people to help you every step of the way!



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THE CENTER FOR STUDENT ENGAGEMENT & LEADERSHIP

ABOUT THE DEPARTMENT

The Center for Student Engagement & Leadership (CSEL), led by the Associate Dean of Students within the Division of Student Engagement and Success, is dedicated to enriching your university experience. We believe that active involvement in campus life is crucial, and CSEL offers a wide range of programs, services, facilities, and co-curricular opportunities to foster your academic and personal growth.

Our Center oversees:

- Student Organizations
- Fraternity & Sorority Life
- Student Leadership
- Community Engagement
- Student Government Association
- Nighthawks Entertainment

We are committed to helping every student find their place and build meaningful connections at the university.

MISSION STATEMENT

At the Center for Student Engagement & Leadership, we contribute to UNG's mission by fostering **student-focused environments**. We do this through a variety of **co-curricular activities**, such as **student organizations, leadership development opportunities, community engagement, and fraternity & sorority life**.

CONTACT INFORMATION

Contact information for the Center for Student Engagement & Leadership is provided below. Additional contact information can be found on the [Center for Student Engagement & Leadership](#) website and/or by emailing engage@ung.edu.

Blue Ridge Campus

Bldg. A, Room 109
706-946-5643

Gainesville Campus

Student Center, Room 303
678-717-3622

Oconee Campus

Student Resource Center, Room 508
706-310-6250

Cumming Campus

University Center, Room 234
470-695-4718

Dahlonega Campus

Hoag Student Center, 4th Floor
706-864-1643

GENERAL INFORMATION

PURPOSE & VALUE

Registered Student Organizations are a cornerstone of campus life, offering students rich opportunities for **socializing, learning, and leadership development**. They are a fantastic way to connect with **like-minded peers** and become an active part of the campus community.

OUR PHILOSOPHY

At UNG, we believe that getting involved **outside the classroom** significantly enhances your college experience. Participation in recognized **student organizations** and **sport clubs** not only enriches your time here but also boosts your **future employability**. Through these experiences, you will develop crucial skills such as **communication, collaboration, critical thinking, and conflict resolution**. That is why student organizations at UNG are here: to support your **growth and success**, both academically and personally.

****Every student organization, club, and association at the University of North Georgia is fully open and accessible to all registered Nighthawk students, regardless of race, ethnicity, gender, religion, or ability.***

WHAT IS A REGISTERED STUDENT ORGANIZATION (RSO)?

A **Registered Student Organization (RSO)** is a group of at least four UNG students who have come together around a shared interest or activity. To become an RSO, these groups must meet specific university requirements and officially gain university recognition.

RSOs cover a wide range of interests and activities, including:

- 1) **Academic Department Student Organizations (DSO)**: These organizations focus on promoting academic growth within a specific major or program.
- 2) **Campus Activity Board (CAB)**: This student-led organization, sponsored by the Center of Student Leadership & Activities, is responsible for planning, promoting, and executing a variety of high-quality social events and activities for the campus community.
- 3) **Corps Organizations**: Groups that support and advocate for UNG's Corps of Cadets program, military veterans, and active military members.
- 4) **Cultural/International Organization**: These groups foster appreciation and understanding of cultural diversity, working to promote unity and cultural awareness across campus.
- 5) **Fraternity & Sorority Life**: Greek-lettered organizations that offer significant opportunities for personal growth in areas like leadership, philanthropy, academics, and professional development.
- 6) **Honor Society**: An academic organization that recognizes and encourages individuals with verified high academic achievements and, in some cases, leadership achievements in a broad or specialized field of study.
- 7) **Leadership/Service Organization**: These organizations provide leadership training, volunteer opportunities, and community service, including philanthropic activities, advocacy, and direct service.
- 8) **Performance & Publications**: Organizations that aim to inform or entertain through mass communication, such as newspapers, magazines, radio, television, plays, or performances.
- 9) **Political**: An officially recognized student group that comes together to engage in activities related to politics. These organizations can vary widely in their focus and affiliation.
- 10) **Special Interest Student Organization**: Groups that focus on specific interests or topics, helping members deepen their understanding in that area or engage in a particular hobby or leisure pursuit.

- 11) **Spiritual Organization**: These organizations provide opportunities for members to worship, pray, meditate, or explore the spiritual and religious concepts of a particular faith.
- 12) **Sport Club**: These organizations offer recreational, instructional, and competitive team opportunities, bridging the gap between Intramural Sports and UNG Athletics. Students with similar interests form official teams and can practice and compete at a more specialized level.
- 13) **Student Governance Organization**: An organizational body run and led by student leaders (like the Student Government Association or Graduate Student Senate) that formally represents the student population.

ORGANIZATIONAL STRUCTURE

Every Registered Student Organization (RSO) at UNG needs a strong **executive leadership team** composed of **actively enrolled students in good standing** with the university. These core positions ensure your RSO runs smoothly:

- **President**: This person is the main student contact for your RSO and its official spokesperson. They will be the go-to for other RSOs, university officials, your advisor, and community contacts.
 - For **university-wide RSOs**, there will be one president overseeing all campuses, supported by a unique Vice President at each campus.
 - For **campus-specific RSOs**, there will be one president per campus.
- **Vice-President**: The Vice-President supports the President with their duties, helping with member communication, as well as planning and executing events and activities.
- **Treasurer**: This vital role handles all RSO finances, including budgeting and annual student activity fee requests. Treasurers must also attend annual training.
- **Reservation Designee**: This individual is responsible for requesting campus spaces and coordinating room reservations with the Center for Student Engagement & Leadership.

Additional Leadership (Optional)

Beyond these required roles, RSOs are welcome to create **additional leadership positions** as needed to support their unique goals and activities.

General Membership

Your **general membership** can include both **full-time and part-time UNG students**, bringing diverse perspectives and talents to your organization.

Advisor

Each RSO needs an **advisor**, who can be one or more UNG faculty or staff members, or even a university affiliate. They provide guidance and support, helping your RSO thrive.

BENEFITS OF BEING AN RSO

As a Registered Student Organization (RSO), you gain access to a variety of valuable rights and benefits designed to support your activities and enhance your presence at the University of North Georgia (UNG). These benefits include:

- **Official Recognition**: You can use "University of North Georgia" or "UNG" in your RSO's name, activities, and publications. For instance, you could be the "Baseball Club at UNG." When using the university's name, it must appear at the end of your RSO's title.
- **Representation**: Your RSO can officially represent UNG at events and functions you participate in.
- **Campus Resources**: You have the right to utilize space in university buildings and on university grounds. This includes access to facilities, student centers, property, and various UNG services.

- **Gamified Involvement & Career Ready:** Your RSO can leverage gamification through the Co-Curricular Transcript feature in UNG Connect. This powerful tool lets you record and track your members' involvement and achievements, adding a valuable "gamified" element to their university experience. It is a fantastic way for students to highlight their participation, build their professional development, and enhance their resume or portfolio.
- **Funding Opportunities:** RSOs can apply for funding through different UNG sources, such as the Student Activity Fee.
- **Financial Access:** You can maintain a university chart string and use UNG's financial system for transactions.
- **RSO Office Resources:** The RSO Office provides resources for your use, including meeting spaces, printers and copiers, art supplies, dry-erase signs, sound systems, projectors, and more.
- **Event Planning Support:** The Center for Student Engagement & Leadership offers assistance with event planning.
- **Promotional Reach:** You can advertise your RSO on UNG Connect, the university's official student engagement platform.
- **Campus Advertising:** RSOs are permitted to advertise campus meetings and events, provided they adhere to campus posting regulations.
- **Safe Environments:** You will have access to safe residential and programmatic environments.

HOW TO REGISTER A NEW STUDENT ORGANIZATION

Interested in starting a new student organization at UNG? Follow these steps to get your group officially registered and begin enjoying the benefits!

Step 1: Gather Your Founding Members

- You will need at least four UNG students who share your interests, activities, or purpose. This group will form the core of your new organization.

Step 2: Secure a Faculty/Staff Advisor

- Every registered student organization needs a UNG faculty or staff member to serve as an advisor. They will provide guidance and support.
- Need help finding an advisor? The Center for Student Engagement & Leadership (CSEL) may be able to assist, though placement is not guaranteed.
- Advisor changes: If your advisor leaves the university or steps down, your organization has 15 business days to find a replacement. Please notify the Center for Student Engagement & Leadership (CSEL) immediately if an advisor is removed.

Step 3: Assign Leadership Roles

Designate the following leadership roles into **four distinct members** of your group. Each must be enrolled and in good standing with the university:

- **President**
 - The **primary student contacts** and **external spokesperson** for the organization. This role involves regular interaction with other student groups, university officials, the advisor, and community contacts.
- **Vice-President**
 - **Supports the President** in all duties, including event and meeting management as needed.

- **Treasurer**
 - Manages all **financial and business responsibilities**, including submitting the annual student activity fee budget request.
- **Reservation Designee**
 - Handles all **campus space requests** and communicates directly with CSEL regarding room reservations.

Step 4: Consult with the Center for Student Engagement & Leadership

Before submitting your application, you **must contact CSEL** to discuss your organization. This meeting is crucial for your success! We want to offer support and ensure your organization brings something unique to UNG.

Important Note: We do not allow duplicate registered student organizations (RSOs). For example, if a gaming club already exists on your campus, we will work with you to find a more distinct direction for your group.

Step 5: Apply via UNG Connect

Once you have completed the previous steps, submit your registration application through **UNG Connect**. You will need to provide:

- **Group Name & Acronym**
- **Category**
- **Logo**
- **Membership Benefits**
- **Mission Statement & Goals**
- **Constitution** (a free template is available!)

You will also designate your President, Vice-President, Treasurer, Reservation Designee, and Advisor within the application.

What happens after you submit? Your organization will be listed as a "**Pending RSO.**" This allows you to reserve rooms/spaces and advertise events/meetings for up to **10 business days** while your application is under review.

Step 6: Application Review and Approval

Your application will go through two approval stages:

- **CSEL Review:** The Center for Student Engagement & Leadership (CSEL) will review your application.
- **SGA Approval:** If approved by CSEL, your application moves to the Student Government Association (SGA) for their review. SGA reviews applications from September through April.
 - Congratulations! If approved by SGA, your group is officially a registered student organization and can access all associated benefits.
 - If not approved: A CSEL staff member will reach out to you directly to discuss any concerns.

ANNUAL RENEWAL & TRAINING

The University of North Georgia (UNG) offers **over 200 (+) student organizations** across its campuses, catering to nearly every interest. To remain a **Registered Student Organization (RSO)**, your group must renew its registration each year during one of the designated open enrollment periods. If you miss your renewal deadline, you will **lose all RSO privileges** for that semester and will need to wait until the next enrollment period to re-register.

All Registered Student Organizations (RSOs) must update their membership rosters by the announced deadline (below) each fall and spring semester. This process helps the University manage student organization information and provides your organization with an accurate, centralized membership roster.

Open Enrollment Dates:

- **Fall 2025: [August 4 - August 25](#)**
- **Spring 2026: [January 12 - January 23](#)**

Renewal Requirements (Roster and Membership Updates):

During your annual renewal, RSOs are required to complete the following:

- **Update Your Information on UNG Connect:**
 - Leadership changes
 - New meeting times
 - Changes to your constitution and mission statement
 - New annual goals
- **Complete the Annual Student Organization Training.**
 - This training is mandatory for your **advisor** and all members of your **executive leadership**.
 - Multiple training courses are available both in-person and virtually. You can register for these courses through UNG Connect.
 - To ensure full comprehension of the material, all trainees must achieve a **perfect score (100%)** on the review quiz.

A student organization may be removed from the registry of clubs for misuse of the college name, violations of laws and the student code of conduct, failure to register with the university, or non-compliance with expectations of UNG's RSOs. Students may appeal to the Director of Student Involvement and the Associate Dean of Students if denied registration or removed from the registry.

Failure to complete these tasks by the end of the open enrollment period will result in the denial of student group privileges. This includes the ability to spend allocated funds and reserve on-campus spaces.

RULES AND REGULATIONS

UNIVERSITY COMPLIANCE

As a **Registered Student Organization (RSO)**, your group plays a vital role in the Nighthawk community. We expect RSOs to uphold the values of the university and reflect positively on it through their actions. To ensure this, RSOs must:

- **Follow all laws and university policies:** This includes federal, state, and local laws, as well as all University of North Georgia (UNG) policies and procedures, whether you are on or off campus.
- **Adhere to university guidelines for official activities:** This covers policies related to contracts, advertising, printing, and apparel design.
- **Manage finances responsibly:** Use funds only for their intended purposes and handle them with care.
- **Promote student well-being:** Contribute to the physical, intellectual, emotional, and mental well-being of students by embodying UNG's values and principles.
- **Foster an inclusive environment:** Ensure your events, activities, and organizational management are welcoming and accessible to everyone.
- **Provide safe spaces:** Create environments that prioritize the health and well-being of both your members and guests.
- **Utilize available resources:** Actively seek out and participate in relevant training opportunities and utilize the resources provided by the university.

ORGANIZATION STATUS

- **Active:** An organization with this status has successfully completed the renewal/recognition process for the current academic year and meets all the necessary requirements.
- **Locked:** Organizations often have a "Locked" status when there is a serious issue or violation that needs to be addressed. This status typically means the organization is unable to operate or engage in any activities until the underlying problem is resolved with the relevant university department, such as the Center for Student Engagement & Leadership (CSEL) or Student Conduct.
- **Frozen:** This status applies to organizations that have not completed the renewal/recognition process for the academic year or do not meet all the required criteria. Frozen organizations are ineligible to request funding from the Student Government Association (SGA) or other campus groups, and they cannot represent the university by hosting events.
- **Inactive:** An organization reaches this status after being on frozen status for a full year. Inactive organizations are encouraged to contact the Center for Student Engagement & Leadership (CSEL) staff to discuss the reactivation process.

UPHOLDING THE STUDENT CODE OF CONDUCT & KEY POLICIES

As a **Registered Student Organization (RSO)** at the University of North Georgia (UNG), your group is expected to abide by the **Honor Code** and conduct standards outlined in the [Student Code of Conduct Policy](#). Violations of this code may lead to a review by the **Office of Student Integrity**.

Important Policies for RSOs:

Here is a breakdown of crucial policies your RSO should be aware of and follow:

- **Aligning Leaders and Members:** When selecting leaders and members, ensure they reflect the core values and mission of your organization.
- **Clear Member Expectations:** Set clear expectations for your members that align directly with your organization's mission.
- **Non-Profit Operations:** RSOs must operate strictly as not-for-profit organizations. No individual associated with the RSO should gain personally from its activities.
- **Soliciting Student Organizations:** University Registered Student Organizations (RSOs) may conduct solicitation if pre-approved by the Center for Student Engagement and Leadership and are not in partnership with an external entity. Co-sponsorship with external entities is prohibited unless prior approval is obtained through the Center of Student Engagement and Leadership in conjunction with the Dean of Students' Office and Auxiliary Services.
- **Title IX:**
 - The University of North Georgia uses sexual misconduct as a broad term encompassing Title IX Sexual Harassment and other sexual misconduct that does not fall under the Title IX Sexual Harassment regulations. The behaviors that are prohibited by the [Sexual Misconduct Policy](#) are sexual harassment, nonconsensual sexual contact, nonconsensual sexual penetration, dating violence, domestic violence, stalking, and sexual exploitation.
 “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” *Title IX of the Education Amendments of 1972*
- **Jeanne Clery Campus Safety Act:**
 - The Jeanne Clery Campus Safety Act (**Clery Act**), originally known as the Student Right to Know and Campus Security Act of 1990, mandates that colleges and universities report statistics on specific criminal offenses. These offenses include those reported to local police or a Campus Security Authority (CSA). **Student organization advisors** are considered CSAs because they have significant oversight of student and campus activities. This designation means that advisors have both the **authority and the duty** to act or **respond to issues** when they become aware of a crime. Consequently, advisors are required to provide relevant information about such incidents to [CESL](#) and/or the [Office of General Counsel](#) to ensure compliance with the Clery Act.
- **Anti-Hazing:**
 - **Zero Tolerance for Hazing:** Your RSO must fully **comply with the [Anti-Hazing Policy](#)** and avoid any activities that violate it. The Stop Campus Hazing Act was signed into law by President Biden on December 23, 2024. This landmark legislation mandates that colleges and universities **now include hazing incidents** in their Clery Act crime statistics. Additionally, the Act renames the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to the Jeanne Clery Campus Safety Act.
 - **“Max Gruver Act”: Georgia Anti-Hazing Law**
 - In Georgia, [state law](#) prohibits hazing in student organizations, including fraternities and sororities, at all colleges, universities, and technical schools. This law makes it illegal to require students to perform any act that could endanger their physical health as a condition of membership or status in these organizations. It also bans coercing students into consuming food, alcohol, or drugs if it could lead to vomiting, intoxication, or unconsciousness. Additionally, educational institutions in Georgia are required to post all hazing violations on their websites for a minimum of five years.
 - **Hazing Definitions (Federal Law):**
 - The new federal law defines hazing as: “any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (I) _____ is committed in the course of an initiation into, an

affiliation with, or the maintenance of membership in a student organization; and **(II)** causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including— *(aa)* whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; *(bb)* causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; *(cc)* causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; *(dd)* causing, coercing, or otherwise inducing another person to perform sexual acts; *(ee)* any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; *(ff)* any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and *(gg)* any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

- The new law defines student organization as: “an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) of which two or more the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.”
(Note: If the same person or persons commit more than one hazing act close together in time and place, the incident should be reported as one incident.)

- Hazing is absolutely forbidden by all Registered Student Organizations and by the University of North Georgia. It completely contradicts our core values and mission.

If you ever find yourself in a situation where you feel uncomfortable, please report it right away to a staff member on the Center for Student Engagement & Leadership team. Everyone involved—current members, new members, advisors, and alumni—will be held accountable for their actions if convicted.

- **Alcohol:**

- **Events with Alcohol:** If your **Registered Student Organization (RSO)** plans to host an event where alcohol will be present, you'll need to follow the [Events with Alcohol Procedures](#). To host such an event, RSOs must complete the "Student Event Request Form" in UNG Connect. This form needs to be submitted **at least ten (10) business days before the event** to ensure compliance with all university policies.
- **Alcohol and Other Drugs Policy:** Familiarize yourself with and adhere to the university's [Alcohol and Other Drugs Policy](#).
- **Tailgating Guidelines:** The University of North Georgia (UNG) values tailgating as a way to build community and school spirit. If your RSO participates, you **must comply with the [Tailgating Policy](#) and its regulations**.

- **Amnesty for Students (“Amnesty Policy”):** Understand the university's [Amnesty for Students Policy](#).
- **Commencement Regalia Policy:** Review the [Commencement Regalia Policy](#).
- **Expressive Activities:** Understand and adhere to the [Freedom of Expression & Academic Freedom Policy](#).
- **Political Activities Policy:** UNG-registered student organizations are welcome to participate in political programming events. However, you must **ensure equal access for all candidates** and maintain an RSO presence with guests. While the university remains neutral in political matters, student organizations can participate in political processes. The only restriction from the University System of Georgia (USG) is the use of the institution's name or logo.

- **Programs Serving Non-Enrolled Minors Policy:** If your RSO's activities involve individuals under 18 who are not enrolled students, you must adhere to the [Programs Serving Non-Enrolled Minors Policy](#).

MEDIATING AND REPORTING CONCERNING BEHAVIOR

CSEL is a resource for student organizations. We can provide staff to help mediate conflicts within or between groups. Our goal for any mediation session is to find a resolution to the identified problems.

Confidentiality and Reporting

All mediation sessions are confidential, unless information shared violates university policy or federal, state, or local law. It is the responsibility of all student organization members, officers, and advisors to report any concerning behavior or incidents to CSEL staff.

Requesting Mediation

To request mediation regarding any issue, please contact a member of the Center for Student Engagement & Leadership team.

Consequences of Unresolved Behavior

Please be aware that CSEL reserves the right to suspend an organization's operations if concerning behavior is not improved.

EXTERNAL AFFILIATIONS AND USE OF FACILITIES

If your Registered Student Organization (RSO) is affiliated with, or plans to affiliate with, an external organization, you must submit copies of that organization's governing documents for university approval. These documents include, but are not limited to, their constitution, articles of incorporation, or any other foundational paperwork. It is important to remember that university policies and regulations always take precedence over those of any external organization. The university also retains the right to review the governance documents of externally affiliated organizations at any time.

Board of Regents of the University System of Georgia:

6.14 Use of Institutional Facilities and Property by Unaffiliated Outside Parties

The effective date of this policy revision is February 11, 2025

A University System of Georgia (USG) institution may allow unaffiliated outside parties to use the institution's facilities for events that are not contrary to the mission of the institution. In such instances, the institution shall require:

- reasonable compensation for use of all USG or institutional resources required for the event; and
- the proper execution of a USG-approved license agreement. Such a license agreement shall include appropriate indemnification and liability insurance provisions, unless said outside party is constitutionally prohibited from doing so.

All decisions related to the use of institutional facilities open to any unaffiliated outside party must be made without regard to the content or viewpoint of the unaffiliated outside party's planned expressive activity. Such use of an institutional facility may include a political campaign or similar event. An institution's facility use process must follow [BOR Policy 6.4](#) on Political Interference and [BOR Policy 8.2.18.3](#) on Employee Political Activities. Institutions should make reasonable efforts to ensure that no USG or institution trademarks or insignias are used or displayed before, during, or after the event unless otherwise approved by the Chancellor or designee. Incidental or inadvertent display of USG or institution trademarks or insignias during a campaign event shall not be deemed a violation of this policy and does not imply an endorsement of a political candidate or cause.

Use of institutional facilities under this policy is separate from, and does not qualify as, an institution's designation under [BOR Policy 6.5.2](#) on Institution Freedom of Expression Policies of certain accessible, high-traffic locations on campus as public forum areas for individuals or groups who are not members of the campus community. Use of institutional facilities by unaffiliated outside parties is also subject to reasonable time, place, and manner restrictions.

6.14.1 In Political Campaigns

The President of each University System of Georgia (USG) institution may authorize the use of institution's facilities for political speeches; however, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the President.

The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

6.14.2 By Unaffiliated Outside Parties

An outside party may request permission to use a USG institution facility for an event that is not contrary to the mission of the institution; however, in such instances, the President of the institution shall require the completion of a USG-approved license agreement, including a properly executed indemnification and liability insurance agreement unless said outside party is constitutionally prohibited from doing so.

BACKGROUND CHECKS

The Center for Student Engagement & Leadership can request [background checks](#) following the University System of Georgia (USG) policy and its own policy resources.

STATUS AND RECOGNITION

Active Status:

To be a **fully recognized** student organization at the University of North Georgia (UNG), you need to maintain an **active status** with the Center for Student Engagement & Leadership (CSEL). This means you must complete all the required online paperwork during the annual renewal period and consistently follow all policies and procedures set by CSEL.

Inactive Status:

Your organization might become **inactive** under these circumstances:

- You do not complete the annual renewal process by the official deadline.
- You fail to follow UNG policies and procedures.
- You do not adhere to the UNG Student Code of Conduct.
- You do not adhere to the rules and regulations in the Student Organization Manual.
- You lose your advisor and cannot find a replacement within 15 business days.

Organizations with inactive status will **lose all RSO privileges**.

Loss of Official Registration:

Your RSO could **lose its official registration** with CSEL if any of the following occur:

- You remain in inactive status for an extended period.
- Your organization engages in **hazing**.
- Your organization engages in **discriminatory practices**.
- You violate UNG policies, procedures, and/or the UNG Student Code of Conduct, as determined by the Office of Student Integrity.
- You violate local, state, or federal laws.

If your organization loses recognition, any remaining funds in its account will be returned to the Student Government Association (SGA).

Voluntary Withdrawal of Recognition:

If your organization decides it no longer wants to maintain active status, you can **voluntarily withdraw your recognition** from the university. Should you choose to do this, any organization funds from the current school year will be returned to SGA.

Organizations that lose recognition, whether voluntarily or involuntarily, become inactive, and their records will be kept in an inactive file for three consecutive semesters. After this period, the group will be considered dissolved. If your RSO wishes to dissolve, you must submit your intentions in writing to engage@ung.edu.

REGISTERED VS. NON-REGISTERED

Why You Should Join a Registered Student Group

We highly recommend joining a registered student organization at the University of North Georgia. Here is why it is the best choice:

- **Safety and Support:** Registered groups are under university oversight, which include insurance and risk management policies. This helps protect you from issues like hazing or harassment.
- **Reduced Liability:** If legal issues arise, being part of a registered organization helps shield individual members from personal liability.
- **National Backing:** Many registered groups are connected to national organizations, offering additional resources and support.
- **Full Benefits:** Registered Student Organizations get access to valuable campus resources, marketing help, funding opportunities, and official university recognition.

Think Before You Join a Non-Registered Student Group!

Non-registered organizations do not have these benefits and could expose you to significant risks. Here is what you need to consider:

- **Limited University Support:** The university cannot provide resources or risk management for groups that are not registered.
- **Potential Liability Issues:** In a lawsuit, members of unregistered groups might be held personally responsible.
- **Limited National Support:** National chapters may not address concerns the university has about unregistered groups.

How to Verify a Group's Status:

Always check with the Center for Student Engagement & Leadership before you join any group. This ensures it is registered and recognized by the university, which protects your safety and allows you to enjoy all the benefits of being part of a University of North Georgia student organization.

BLUE & GOLD ENGAGEMENT AWARDS

The Blue & Gold Engagement Awards are presented by the University of North Georgia (UNG) Center for Student Engagement & Leadership. These awards recognize student organizations and individual student leaders for their contributions and engagement within the campus and wider community.

The selection process for the awards is based on several criteria:

- ✓ Impact & Achievement (40%)
- ✓ Engagement & Participation (30%)
- ✓ Leadership & Teamwork (20%)

- ✓ Alignment with UNG Values (10%)

The awards encompass various categories for both organizations and individuals:

Organizational Awards:

- **Community Impact Award:** Honors an organization that positively impacts the campus and the greater UNG community through service, education, inspiration, and connection.
- **Student Event of the Year:** Recognizes an exemplary event hosted by a registered student organization, highlighting strong event-planning skills.
- **Student Organization of the Year:** Presented to a registered student organization demonstrating excellence in community engagement, collaboration, inclusion and belonging, and leadership development.

Individual Awards:

- **Emerging Nighthawk Award:** Recognizes novice student leaders who have demonstrated impressive leadership qualities and contributions.
- **Student Organization Advisor of the Year:** Honors an advisor who has excelled in supporting a registered student organization, playing a key role in its success.
- **Student Organization Member of the Year:** Recognizes students who have positively influenced a program or organization from behind the scenes with a positive attitude, willingness to help, and commitment to excellence.
- **Student Organization Officer of the Year:** Recognizes a registered student organization officer who has demonstrated exceptional leadership and enhanced participation within their organization, campus, and community.
- **Trailblazing Nighthawk Award:** Recognizes experienced student leaders with a long-term record of service and leadership who have made significant contributions and left a legacy within their organization.
- **Distinguished Engagement Award:** Recognizes the student who achieved the most engagement points on UNG Connect on their respective campus throughout the academic year, demonstrating outstanding commitment to student involvement, campus engagement, and leadership development.
- **Lauren Nelson Nighthawk Legacy Award (“Nelson Nighthawk”):** Recognizes the student who achieved the most engagement points on UNG Connect throughout the academic year, demonstrating outstanding commitment to student involvement, campus engagement, and leadership development.

UNDERSTANDING STUDENT ACTIVITY FEES (SAF)

SAF funds are specifically designated to support a variety of student-focused activities. They **cannot** be used for activities that discriminate against any student, nor for those that do not directly align with the four core areas (educational, cultural, recreational, social).

What SAF Can Fund:

- **Operational Supplies:** Materials needed for your club or organization's daily activities.
- **Event and Contest Supplies:** Items for student-sponsored events, including fees and per diems for speakers/performers and other non-personnel services.
- **Prizes:** Awards for student competitions.
- **Student Travel:** Covers registration, hotel, and travel expenses for students attending conferences and meetings. Other travel expenses require specific authorization from the Center for Student Engagement & Leadership.
- **Advisor Travel:** Travel expenses for advisors accompanying student organizations.
- **Student Workers:** Funding for student workers, if deemed necessary and approved.

What SAF Cannot Fund:

- **Prohibited Activities:** Illegal, unethical, or discriminatory practices and programs.
- **Non-Student Events:** Events not offered to students or not student-oriented.
- **Academic/Departmental Expenses:** Expenses for academic classes, labs, or College departments.
- **Future Fiscal Year Expenses:** Costs for the next fiscal year.

Accessing and Managing SAF Funds:

To utilize SAF funds, your student organization must complete all yearly re-registration requirements and mandatory Student Organization training.

- **Fund Request Period:** You can begin submitting requests to spend funds (e.g., check requests, purchase order requisitions, reimbursement requests) on July 1st for the current fiscal year.
- **Submission Deadline:** The final day for submitting requests is typically around April 30th, though the exact date is set annually by the Business Affairs Office. Requests after this deadline require case-by-case approval from the Center of Student Engagement & Leadership.
- **To view your RSO's budget and make purchasing requests, go to your organization's page on UNG Connect and click "finance."**

How SAF Budgets Are Awarded:

The Student Government Association (SGA) on each campus awards SAF budgets. These proposed budgets are then reviewed by the Student Life Committee, which includes faculty, staff, and at least 50% of students. This committee meets as needed to address activity fee questions. Detailed information about the allocation process is provided each spring semester before the request deadline.

Annual Budget Request Process:

Registered Student Organizations (RSOs) can request annual funding through the Student Activity Fee Budget Request form, released in the spring. Missing the deadline means missing funding for the following fiscal year.

- 1) **Submit Your Budget Request:** Go to your organization's page on UNG Connect and click "finance" > "Create Request" > "Create Budget Request." Follow all instructions precisely and be as thorough as possible.
- 2) **SGA Correspondence:** After submission, await communication from the SGA. You may be invited to present your request at a budget hearing.
- 3) **Fund Use:** If approved by the SGA, your RSO can begin using the allocated funds at the start of the new fiscal year.

For detailed information on fund use and allocation, refer to the budget request form. For budget process questions, contact sga@ung.edu.

SGA FUNDING GUIDELINES & ALLOCATION PROCESS

The SGA is responsible for allocating and distributing Student Activity Funds, with approval from the Student Life Committee and the University President, as outlined in the University of North Georgia Student Government Association Constitution.

Graduate Student Funding:

The SGA has delegated 40% of graduate student SAF to the Graduate Student Senate for allocation. These funds must adhere to State Purchasing Guidelines and University System of Georgia Policies. The remaining 60% of graduate student SAF is combined with undergraduate fees and allocated by the SGA.

Allocation Process Steps:

- 1) **SGA Finance Committee:** The SGA Director of Finance chairs a Finance Committee (1-2 members per campus, approved by Senate majority vote) that oversees SAF fund disbursement.

- 2) **Budget Requests:** Each spring, the SGA solicits funding requests from RSOs and departments via UNG Connect, requiring an itemized budget spreadsheet.
- 3) **Budget Presentation:** The SGA Finance Committee reviews requests and may invite groups with outstanding questions to present their budget. Not all groups will be asked to present, and this does not negatively impact funding decisions.
- 4) **Allocation Proposal:** After presentations, the Finance Committee develops and submits allocation proposals for each campus to the SGA Senate for a vote.
- 5) **Funding Approval:** The SGA's proposed allocation is forwarded to the Student Life Committee for review. Their recommendations, along with the SGA's proposal, are sent to the University President for final approval.

SGA Funding Philosophy and Guidelines:

The SGA prioritizes funding organizations and activities that:

- Represent the interests of most students and offer diverse social, recreational, cultural, and educational programs.
- Benefit the maximum number of students, rather than academic departments or programs.
- They are open and accessible to all students.
- Benefit current students, not for recruitment or departmental/university publicity.
- They are held on campus and for students, not off-campus or for non-students.
- Directly benefits the entire student body through travel (individual or academic program travel should be self-funded).
- Employ student workers specifically approved by SGA.

Specific Funding Restrictions and Stipulations:

- T-shirts: Only funded for promoting student activities benefiting the entire student body or for student representative bodies elected through SGA-sanctioned campus-wide elections.
- Uniforms: Up to 20% of the total cost, with a maximum of \$25 per person per year, for performance/competition uniforms for groups performing on campus, unless students are otherwise required to purchase them.
- Fundraisers: Expenses for fundraisers are not funded.
- Political Activities: SAF cannot support political parties, candidates, or partisan political activities.
- Musical Instruments: Maximum 25% of the cost for instruments, maintenance, repairs, accessories, and music for public performances (not classroom use).
- Venue Rentals: Maximum \$500 per performance, with a maximum of \$1000 per fiscal year.
- Student Publications: Maximum 25% of supply costs and 50% of printing costs.
- Promotional Items: Maximum \$250 for student organizations, with exceptions for university-wide programs.
- Gift Cards: Can be used for skill or talent-based performances only. Must be requested and approved through the annual Budget Request process (including prior approval from CSEL), cannot be reallocated during the fiscal year, cannot exceed \$50 per prize, and have a maximum of \$150 per semester and \$300 per year.

General Funding Rules:

- 1) Track student attendance at all SAF-funded events using UNG Connect.
- 2) Adequately advertise funded events to the entire student body.
- 3) Do not overspend your budget.
- 4) Unspent funds return to the Student Activities Reserve at the end of the fiscal year.
- 5) Spend money as outlined in your proposal form.
- 6) Adhere to all relevant university policies and procedures.

- 7) SAF-funded events must be open to all UNG students.
- 8) Any funds generated by charging non-student admission to SAF-funded events must be reported and deposited into the appropriate University account via the Center for Student Engagement & Leadership.

Prohibited Expenditures:

- Alcohol
- Tobacco
- Illegal items
- Items for personal use
- Scholarships
- Faculty/Staff salaries or other compensation (unless specifically approved by SGA).

SGA Mini Grant Process:

If your organization needs additional funding during the academic year for small projects, you can apply for an **SGA Mini Grant** on UNG Connect. Mini grants are not for general operating budgets, personal use, donations, or feeding your organization during normal meetings. Requests must be submitted at least four weeks prior to the date of need.

- **Review by SGA:** SGA reviews all requests and reserves the right to approve, deny, or modify them. You may be asked to explain your request at an SGA meeting. Decisions are typically made no earlier than two weeks after submission.
- **Retrieving Funds:** Approved requests are sent to the Center for Student Engagement & Leadership, and your organization must contact that office to initiate expenditure.
- **Allocation Feedback:** For events funded by a mini-grant, your organization has two weeks to present the event's outcome (attendance, enhancement of UNG life, student benefits) at a regular SGA meeting.

Budget Reallocation Request & Process:

If your group wants to change how allocated funds are used, you must submit a proposed new budget and explanation via the form on UNG Connect. The SGA will review the request, and you will be asked to attend an SGA meeting to explain your proposed changes. The SGA will then vote to accept, reject, or modify the reallocation, a process that takes at least two weeks.

Reporting Concerns or Violations:

The Center for Student Engagement & Leadership encourages open communication.

1. **Discuss with Advisor:** First, talk to your RSO advisor, as many issues stem from miscommunication and can be resolved with their help.
2. **Contact Center for Student Engagement & Leadership:** If your advisor cannot mediate, contact engage@ung.edu.
3. **Anonymous Report:** To make an anonymous report, use the "See Something/Say Something" form. Providing your identity is optional.

Scholarships and Charitable Giving:

RSOs are not permitted to establish scholarships using Student Activity Fee funds due to IRS and Financial Aid regulations. Additionally, RSOs cannot donate or allocate SAF funds to internal or external charitable causes.

TRAVEL REGULATIONS

When your registered student organization (RSO) travels off-campus, you are representing the University of North Georgia (UNG). It is crucial that your behavior reflects the highest standards of integrity and propriety.

We highly recommend requesting **travel training** from the Center for Student Engagement & Leadership if your student organization plans to travel. All RSO members must adhere to the expectations outlined in the **Student Handbook** at all times.

Policy Violations During Travel:

If any Student Handbook policies are violated during a trip, the student organization advisor (if applicable) will report these violations to the Center for Student Engagement & Leadership. Students involved in policy violations will be held accountable through the student conduct process.

It is essential to keep a detailed record of any incidents, including:

- What happened?
- Who was involved?
- Who witnessed the activity?
- The alleged policy violation

GUIDELINES FOR STUDENT TRAVEL GRANTS

The Student Government Association (SGA) offers travel grants to support student organizations. Please note the following guidelines:

- **Undergraduate academic travel will not be funded by SGA.**
- Student organizations can apply for travel funding for each trip. Applications are due **at least six weeks in advance** of the travel date.
- To receive SGA approval for a travel grant, you must submit a **detailed trip plan** with your request. This plan should include:
 - Costs
 - Transportation methods
 - Lodging arrangements
 - A complete agenda, in addition, approved organizations will need to schedule a **presentation** to share what they learned with other interested students. The format of this presentation or event must be approved by the SGA.
- SGA may fund up to **50% of the cost per individual**, with a maximum of **\$200 per individual** and **\$1,600 per trip**. Funding decisions are based on the following factors:
 - The reason for the trip
 - How many students will benefit?
 - The cost and length of the trip
 - The type of transportation
 - Availability of funding from other sources

Please note: Retreats for student groups are not subject to these specific funding limits. Funds for retreats will be granted based on their educational outcomes.

HOW TO REQUEST TRAVEL FUNDS

Requesting travel funds for your student organization is a straightforward process. Just follow these two steps:

Step 1: Log into UNG Connect.

Step 2: Complete the "Travel/Travel Grant" form.

This online form gathers all the necessary information for your organization's Travel Packet approval. Keep in mind that in addition to submitting the online form, you will also need to turn in some physical paperwork to the Center for Student Engagement & Leadership. We cannot approve your trip until we have received all the required documents.

All paperwork must be submitted at least six weeks before your trip, or before you make any monetary expenditure related to the trip (such as airfare, rental vehicles, or hotel checks). If you are requesting funds from the SGA for your travel, all paperwork must be received before the SGA reviews any travel grant requests.

HOW TO MAKE PURCHASES FOR YOUR STUDENT ORGANIZATION

Any registered student organization (RSO) wishing to use its Student Activity Fund (SAF) must submit a **purchasing request**. Go to your organization's page on UNG Connect and click "finance" > "Create Request" > "Create Purchase Request."

All purchases must be **approved by the Center for Student Engagement & Leadership BEFORE your event**, even if you intend to be reimbursed. Please remember that filling out this form does not automatically guarantee official approval.

Purchase Request Deadlines:

- For purchases from **approved vendors** (like Amazon, Walmart, or Staples), you must submit your request **ten business days in advance**.
- For purchases from **non-approved vendors**, you will need to submit your request **thirty days in advance**.

If you are unsure whether a vendor is approved, we recommend scheduling a meeting with the Center for Student Engagement & Leadership.

When submitting your request, please be as **specific as possible**. We highly recommend creating an **Amazon Wish List** and including the link in your request.

All parts of your purchase request must be submitted to the Center for Student Engagement & Leadership before your event to be eligible for approval. Incomplete requests will not be reviewed. If your purchase requires a budget reallocation, it will not be approved until the SGA has given its go-ahead on the reallocation.

AWARDS & GIFT CARDS

Requesting Funds for Awards and Gift Cards- RSO Treasurers can request funding for awards and gift cards during the **annual budget request process**, which is coordinated by the Student Government Association (SGA) in early February.

Award and Gift Card Limits:

- Each individual award or gift card **cannot exceed \$50**.
- **Prior approval from SGA is required** for all award requests. You will not be reimbursed for any unapproved awards.
- The total amount an RSO can award in a semester **cannot exceed \$150**.
- Please note that award funding **cannot be reallocated** to other budget categories throughout the year.
- Just a heads-up: We can only accept **physical gift cards**, so please no virtual or online requests. The physical card, along with a **signed document** submitted to CSEL within 48 hours of your event, helps us confirm it was given out. CSEL will have the specific document you need to fill out.

ON CAMPUS MARKETING

Paper Materials:

To ensure effective and compliant publicity for your Registered Student Organization (RSO) events, please follow these guidelines for all paper marketing materials on campus.

General Guidelines for All Paper Marketing

- **Request Required:** All paper marketing materials must be requested through **UNG Connect**.
- **Content Restrictions:** Materials cannot contain references to alcohol, tobacco/vaping, or other drugs.
- **Posting Duration:** Materials can only be posted for a maximum of **ten (10) business days**. The Center for Student Engagement & Leadership will remove outdated flyers.
- **Required Information:** Your materials must include:
 - The **RSO name**.
 - A **brief description** of the event, activity, or program.
 - The **event's name, date, time, location, and cost** (if applicable).
- **UNG Logos:** If you plan to use any UNG logos, your materials must comply with UNG Strategic Communications & Marketing policies. For more information, contact **graphics@ung.edu**.

Flyers

- **Size Limit:** Flyers cannot be larger than **11" x 17"**.
- **Approved Posting Locations:** Flyers must be posted only on **bulletin boards**.
 - Only **one (1) flyer per board** is allowed; duplicates will be removed.
 - OSI has designated specific bulletin boards across campus for RSO posting.
 - Some UNG departments manage their own bulletin boards; you must get **prior approval** from these departments to post on their boards.
- **Prohibited Posting Locations:** Flyers posted on any surface that is not an approved bulletin board will be removed. This includes, but is not limited to:
 - Walls, ceilings, railings, bathroom walls/stalls (with exceptions for Career Services and Center of Student Engagement & Leadership), benches, tables, windows, doors, staircases, light posts, and cars/windshields.

Posters and Banners

Posters and banners have specific, limited posting locations and require prior approval for each campus:

- **Blue Ridge (BR):** Please contact the **Campus Executive Director**.
- **Cumming (CMG):** Please contact the **Campus Executive Director**.
- **Dahlonge (DAH):**
 - Five (5) spaces in the **Hoag Student Center Food Court**.
 - Three (3) spaces in the **Hoag Student Center staircase** between Floor 1 and Floor 2.
- **Gainesville (GVL):**
 - Two (2) spaces in the **Center of Student Engagement & Leadership windows**.
- **Oconee (OCN):**
 - One (1) space in the **Student Resource Center Atrium**.
 - One (1) space on the **Quad**.
 - One (1) space in the **300 Building**.

Digital Marketing:

Across campus, you will see **digital monitors** displaying important information like student events, deadlines, and policies. Any student organization, university-registered organization (URO), or university department can request to have their information shown on this system.

UNG Strategic Communications & Marketing manages all digital signage. To get your slide displayed, visit the **Digital Signage [website](#)** for detailed instructions, requirements, and templates.

Tabling:

Your RSO can reserve tables to promote your organization, an upcoming event, or a fundraiser. Here are the available spaces on each campus:

- **Blue Ridge (BR):** Please contact the Campus Executive Director to reserve a table.
- **Cumming (CMG):** There is one (1) space available in the front lobby.
- **Dahlonega (DAH):** You can reserve four (4) spaces on the second floor of the Hoag Student Center and six (6) spaces on the Hoag Patio.
- **Gainesville (GVL):** There is one (1) space in the Student Center Commons and one (1) space on the Student Center Patio.
- **Oconee (OCN):** You can reserve one (1) space in the Student Resource Center Atrium and one (1) space on the Quad.

Chalking on Campus:

You can chalk on campus, but please make sure to read UNG's official policy on chalking before you do. You can find the policy [here](#).



Dry-Erase Boards:

You can use dry-erase boards to advertise your campus event, but they have specific guidelines:

- **Placement and Removal:** Boards can only be placed around campus on the day of your event and must be erased and removed immediately after the event concludes.
- **Location:** Do not place boards in a way that blocks foot traffic on campus.
- **Requesting a Board:** To request a dry-erase board for your event, please contact the **Center for Student Engagement & Leadership**.

Yard Signs:

You can use **yard signs** to publicize events on campus, with specific limits for promotional signs by campus:

- **Blue Ridge (BR):** 2 signs
- **Cumming (CMG):** 2 signs
- **Dahlonega (DAH):** 6 signs
- **Gainesville (GVL):** 6 signs
- **Oconee (OCN):** 4 signs

Directional yard signs (used to guide participants to a location) are not limited in number. Place them logically to help direct attendees.

Important rules for all yard signs:

- **Clear Identification:** Each sign must clearly state which RSO, or department is responsible for the event, program, or service.

- **Posting Time:** Promotional signs can be posted no more than ten business days before an event, program, service, or deadline. Directional signs can be posted up to 24 hours in advance.
- **Removal:** All signs must be removed by the following business day after the event, program, or publicized deadline.

LIVESAFE “SAFEWALK” APP



Why SafeWalk is Crucial for UNG's Student Life:

- **Increased Evening Activity:** Many Registered Student Organizations (RSOs) hold meetings and events in the evenings. SafeWalk gives students peace of mind when they are walking back to their dorms, apartments, or cars after dark, especially if they are alone.
- **Unfamiliar Routes:** Students attending RSO events might be in unfamiliar parts of campus, which is common for first-year students, transfers, or those new to a particular organization. SafeWalk offers reassurance by providing a virtual escort for those who know the campus layout.
- **Varied Schedules:** Unlike regular classes, RSO meetings and events often have irregular schedules. If students find themselves walking alone at unexpected times, SafeWalk can be a helpful resource during those off-hours.
- **Improved Accessibility for All:** SafeWalk is a valuable tool for any student who might feel vulnerable walking alone at night, whether due to gender identity, physical limitations, or personal anxieties. It helps create a more inclusive campus for everyone.
- **Peace of Mind for Parents and Families:** Parents and families can rest easier knowing their children have access to a virtual escort service like SafeWalk, especially when their students are actively involved in campus life.

How SafeWalk Works:

SafeWalk is an app feature that lets you share your real-time location with friends, family, or fellow student organization members. They can then "virtually walk" with you to your destination by monitoring your smartphone's GPS on a virtual map. The **Center for Student Engagement & Leadership** strongly recommends this feature to all RSOs. If you need help using SafeWalk, reach out to publicsafety@ung.edu. In short, LiveSafe SafeWalk helps create a safer and more inclusive campus environment for all students involved in UNG's vibrant network of student organizations.

MUSIC COPYRIGHT GUIDELINES

To ensure broad access to music, the University of North Georgia annually purchases music performance licenses from the four major rights organizations: ASCAP, BMI, Global Music Rights, and SESAC. This is done by the [University System of Georgia's Copyright Policy](#). These licenses are crucial because they permit the university to play the vast majority of published American music, and they empower students and student organizations to freely contract disc jockeys or play music from their personal devices.

APPAREL PURCHASES

Student organizations need **prior approval from the Student Government Association (SGA)** to purchase t-shirts or other apparel using **student activity fee funds**. However, you **can** use funds collected from **dues, fundraising, or other non-student activity fee sources** to buy apparel. Keep in mind that **outside money cannot be deposited into student activity fee accounts** for this or any other reason. Regardless of the funding source, **all apparel must be purchased from a licensed vendor** and adhere to **all Strategic Communications & Marketing**. You can find an updated list of licensed vendors at the [Center for Student Engagement & Leadership](#) and/or [Strategic Communication & Marketing](#).

EVENT/MEETING PROCEDURES

CREATING AN EVENT OR MEETING IN UNG CONNECT

To create an event or meeting, simply:

- 1) Go to your **RSO's group page** in UNG Connect.
- 2) Select **"Events"** from the left-hand menu.
- 3) Click **"+ Create Event"** and follow the prompts.

Mini Guide for Student Event Check-in

To check students in for events and meetings, especially within a university or college setting, a common method involves using the [Navengage app](#) (for students) and the **Campus Labs® Event Check-in app** (for event hosts/administrators), which are often integrated with a student engagement platform like "Engage" or "The Hub."

Here is a general breakdown of how it works:

For Students (Attendees):

1. **Download the Navengage App:** Students need to download the Navengage app on their mobile device (available on Apple App Store and Google Play).
2. **Sign In:** They sign in to the Navengage app using their university credentials (e.g., single sign-on).
3. **Access Event Pass:** Within the Navengage app, they can access their unique "Event Pass," which is typically a QR code. This pass is tied to their student account.
4. **Save Event Pass (Optional but Recommended):** Students can often save their Event Pass to their Apple Wallet or Android Pay for quick access or simply take a screenshot of it.
5. **Present for Check-in:** When attending an event, students simply pull up their Event Pass on their phone for the event organizer to scan.

For Event Hosts/Administrators (Checking In Students):

1. **Download the Campus Labs® Event Check-in App:** This is a separate app specifically for those managing events and checking in attendees.
2. **Obtain Event Access Code:** Before the event, the host needs to get a unique "Event Access Code" for their specific event from their university's student engagement platform (e.g., Engage, The Hub). This code is usually found within the event management section.

3. **Log In to Check-in App:** Open the Campus Labs® Event Check-in app and enter the Event Access Code. Then, sign in with your administrator's credentials.
4. **Start Scanning:** Once logged in and the correct event is loaded, tap "Start Scanning" (or similar). The app will use your device's camera to scan student Event Passes.
5. **Scan Event Pass:** Position the phone's camera over the student's QR code Event Pass. The app will recognize the individual student and display their information.
6. **Confirm Check-in:** Tap "Check In" to confirm their attendance.
7. **Handle No Pass Situations:** If a student does not have their Event Pass, the app usually has a "No Pass?" or "Lookup" option. You can then search for the individual student by name or email and manually check them in.
8. **Add Guests:** Some systems allow you to add guests who are not registered students, often by entering their email address.
9. **View Attendees:** You can typically view a real-time list of all attendees who have checked in during the event.
10. **End Session:** When the event is over, you can end the check-in session. All attendance data is usually saved automatically and synced with the university's student engagement platform.

Key Benefits of this System:

- **Efficiency:** Quick and easy check-in process, especially for large events.
- **Accuracy:** Reduces manual errors in attendance tracking.
- **Real-time Data:** Provides immediate insights into event attendance.
- **Paperless:** Eliminates the need for physical sign-in sheets.
- **Integration:** Links attendance data directly to student involvement records.

This system, primarily driven by the Navengage and Campus Labs® Event Check-in apps, streamlines the process of managing event attendance and student engagement on campus.

RESERVING A ROOM OR SPACE FOR YOUR EVENT

Room reservations on each campus are handled on a **first-come, first-served** basis and must adhere to the [Facilities Use Policy](#). To ensure your request can be processed, you will need to submit your room reservation at least **ten business days** before your event or meeting date.

Keep in mind that submitting the form does not guarantee your reservation. Your room is officially confirmed only when you receive a notification email from [25Live](#).

Here is how to reserve a space:

- 1) **Log into UNG Connect** and create your event.
- 2) Under the "Time and Place" section of the event form, be sure to select "Add Reservation Request." This will enable you to see which rooms are currently available in real-time.

Campus Room and Space Etiquette Guidelines:

These guidelines apply to all groups using campus spaces for meetings and activities, including student organizations, university departments, and community associations recognized by the University of North Georgia (UNG). Following these rules ensures fair access and proper maintenance of our facilities.

Failure to comply with these guidelines may result in:

- Cancellation of existing reservations.
- Loss of future reservation privileges.
- Fines for damages or non-compliance.
- Disciplinary action, including referral to the Dean of Students or the Office of Human Resources.

Reserving and Using Campus Spaces:

- **Reservation Requests:** Submit requests for classrooms and other campus spaces through the Center for Student Engagement & Leadership's online system. Please allow at least five business days for processing.
- **Equipment and Technical Support:**
 - For additional equipment (AV support, tents, coolers, etc.) from the Center for Student Engagement & Leadership, request these items at least ten business days before your reservation. Communicate these needs when you make your initial reservation.
 - For equipment needs through Plant Operations, provide a minimum of two weeks' notice.
 - For on-site technical assistance from IT, a minimum of 60 days (about two months) notice is required.
- **Hoag Student Center Closures:** If your reservation is when the Hoag Student Center is closed, you will need to provide fourteen business days' notice to schedule a Building Manager. An additional fee will apply for the extra hours of operation.
- **Hoag Great Room (DAH):** This space is not available for events before 5:00 PM. Furniture cannot be moved from its existing floor plan.

Conduct and Fundraising:

- **Compliance:** All activities in campus spaces must comply with UNG policies and all federal, state, and local laws.
- **Unauthorized Use:** Groups using reserved campus space without proper authorization will be removed and face disciplinary action.
- **Fundraising:** To prevent competition, only **one student organization** (excluding fraternity and sorority ticket sales for events) may fundraise at a given location at a given time. Priority is given on a first-come, first-served basis. Fundraising is defined as seeking financial support for your group, another charity, or a cause. Contact the Center for Student Engagement & Leadership for more information.

Facility Access and Safety:

- **Door Operations:** Doors to rooms and buildings must remain operational. Using chains, bars, or any locking devices beyond standard door locks is prohibited. If you need privacy for an event (e.g., FSL Chapter Meetings), post a sign on the door stating, "Group performing private/ritual activity and to knock before entering." It is your group's responsibility to post and remove these signs.
- **Emergency and Staff Access:** You must always allow access to event spaces for emergency medical services, UNG Public Safety, local law enforcement, Center of Student Engagement & Leadership Staff, and the Building Manager or Department Head responsible for the facility, even during your program or event.
- **External Doors:** Do not prop open external doors to UNG facilities if they are locked. If a facility needs to be unlocked, you must receive prior approval from the Center of Student Engagement & Leadership.
- **Night Rounds:** After 5 PM Monday-Friday and on weekends, Night Managers and student staff from the Center of Student Engagement & Leadership will conduct hourly rounds of student facilities to ensure compliance with these rules. Please comply with any requests from these individuals.

Prohibited Items and Actions:

- **Candles and Open Flames:** Candles, incendiary devices, and any open flames are strictly prohibited in all UNG facilities and on campus, as they violate state fire codes.
- **Glitter:** The use of glitter on signs, decorations, or on your person is prohibited on campus.
- **Attachments to Surfaces:** Do not glue or tack items to walls, and do not tape, glue, or tack items to light fixtures, fans, projectors, screens, etc.

- **Technology Use:** Do not use or disturb computer carts, ceiling projectors, smart boards, projectors, or remote controls unless you have approval from the Center of Student Engagement & Leadership. Prior training may be required to use the equipment.
- **Food and Drink:** If a space has a "no food or drink" policy, this applies to your group during your reservation.

Room Condition and Cleanliness:

- **Unused Reservations/Cancellations:** Groups that reserve space and fail to use it as allocated or cancel without sufficient notice will lose privilege to reserve space.
- **Window Covers:** If windows are covered during your meeting, they must be uncovered at the end of the meeting.
- **Furniture Arrangement:** Return the room to its standard seating configuration unless the Center of Student Engagement & Leadership has instructed you to leave it "as-is." Most rooms have charts indicating the correct placement of desks, tables, and chairs.
- **Removing Furniture:** Do not remove any furniture or items from a reserved facility space.
- **Trash and Garbage:** Do not leave trash or garbage in reserved facility spaces.
 - For indoor reservations, dispose of all trash in cans located in the hallways or lobbies.
 - For outdoor reservations, request trash cans when making your reservation and use them appropriately.
- **Room Condition:** Student organizations are responsible for leaving reserved campus spaces in the same condition they were found. If a space is unusable, damaged, or dirty before your reservation, notify the Center for Student Engagement & Leadership immediately.

Policy Violations:

In most cases, and at the discretion of the Executive Director of Campus Recreation & Wellness & Student Facilities, groups will receive a warning for their first violation of these policies. Subsequent violations may result in:

- Loss of the ability to reserve campus spaces.
- Fines of \$50 per violation, plus applicable damages.

UNDERSTANDING AND IMPLEMENTING SEIZURE SAFETY AT EVENTS

When planning and executing events, especially those with special effects, it is crucial to prioritize the safety and well-being of all attendees. Flashing lights and strobe effects, while visually appealing, can pose risks for individuals with photosensitive epilepsy or other seizure disorders. Here is a breakdown of key considerations and best practices to ensure a safe and inclusive environment:

Clear Visual Warnings Are a Must

If your event will feature flashing lights or strobe effects, you need to provide prominent and clear warnings in advance. Think about the impact these effects can have. For some, they might just be annoying, but for others, they can trigger seizures or cause significant discomfort. This warning should not be buried in fine print; it should be highly visible, perhaps at event entrances, on promotional materials, and even announced verbally before the effects begin.

Smart Event Light Management and Communication

It is not enough to just put up a sign. You need a proactive system for managing and communicating about lighting effects:

- **Document Everything:** Keep a detailed record of all events that use strobe or flashing lights. This helps you track patterns and ensures consistency in your safety protocols.

- **Pre-Event Sensitivity Checks:** Before an event, consider including a question in your registration or ticketing process about potential light sensitivity. This allows you to identify individuals who might be at risk and take appropriate precautions.
- **Explicit Advertising:** Your pre-event advertising should go beyond the general "special effects" mentioned. Be explicit about the use of flashing lights or strobe effects and describe them clearly. For example, instead of "laser show," you might say "This event will feature sustained flashing lights and strobe effects."

Comprehensive Training: Equipping You to Respond to Seizures

When it comes to medical emergencies, **knowledge is power**. That is why UNG will soon offer comprehensive training on **epilepsy and seizures** for all relevant students, advisors, and personnel. This future vital training, co-led by **Emergency Preparedness** from the Public Safety office and **Student Health Services**, will be designed to empower you with the skills to respond to a seizure situation confidently and effectively. If you are interested in attending a future training session, please **reach out to CSEL**. We will be happy to help you get started!

Our goal is to ensure you can:

- **Recognize the signs of a seizure.**
- **Understand basic first aid for seizures.**
- **Know when and how to seek emergency medical help.**
- **Respond calmly and effectively** when a seizure occurs.

Being prepared makes all the difference.

HOW TO REQUEST MARKETING FOR YOUR EVENT OR MEETING

Registered Student Organizations (RSOs) can get help promoting their events! The Center for Student Engagement & Leadership can print and post advertisements across campus for your event or meeting.

Here is what you can request:

- Up to **25 flyers** (8.5" x 11")
- Up to **2 posters/banners** (24" x 36")

All marketing materials must comply with the marketing guidelines outlined in this manual.

How to Submit Your Request


- 1) **Log in to UNG Connect.**
- 2) Click "form" on the left-hand menu and select "**Marketing**" form, following the instructions provided.

HOW TO ORDER FOOD FOR YOUR EVENT OR MEETING

Step 1: Understand Campus Catering Rules

Student organizations are generally required to use campus catering services for on-campus events.

However, there are exceptions depending on your campus and the cost of your order.

- **Dahlonega and Gainesville Campuses:**
 - **Orders over \$250 (including tax):** You must use Aramark, an approved food service provider. To place your order, email Aramark at Aramark.catering@ung.edu. You can view their menu online at www.ung.catertrax.com 
 - **Orders under \$250 (including tax):** Proceed to Step 2. Student organizations may also be allowed to purchase food elsewhere and seek reimbursement, but this requires prior approval.
 - **Donated Food:** Even if donated, food valued at over \$250 must receive Aramark's approval.

- **Potlucks and Bake Sales:** Potlucks and bake sales require explicit approval from the Center for Student Engagement & Leadership and Auxiliary Services. Student groups must list all ingredients to accommodate allergies and other dietary concerns.
- **Blue Ridge, Cumming, and Oconee Campuses:** There are no campus-specific catering rules. Proceed directly to Step 2.

Step 2: Submit a Purchase Request on UNG Connect

Go to your organization's page on UNG Connect and click "finance" > "Create Request" > "Create Purchase Request." This form has specific submission deadlines:

- **Ten (10) business days in advance** for internal campus catering.
- **Fifteen (15) business days in advance** for external catering vendors.

Important: Requests submitted outside these deadlines will be rejected unless you receive prior approval from the Center for Student Engagement & Leadership.

Step 3: Await Approval from the Center for Student Engagement & Leadership

Once you have submitted your form, the Center for Student Engagement & Leadership will review your request.

- CSEL will verify available funding.
- CSEL will confirm that your organization has created an event on UNG Connect, which must include a room reservation and a flyer.
- If approved, your food will be ready at the requested date and time at the Student Center food services. If your request is denied, CSEL will contact you to discuss its concerns.

After Your Event: Record and Report Attendance

You must record attendance during your event and report it on the event page within UNG Connect.

TO REQUEST A PUBLIC PERFORMANCE OF A FILM OR MOVIE

Follow these steps:

Step 1: Determine if your film/movie screening is considered a Public Performance.

A public performance of a film or movie is generally defined as:

- Showing and marketing a film in a residence hall room to a large group of acquaintances.
- Showing and marketing a film during a recognized student organization meeting.
- A film series or lecture that is open to the public.
- Showing and marketing a film in the classroom for curriculum-related purposes but inviting others outside the class to attend.

A film screening is not considered a public performance if it is:

- Privately viewed in your residence hall room with a small group of friends.
- Shown in the classroom only to registered students, and the film's content directly relates to the [course topic](#) or is a regular part of systematic instructional activities. This show must be for instructional purposes (not recreation, entertainment, or general cultural value) with the instructor or a student leader personally present. The movie must typically relate to a course's curricular goals as described in the course syllabus. The copy of the movie being shown must have been lawfully made (e.g., purchased, rented, or borrowed from a library). Taped or recorded movies from television, or copies made without permission, may not be used.

Step 2: Determine if You Need a Public Performance License

Before showing a film, you need to figure out if you will need a public performance license. Here is how:

- Is your film in the public domain?

Generally, this means no one owns the copyright, or the copyright has expired. Keep in mind that many older movies are still protected by copyright. There is no blanket "educational," "nonprofit," or "free of charge" exception, so most film screenings outside of a face-to-face classroom require a public performance license.

- **Can you watch your film through UNG Libraries?**

If so, it might already come with public performance rights! UNG Libraries offers several streaming services that include these rights for classroom use and public screenings to the UNG community (as long as you do not charge admission):

- [Alexander Street](#) provides over 70,000 videos, including documentaries, news, and award-winning films.
- [Films on Demand](#) offers over 15,000 videos across various subjects, plus classic movies, and documentaries.
- [Kanopy](#) is an on-demand service with a vast collection of documentaries and films. UNG Libraries offers two types of access:
 - Base Subscription: Access to 4,000 films that do not require extra permissions or charges.
 - Mediated Content: Due to high demand and limited funds, only films that support course curricula and are not available elsewhere will be considered. You will need to complete the Kanopy Approval form, with a response time of 2-3 business days.

While these are the main providers, other streaming content might be available through UNG Libraries' eResource subscriptions. You can find all of UNG Libraries' online resources on the "Find Databases" tab at www.ung.edu/libraries. For more details about this policy, feel free to contact UNG Libraries at copyrightservices@ung.edu.

Step 3: Secure Performance Rights

If the film is not in the public domain or available through UNG Libraries, you will need to get a public performance license. For assistance, reach out to the Center for Student Engagement & Leadership (CSEL). Registered Student Organizations (RSOs) can get help obtaining movie rights through [Swank](#) or [Criterion Pictures](#) via CSEL.



STEP 4: Upload your public performance license to your organization's group files in UNG Connect.

Frequently Asked Questions about Public Performance Rights (PPR).

- 1) **What are Public Performance Rights (PPR)?** PPR is the legal right required to publicly display a film or other media. While typically managed by the media producer or distributor, copyright holders can assign these rights to others through a public performance licensing process.
- 2) **Who is responsible for Copyright Compliance?** UNG faculty, staff, and students are responsible for understanding and adhering to copyright law when using copyrighted content. The University System of Georgia (USG) provides a "Fair Use Checklist" to assist in evaluating each proposed use. It is recommended to complete and retain this checklist for every "fair use" instance to demonstrate a good faith effort in compliance. Ultimately, the management of the venue where the movie is shown bears the primary responsibility and consequences of copyright infringement, though anyone involved in the public performance of copyrighted material could be implicated.
- 3) **When are Public Performance Rights necessary?** A public performance license is required if any of the following conditions apply:
 - a. The screening is open to the public.
 - b. The screening takes place in a public space (e.g., residence life lounge, auditorium, library).
 - c. Access to the screening is not restricted.
 - d. Attendees are outside the normal circle of family or friends.
- 4) **How much does a film/movie public performance license cost?** License fees vary based on factors such as the film's copyright holder, popularity, and age. Costs typically range from \$250 to \$1,200.
- 5) **Do streaming services like Netflix, Hulu, iTunes, Disney+, or Amazon offer public performance licenses?** No. Rentals and subscriptions from these services are strictly for private, home viewing. Public performances using content from these platforms violate their terms of service.
- 6) **Is copyright service training available for Registered Student Organizations (RSOs)?** Yes, customized workshops are available exclusively through UNG Libraries. Please contact copyrightservices@ung.edu for more information.
- 7) **What are the penalties for copyright infringement?** Willful infringement is a federal crime, carrying potential penalties of up to five years in prison and/or a \$250,000 fine. Not only is the event sponsor responsible, but the University itself could also face civil penalties. Colleges and universities are frequently monitored for compliance and are common violators.

HOW TO BRAND YOUR STUDENT ORGANIZATION

What is a Brand?

Student Organizations and Clubs



Nigel the Nighthawk™

Nigel is the official mascot of the University of North Georgia. Nigel cannot talk, but he surely can express himself. From costumes to fun antics to making signs, you always know what is on Nigel's mind. Nigel should

always present a positive balance of attitude and swag. The Division of Student Engagement and Success manages the use of these Nigel graphics.

Usage

All graphics are restricted for departmental, registered student organizations, and university-affiliated use. Department Heads/Directors will be responsible for the approval of their usage based on these guidelines. Departments that oversee University Affiliate Groups, RSOs, and FSL will be responsible for the approval of their usage based on these guidelines. **Contact wellness.sports@ung.edu for approval to use the Nigel Illustrations.**

These graphics are intended to promote school spirit, used for informational/learning purposes, merchandising, Athletic use, LiveWell UNG, social media, and other marketing materials. They are to be used based on these guidelines and should not be altered in any way.

- ✓ Only use the original colors.
- ✓ Only use the jersey that is already worn in the graphic.
- ✓ Nigel can point to, hold, and be around items that are related to the University-related event or department.
- ✓ Do not flip the graphics for them to be used in a preferred direction.
- ✓ All merchandise requests must be approved by the University's purchasing requirements.



Color Usage

Colors are an integral part of the University of North Georgia's brand and should be used consistently in all communications materials. Consistent usage of color is required. Guesswork will be eliminated by using these CMYK, RGB, HEX, and Pantone Matching System (PMS) values.

RGB and HEX values are utilized for digital applications, whereas CMYK and PMS are only used for print.

Primary Colors

Our primary colors are UNG Royal and UNG Gold. Layouts should lean heavily on these colors, mixing with the other palettes for color schemes that are complementary and balanced.

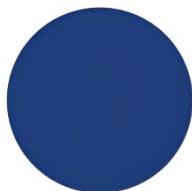
UNG Blue

PMS 287C

CMYK 100:87:20:10

RGB 31:61:124

HEX #1f3d7c



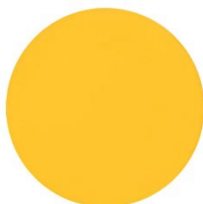
UNG Gold

PMS 123C

CMYK 0:23:91:0

RGB 255:198:47

HEX #ffc62f



Secondary

These colors may be used in addition to the two primary palette colors. These colors are mainly for promotional or printing purposes for accent, not to replace the two primary UNG colors.

PMS 631C

CMYK 69:10:18:0

RGB 58:176:200

HEX #3ab0c8



PMS 631C

CMYK 69:10:18:0

RGB 58:176:200

HEX #007166



PMS 482C

CMYK 12:21:26:0

RGB 222:199:182

HEX #dec7b6



PMS Bright Red

CMYK 0:90:95:0

RGB 255:58:29

HEX #ff3a1d



Social Media

The University of North Georgia (UNG) maintains an official presence on several social media platforms to connect with students, faculty, and the broader community.

All UNG social media content should reflect the university's professional, welcoming, and collegiate tone.

The content should be:

- Respectful: Focus on academic programs, university services, and community engagement.
- Engaging: Encourage interaction but maintain professionalism.
- Aligned with UNG Values: All posts should align with the [mission, vision, and values of the university](#).

UNG Logo

It is important to have a versatile logo system that can accommodate a range of applications. To account for this, a number of color options have been created. These are the **only approved** versions of the logo. For more information, review the [Brand Identity Guide \(PDF\)](#) or contact communications@ung.edu.

Note: Whenever possible, default to the full color versions. Pantone, CMYK, and RGB versions exist, so use the one that is most appropriate for the application.



Usage

It is important that the logo always be used correctly. The logo should be prominent and legible, using proper spacing and sizing. To ensure consistent use of the logo, here are some practices to avoid.

- ❖ **Do not** skew or bend the logo in any way.
- ❖ **Do not** disassemble/rearrange the logo in any way.
- ❖ **Do not** retype the logo in any way.
- ❖ Do not distort the logo in any way (*resizing tip: hold the shift key when resizing to keep the logo in proportion*)
- ❖ **Do not** recolor or use colors other than those specified the logo in any way.
- ❖ **Do not** use drop shadows or other visual effects.
- ❖ **Do not** use the logo on a background with insufficient contrast.
- ❖ **Do not** outline the logo.
- ❖ **Do not** add elements to the logo.
- ❖ **Caution** should be used when combining colors that could be confused with another university or school in our region (e.g.: black logo on yellow background, white signature on red background, blue logo on gold background).



Athletic Marks

Note: The University of North Georgia Department of Athletics manages the use of its marks, logos, and graphic elements. For more information, [log in to myUNG to view the Brand Identity Guide \(PDF\)](#) or contact athletics@ung.edu.



Usage

It is important that the logo always be used correctly. The Athletics logo should be prominent and legible, using proper spacing and sizing. To ensure consistent use of the logo, here are some practices to avoid.

- ❖ **Do not** combine logos (Athletics/UNG)
- ❖ **Do not** use Gold unless it is secondary design support to the three-color hawk or a logo that has the gold steeple.
- ❖ **Do not** use a blue NG on a dark background – single color white is preferred, two-color NG (outline in white) is allowed.
- ❖ **Do not** add thicker borders to the NG.
- ❖ **Do not** typeset NORTH GEORGIA or NIGHTHAWK(S) – use wordmarks.
- ❖ **Do not** reference Lady Nighthawks
- ❖ **Do not** reference sport sex (i.e., women's basketball), just basketball.
- ❖ **Do not** reverse out the Nighthawk head.



ADVISORS

Student Self-Governance and RSO Advisors:

Student self-governance is at the core of the Registered Student Organization (RSO) model. All RSOs must operate under the leadership of University of North Georgia (UNG) students. Advisors cannot make executive decisions or dictate RSO's programs or services.

Advisor Responsibilities:

The university expects RSO advisors to play an active role in their organizations. While the specific nature of this role is determined by the RSO and its advisor, the advisor's primary responsibility is to offer guidance and act as a resource.

Jeanne Clery Campus Safety Act:

The Jeanne Clery Campus Safety Act (Clery Act), originally known as the Student Right to Know and Campus Security Act of 1990, mandates that colleges and universities report statistics on specific criminal offenses. These offenses include those reported to local police or a Campus Security Authority (CSA).

Student organization advisors are considered CSAs because they have significant oversight of student and campus activities. This designation means that advisors have both the authority and the duty to act or respond to issues when they become aware of a crime. Consequently, advisors are required to provide relevant information about such incidents to [CESL](#) and/or the [Office of General Counsel](#) to ensure compliance with the Clery Act.

Advisor duties include, but are not limited to:

- **Facilitating Group Cohesion:**
 - Support student learning by recognizing that the RSO belongs to the students, allowing them to make their own decisions.
 - Show concern for the RSO's ongoing function by attending meetings, reviewing minutes, and understanding the group's constitution.
 - Set aside dedicated times for officers and members to consult with you.
 - Be a resource for event planning, problem-solving, and orienting new members and officers.
 - Maintain a regular campus presence throughout the academic year. Faculty and staff on sabbatical or leave of absence are not eligible to serve as advisors.
- **Advising RSO Finances:**
 - Help RSO members manage their budget, make financial decisions that align with organizational policies, and sign off on all financial documents.
 - Stay informed about the RSO's financial status and encourage accurate record-keeping.
- **Educating on Policy:**
 - Advise RSO members on university policies and help them adhere to these guidelines.
 - Encourage the RSO to operate within university guidelines and never condone activities that violate university policy.
 - Advisors should be knowledgeable about university policies and keep current copies of the Student Handbook and this Student Organization Manual as key resources.

Advisor Agreement:

By agreeing to advise an RSO, UNG faculty/staff members certify their commitment to fulfilling these duties to the best of their ability. They also confirm their familiarity with the updated student travel policies and procedures. For questions or advisor training requests, please contact engage@ung.edu.

University Affiliates:

RSOs may have additional advisors known as university affiliates. These can include teaching assistants, retired UNG faculty/staff, non-UNG members, or community liaisons. University affiliates serve in an unofficial advisory capacity; they cannot make executive decisions or dictate an RSO's programs or services. A university affiliate does not fulfill the requirement for a UNG faculty/staff advisor; all RSOs must still have an UNG faculty/staff advisor.

Advisor Retrospective: “The Good, The Bad, and The Ugly”

THE GOOD 😊: Prompted with "What went well? What should we do more of?" It includes a smiley face emoticon.

THE BAD 😐: Prompted with "What didn't work? What should we avoid repeating?" It includes a neutral/frowning face emoticon.

THE UGLY 😞: Prompted with "What could have gone better? What could we improve?" It includes a sad/frowning face emoticon.

Fraternity & Sorority Life

Alpha Gamma Delta
College Panhellenic Council
Delta Chi
Delta Phi Epsilon
Delta Zeta
Interfraternity Council
Kappa Delta Sorority
Kappa Sigma Fraternity
Phi Delta Theta
Phi Mu Fraternity
Pi Kappa Alpha Fraternity
Pi Kappa Phi Fraternity
Sigma Alpha Omega Christian Sorority
Sigma Chi
Sigma Kappa
Sigma Nu

Cultural & International

Arabic Culture and Language Club
Black Student Union
Gender and Sexuality Alliance
Latino-American Student Organization
Russian Language and Culture Club

Sport Club

Baseball Club
Dodgeball Club
Equestrian Club
Lost Boys Ultimate Frisbee
Men's Soccer Club
Men's Volleyball Club
Night Crawlers Wrestling Club
Nighthawks MMA & Grappling Club
Rock Climbing Club
Swim Club
Running Club
Women's Rugby Club
Women's Soccer Club
Women's Softball Club
Women's Volleyball Club

WHAT YOU CAN GET WHEN YOU GET INVOLVED

- ✓ Make new friends.
- ✓ Gain a sense of belonging.
- ✓ Share your common interests.
- ✓ Gain leadership skills.
- ✓ Learn how to network.
- ✓ Gain real-world skills

FOR MORE INFORMATION CHECK OUT



For current students, UNG Connect is your one-stop connection for student organizations, service, leadership, and more at the University of North Georgia.

Every member of our campus has access to UNG Connect, and as a user, you can explore over 200 organizations, clubs, departments, and programs on campus.



@UNG.ENGAGE



ENGAGE@UNG.EDU



Dahlonega Campus

Registered Student Organizations

2024-2025

SAVE THE DATE!
Come see us at
Nighthawks Fest on
August 20th, from
11 am - 1 pm on
the Promenade!



Military

Armed Forces Com. and Electronics Assoc. St. Ch.
Association of Cadet Chaplains
Blue Ridge Rifles
Color Guard
Cyber Unit at UNG
Golden Eagle Band
Maritime Reconnaissance Company
Mountain Order of Colombo
Ranger Challenge Team
SemperFi Society
UNG Coast Guard Auxiliary University Program

Student Governance

Graduate Student Senate
Nighthawks Entertainment
Student Government Asso.

Spiritual

Catholic Campus Ministry
Christ Place College
Cru
Delight Ministries at UNG
Episcopal Campus Ministry
Fellowship of Christian Athletes
Nighthawks 4 Christ
The Bridge Church
The Living Room
Wesley Collegiate
Wesley Foundation

Leadership & Service

Corps of Cadets Admissions Marketing Program
Emergent Leader Initiative
Georgia Association of Nursing Students
Hometown Harvest
Medical Support Group
Miracle at the UNG
Prevent Child Abuse
College of Education Student Ambassador at UNG

Special Interest

App Development Club
Best Buddies at UNG
Big STEM Projects at UNG

Chess Club
Clinicians, Counselors, & Co.
College Democrats
Clinicians, Counselors, & Co.
College Democrats
College Republicans at UNG
Cyber-Security "CyberHawks" Club
Decentralized Finance (DeFi) Club
Effective Altruism at UNG
Funct. Mvmt. Screening & Correctives Club
Garden Club
German Club
Hiking Club
innovateUNG Entrepreneurship Club
Investment Club
Japanese Cultural Club
Knight Hawks
Korean Club
Linguistic, Archeological, Biological, and Cultural (LABC) Anthro Club
Linguistics Club
Logistics & Supply Chain Management Club
Model United Nations
Mycological Association of UNG
Nighthawk Fighters
North Georgia K9 Crew
PSA Tactics Group
Puzzle Club
Robotics Club of UNG
Sales Club
Scuba Club
Ski & Snowboard Club
Student Veterans of America
Students Against Trafficking
Sustainability Club of North Georgia
Swing Dance Association
Tabletop Gaming Club
Textile Artist Group
The Anime Club
The C.S. Lewis Society
The Paintball and Airsoft Club at UNG
The Spanish Club
UNG Academic Team
UNG Book Club
The UNG Living History Club Price's Volunteers
TimeFrame UNG Art History Club
Turning Point USA at UNG

Women in Technology

Academic & Honor Societies

American Marketing Asso.
American Medical Student Assoc.
American Pre-Vet Medical Assoc.
Arts Guild
Baptist Collegiate Ministries
Beta Beta Beta
Beta Gamma Sigma - Business & Mgmt.
Chi Sigma Iota
Chinese Flagship Student Organization
Christian Medical Dental Association at UNG
Collegiate National Association for Music Education
French Club
Georgia Aspiring Educators at UNG
Kinesiology Majors Club
Math Club
National Science Teachers Assoc. Student Ch.
Peer Advisors
Philosophy Club
Political Science Student Assoc.
Pre-Anesthesiologists Assistant Assoc.
Psi Chi - Psychology
Rho Tau - Physical Therapy
Sigma Tau Delta - English
Society of Chemistry Students
Society of Physics Students
Strategic Studies Group
UNG International Association for Intelligence Education
Women in STEM

Publications & Performance Rights

Creative Writers Guild
Jazz Band
Le Belle Voci
Low Brass Collective
Music Theater Workshop
Orchestra
Patriot Choir
Singers
Sports Announcing Club
Symphonic Band
The Chestatee Review
Theatre Guild
UNG Wind Ensemble
Vanguard - Student Newspaper

**FIND YOUR PLACE.
FIND YOUR PEOPLE.**

"Did you know you can start your own RSO? Go to **UNG Connect** to find out how."



WHAT YOU CAN GET WHEN YOU GET INVOLVED

- ✓ **64** GVL groups ('24-'25).
- ✓ Make **new friends**.
- ✓ Gain a sense of **belonging**.
- ✓ Share your **common interests**.
- ✓ Gain **leadership** skills.
- ✓ Learn how to **network**.
- ✓ Gain **real-world** skills.

FOR MORE INFORMATION CHECK OUT

UNG | CONNECT

For current students, UNG Connect is your one-stop connection for student organizations, service, leadership, and more at the University of North Georgia.

Through UNG Connect, every member of our campus community can explore more than **200+** organizations, clubs, departments, and programs available across all five UNG campuses.

UNG | UNIVERSITY of NORTH GEORGIA
OFFICE OF STUDENT INVOLVEMENT



Gainesville Campus

Registered Student Organizations

2024-2025

"Being involved isn't just attending meetings. It's finding a community where you can contribute your talents, learn from others, and become a better version of yourself."



Academic & Honor Societies

American Medical Association at UNG
Beta Alpha Psi (Accounting & Finance)
Beta Beta Beta
Chemistry Club
ENACTUS
GA Assoc of Nursing Students
Geospatial Alliance
Lambda Pi Eta
Math Club
Model United Nations in GVL
National Science Teachers Association
Phi Eta Sigma (National Honor Society)
Pre-Dental Student Association
Psi Chi
Public Relations Student Society of America
Sigma Tau Delta, Alpha Upsilon Phi
Women in STEM Empowerment

Student Government

Graduate Student Senate
Nighthawks Entertainment
Student Government Association

Publications & Performance Rights

Chorale
Interconnected Magazine
Jazz Band/Jazz Ensemble
Orchestra
Reader's Theatre
Symphonic Band
UNG Brass Choir
Vanguard (Student Newspaper)

Leadership & Service

College of Education Student Ambassador
National Society of Leadership and Success
The Association of Latino Professionals for America

Special Interest

Agriscience and Business Club
Art Collective
Coding Warriors
College Democrats at UNG
Craft Craze & Student Market
Debate and Speech
Engineering Student Guild
EXCELERS
Guild of Tabletop Gamers
Hiking Club
History, Anthropology, and Philosophy Club
Japan Club
Nighthawk Dance Mania
Nighthawk Radio
Pre-Vet Club
Student Film Association
Students for Environmental Awareness
Young Americans for Freedom
Women in Technology

Cultural & International

Asian Student Association
Black Student Union
International Student Association
Latino Student Association
Migrant Student Union
Spectrum Alliance

Spiritual

Baptist Collegiate Ministries
GVL Catholic Campus Ministry
Overflow Young Adults Ministry

Sport Club

Futbol Club
Nighthawks Volleyball
UNG Rowing Team
Runners Club
Tennis Club



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UNG

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"Did you know you can start your own RSO? Go to **UNG Connect** to find out how."



WHAT YOU CAN GET WHEN YOU GET INVOLVED

- ✓ Make new friends.
- ✓ Gain a sense of belonging.
- ✓ Share your common interests.
- ✓ Gain leadership skills.
- ✓ Learn how to network.
- ✓ Gain real-world skills

FOR MORE INFORMATION CHECK OUT

UNG CONNECT

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Every member of our campus has access to UNG Connect, and as a user, you can explore over 200+ organizations, clubs, departments, and programs on campus.

UNG UNIVERSITY of NORTH GEORGIA
OFFICE OF STUDENT INVOLVEMENT



Oconee Campus

Registered Student Organizations

2024-2025

"Being involved isn't just attending meetings. It's finding a community where you can contribute your talents, learn from others, and become a better version of yourself."



Student Governance

Student Government Association
Fridays at 12pm in Room 522

Nighthawks Entertainment
Wednesdays at 12pm in Room 522

Special Interest

Anime Anonymous
Wednesdays at 12pm in Room 530

Hooked on Yarn: Crochet and Knitting Club
Tuesdays at 12pm in Room 522

Academic & Honor Societies

Math Club
Wednesdays at 6pm in Room 311

The Writers Mafia
Fridays at 1pm in Room 306

Sports

Oconee Soccer Club
Thursdays at 6:30pm in Room 530

Cultural & International

Spectrum
Fridays at 12pm in Room 574

Get involved at

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HOW TO RUN EFFICIENT & EFFECTIVE MEETINGS

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ROBERT'S RULES of ORDER QuickStudy



Introduction

- Published in 1876, *Robert's Rules of Order* was originally written by U.S. Army Brigadier General Henry Robert
- Robert wanted to write a manual for parliamentary procedure after presiding over a church meeting for which he felt he was woefully unprepared
- In his work, Robert discovered that people from different regions of the country have different ideas of parliamentary procedure, resulting in organizations focused more on the procedure and less on the substance of their work
- As a result of his *Rules of Order*, people could belong to many organizations without needing to learn new procedural rules at every new organization

• *Robert's Rules of Order* are based on those used in the U.S. House of Representatives (*Jefferson's Manual*), but adapted for smaller organizations and societies

NOTE: "Parliamentary law" is not actual law in the sense that it is not codified or used in a court proceeding; instead, "parliamentary law" and *Robert's Rules of Order* should be seen less as binding on an assembly and more as a set of strong guidelines an assembly can mold to its own needs

Robert intended his *Rules of Order* to be adopted by organizations, assemblies, and clubs to use as their parliamentary, or procedural, authority; following the procedures for adopting bylaws then, these *Rules of Order* become binding upon the organization to establish its procedural rules of order

Preliminaries

Kinds of Assemblies

Deliberative assemblies convene meetings; they are groups of people who come together with a common agenda: *the meeting*; the different types of deliberative assemblies are:

- **Mass meetings:** Open and unorganized meetings with a purpose defined by the meetings' sponsors (e.g., political or social rallies)
- **Conventions:** Meetings of delegates chosen to enact or debate decisions affecting a large group of people (e.g., the meetings by political parties to choose their nomination for the U.S. presidency)
- **Legislative bodies:** Lawmaking bodies chosen by a group of people for a fixed period of time (e.g., Congress)
- **Boards:** Administrative or managerial bodies with an assigned, specific function (e.g., a Board of Trustees of a university)
- **Committees:** Bodies that are usually very small and subordinate to an assembly or board (e.g., a congressional committee)

Mass Meetings

A special kind of meeting that is publicized and open to the public is a *mass meeting*; it usually takes on a "town hall meeting" format; to prepare for a mass meeting, the sponsors must:

- Choose who they prefer as a chairperson
- Choose who calls the meeting to order and nominates the chairperson
- Choose who should be nominated for secretary and by whom
- Decide the rules that will be proposed for the meeting
- Choose who makes the initial speech opening the meeting and explaining its purpose

To conduct business, the assembly at the meeting should adopt *resolutions*; these resolutions may be drafted before the meeting, or the assembly can appoint a committee to draft the resolutions at the meeting



Conventions

A *convention* is an assembly of *delegates*, or representatives of the assembly or constituency, sitting as a single body and acting in the name of the larger group; an assembly may call a convention any time the bylaws authorize the assembly to call one; the bylaws that govern a convention should outline:

- The authorization for a periodic convention
- The powers and duties for the convention and the delegates
- The quorum for the convention
- The voting members
- Qualifications for the delegates and alternates and their election
- Anything the convention needs for its organization and operation

A *caucus* is a meeting the delegates hold before the actual convention where they decide how they will deal with certain procedural matters of the convention. Planning a convention requires a lot of preparation that usually starts months in advance; the established society should create committees for the convention to help organize the convention; usually the organization needs:

- A **credentials committee**, which performs the following duties:
 - Distributes information for attending the convention
 - Distributes information for being a delegate
 - Examines all applications to verify the eligibility of the members who wish to be delegates
 - Compiles the list of eligible members
 - Arranges for registration to take place at the convention, usually starting one or two days before the convention starts
 - Handles registration
 - Prepares the committee's first report
 - Continues until the convention ends
- A **committee on standing rules**, which drafts rules for the convention, including:
 - Parliamentary rules
 - Rules for conducting business at the convention
 - Any other non-parliamentary rules that the committee feels should be added
- A **program committee**, which plans the schedule of meetings, proceedings, and convention events
- A **convention arrangements committee**, which makes the arrangements for the site of the convention and any hotel arrangements for the members
- A **resolutions committee**, which screens all the main motions that are about to come in front of the convention

Legislative Bodies

A *legislative body* is a constitutionally established public body of representatives chosen by an electorate for a fixed term of office, charged with making laws; each legislative body is specific to its own laws, procedural rules, and decorum; therefore, *Robert's Rules of Order* does not delve into the parliamentary procedure of legislative bodies

Boards & Officers

A *board* is the administrative and judicial body of the assembly with the power to act on behalf of the organization; usually the members of the board are elected or appointed

Officers are leaders of an assembly and are usually elected; there are three main officers that are essential to an organized group, especially a large group:

- **President or chairperson**, although if the president is acting as the chairperson for the meeting, he/she is referred to as the chairperson
- **Vice president**, who serves as the president or chairperson, if needed
- **Secretary**, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly

The president or chairperson has many important duties in running the meetings and the assembly; they include:

- Opening a meeting on time and calling it to order
- Announcing the order of business and keeping to the stated order
- Recognizing members to speak on the floor
- Keeping tabs on voting procedures and announcing the legitimate results of each vote
- Refusing to honor frivolous motions and ensuring that all members act with decorum
- Handling business in the most efficient way possible
- Deciding questions of order and responding to members' questions about parliamentary procedure
- Authenticating his/her signature
- Properly adjourning the meeting

Committees

Committees, or bodies of one or more elected or appointed people who consider, investigate, or take action on specific matters, can take many forms:

- **Ordinary committee:** A small number of people to whom the assembly gives a specific task, such as the Senate Judiciary Committee, which is charged with vetting Supreme Court candidates
 - **Committee of the whole:** A whole assembly charged with acting as an ordinary committee; this is usually used only in larger legislative assemblies, when a motion to commit passes
 - **Standing committee:** Committees that continue to exist, such as a committee created by the bylaws
 - **Special committees:** Committees that stop existing when they finish the task they were assigned; an example is the Watergate committee, which investigated President Nixon
- Committees are created through the bylaws or through a main motion; there are various methods of appointing or electing members to the committee:
- **Election by ballot**, where the assembly nominates the committee members and votes according to a ballot

- **Nominations from the floor**, where the assembly nominates the committee members without the secrecy of ballot voting
 - **Nominations by the chair**, if the chairperson has special knowledge and judgment about the committee's tasks
 - **Appoint by adoption of a motion naming members to a committee**, where the assembly adopts a motion to create the committee that includes the committee members' names
- Committee meetings follow the same parliamentary procedure as do the larger assembly meetings, including the rules outlined in the bylaws

Committee of the Whole

A *committee of the whole* and its alternate forms are procedural devices that allow the full assembly to consider a matter deeply as a committee would

- A **committee of the whole** is usually used in larger assemblies; any voting results are used as recommendations to the assembly and not as a final decision of the assembly

- A **quasi-committee of the whole** is usually used in medium-sized assemblies; the voting operates the same as in a committee of the whole, except that the chairperson of the assembly remains as the chairperson of the committee
 - **Informal consideration** is best suited for a small assembly; it lifts the formal speaking and debating requirements
- Even though a committee of the whole (or quasi-committee of the whole) acts like the general assembly, important exceptions include:
- Committees of the whole cannot create subcommittees or comment on another committee's work
 - Appeals from the decision of the chair must be directly voted on
 - Debate can be closed or limited by the assembly only before going into committee of the whole
 - Committees of the whole cannot order roll call or ballot votes
 - Committees of the whole cannot impose disciplinary measures; they may only report the facts to the assembly
 - Committees of the whole cannot adjourn or recess

NOTE: Permanent Society = Club = Organization = Assembly; *Robert's Rules of Order* uses these terms interchangeably

Starting a Permanent Society

Organizing a *permanent society* starts much the same way as a mass meeting, but the invitations are limited to interested people; anyone may organize a permanent society, and the organizer should choose the interested people to begin the organization; at the first organizational meeting, the proposed members should accomplish these tasks:

- Elect temporary officers
 - Adopt a resolution to form an organization or society
 - Provide background information for the organization or society
 - Give opinions as to the direction the organization should take
 - Introduce and adopt a motion to form a committee to draft bylaws
 - Introduce and adopt a motion to fix the meeting dates and times for the report of the bylaws committee
 - Introduce and adopt a motion authorizing the bylaws committee to reproduce copies of the complete draft for everyone
- At the second organizational meeting, the members should:
- Read and approve the minutes from the first meeting
 - Receive the report from the bylaws committee
 - Read each article and section from the bylaws
 - Vote to adopt the bylaws
 - Decide the date and time for the next meeting

Combining or Ending Organizations

- When two existing organizations wish to combine, they may *merge*, where one organization loses its independent identity, or *consolidate*, where each organization keeps its independent identity, and they form a new organization to absorb the two organizations' assets and liabilities
- When an organization ends, it *dissolves*; an incorporated organization must dissolve according to the laws of the state in which it is incorporated, through a resolution

Procedural Rules & Bylaws for All Types of Organizations

Assemblies and organizations need *procedural rules* to guide parliamentary procedure; the different kinds of rules assemblies and organizations can adopt are:

- **Corporate charters:** Legal instruments needed for incorporating an assembly or organization under the laws of a particular state
 - **Constitution/bylaws:** A society's own basic rules for itself as an organization, such as its name, purpose, and committees
 - **Rules of order:** Rules of parliamentary procedure for running ordinary business while in meetings
 - **Standing rules:** Rules for the administration of the organization instead of parliamentary procedure
- Bylaws** are the rules that the organization uses for its own administration; usually an organization appoints a committee to draft the bylaws before implementation; the basic way to structure bylaws is:
- **Article 1 – Name:** Describes the name of the organization if not already done in a corporate charter or constitution
 - **Article 2 – Object:** Describes the society's objective and the reason behind its creation
 - **Article 3 – Members:** Describes the different types of members, qualifications for membership, and any dues or fees that must be paid
 - **Article 4 – Officers:** Describes the offices, their duties, and how the officers will take their office
 - **Article 5 – Meetings:** Describes the dates and times for regular meetings or how the assembly will schedule meetings
 - **Article 6 – Executive Board:** States which offices are included in the executive board, delineates the powers of the board, and describes any rules for the board to conduct its business
 - **Article 7 – Committees:** Establishes standing committees as well as their functions and procedures
 - **Article 8 – Parliamentary Authority:** Describes the process through which the organization adopts its rules of order
 - **Article 9 – Amendment of Bylaws:** Describes the procedure for amending the bylaws

Organizations may always add additional articles if needed to describe the duties of officers, financial obligations, etc.

Amending Bylaws

Bylaws are amended through the main motion *amend something previously adopted*; the procedure for raising the motion is the same as any other motion except:

- The bylaws may specify any special rules for the motion's adoption, although the bylaws must include notice and a two-thirds vote for adoption of the amendment
- The notice of the motion for amendment must limit the permissible primary and secondary amendments
- The organization cannot reconsider affirmative votes on the motion to amend the bylaws
- Even though the motion is a main motion, other main motions may be pending at the same time for changes to the bylaws

Depending on the length of the bylaws, the organization amends them through:

- **Isolated changes**, made by motion, could include multiple changes in one motion
- **General revisions**, made by substituting a whole new revised set of bylaws if the revisions are extensive enough

The procedure for considering many amendments at one time is the same as amending a motion by seriatim, or by paragraph:

1. The assembly is given notice of each individual amendment, even if two or more are competing
2. The chairperson organizes each amendment as though the assembly were to fill in the blanks of the bylaws
3. The chairperson reads the first submission, and it is explained by its proponent
4. The chairperson then asks if there is any debate on the amendment
5. Once debate has ended, the assembly votes on the amendment
6. Once all amendments have been voted upon, the chairperson opens the entire document for amendments, and the process starts over if needed
7. Once all amendments are made and included, the chairperson presents the amended rule and asks for a vote for the entire document
8. The assembly votes on the entire document

Amendments to bylaws take effect immediately upon adoption; the bylaws should specify the margin by which an amendment must win

4. The chairperson should recognize alternating opinions on the question or motion
The preference rules for recognizing a member when there is no debatable question pending on the floor are:

1. A member assigned to offer a motion or an important prearranged main motion
2. When a set of motions is presented in a series, the member presenting the motions has preference to present each motion in turn
3. A member who offers a similar motion to one that the assembly voted down at the member's suggestion
4. A member may be recognized over a member offering a main motion when a member rises:
 - To move to reconsider and enter on the minutes
 - To move to reconsider a vote
 - To call up a motion to reconsider
 - To give previous notice
 - To move to un-table an issue

Members cannot interrupt each other, except in some urgent situations:

- A call for the orders of the day when they are not followed
- Raising a question of privilege
- Raising a point of order, brought by a member who believes the chair has breached the parliamentary rules
- The chair calling to a member's attention that he/she is not observing the speaking rules
- Calling for a separate vote on a set of resolutions on different subjects that were included in one motion
- A request that requires an immediate response
- An appeal
- An objection to the consideration of a question
- A division of the assembly

At the end of the interruption, the member who had the floor regains it when the chairperson asks him/her to stand to regain his/her position on the floor

Assemblies may set their own rules for debate in their bylaws; some general guidelines that assemblies should use when creating their debating rules are:

- Speeches should be no longer than ten minutes each
- The member speaking should immediately conclude his/her speech when the chairperson rises
- If the member needs only a minute more for his/her speech, the chairperson need not dismiss the member immediately
- No member should speak more than twice per question per day
- Members are not allowed to yield their unelapsed time to another member to allow one member a particularly long speech
- Merely asking a question or making a brief suggestion is not speaking in debate and should not be counted against a member for his/her daily speech limit

Motions

Main Motions

Original main motions are motions that bring a substantive question to the assembly for debate and action; these are different from *incidental main motions*, which are motions dealing with the procedure of the assembly, like the *call for the orders of the day* motion

Characteristics of main motions:

- Every other motion takes precedence over the main motion
 - Main motions cannot be applied to any other motions
 - They must be seconded
 - There can be only one main motion on the floor at a time
 - They are debatable, amendable, and can be reconsidered
 - They mostly require a majority vote
- After a member brings a motion to the assembly, the assembly must either consider the motion or dispose of the motion; to fully consider a motion:
- The assembly debates the motion, unless no one in the assembly wants to debate the motion
 - The chairperson puts the motion to a vote
 - The chairperson announces the results of the vote

10 Easy Steps for Making Motions

1. The member asks permission from the chairperson for the floor
2. The chairperson grants permission
3. The member makes the motion, stating, "I move to..."
4. The chairperson asks for any seconds
5. Members may stand and call out "Second," or they may simply call out "Second"; if there is no second, the motion fails immediately
6. If there is a second, the chairperson states the question of the motion; this opens debate
7. The assembly debates the motion; during this time, the motion may be amended or tabled for further debate at a later time
8. When debate is finished, the chairperson puts the motion to a vote
9. The chairperson counts the votes
10. The chairperson announces the votes and enacts or defeats the motion

Subsidiary Motions

There are different types of motions; *subsidiary motions* deal with the original main motion, such as:

- **Postpone indefinitely**, which kills the original main motion without a direct vote on it
- **Amend**, which modifies something in the main motion before the assembly acts on the motion (**NOTE:** The assembly must agree to amend the motion and then agree on the amendment before the amendment can be thought of as the main motion)
- **Commit or refer**, which assigns the motion to a committee for investigation or a report
- **Postpone definitely**, which puts off the question until an expressed time
- **Limit or extend debate**, which either shortens or lengthens the time for debate on a motion if the assembly needs it
- **Previous question**, which closes debate and amendments, bringing the assembly to a vote on the motion
- **Lay on the table**, which interrupts the current business to introduce urgent business immediately

Subsidiary motions have four characteristics that make them subsidiary:



- These motions always apply to motions and do something to them, or change their status
- They may be applied to any main motion
- They fit an order of preference (as listed previously)
- They may be applied at any time from the point when the chairperson states a question upon which they may be applied to the time when the question is voted upon

Privileged Motions

Privileged motions do not relate to any business, but they take precedence over everything else in the assembly; these motions include:

- **Call for the orders of the day**, which need not be seconded
- **Raising a question of privilege**, which permits an emergency motion or question dealing with the rights and privileges of the members
- **Recess**, which gives the assembly a short break
- **Adjourn**, which closes the meeting
- **Fix the time to which to adjourn**, which sets the time for the meeting to end

Privileged motions are privileged because they take precedence over debate to deal with urgent procedural matters; they take the order of preference as listed previously

Incidental Motions

Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions; they are in order only when they are legitimately incidental to another pending motion or to other business at hand, at which point they take precedence over any other pending motions; they must be decided before business can continue; these motions include:

- **Point of order**, which asks the chairperson for a ruling and enforcement of the rules when a member thinks the rules were broken, which need not be seconded
- **Appeal**, which takes away a decision from the chairperson and gives it to the assembly if a member thinks the chairperson's decision was wrong
- **Suspend the rules**, which suspends the rules when the assembly wants to do something it cannot do without breaking the rules
- **Objection to the consideration of a question**, which avoids a main motion if the assembly thinks the motion should have never come before it
- **Division of a question**, which separates different parts of a question or motion that can stand on their own
- **Consideration by paragraph or seriatim**, which permits debate on different parts of a long motion or question without putting the different parts into question
- **Division of the assembly**, which requires the chairperson to take a vote by each member rising to give his/her vote

• **Motions relating to nominations**, which must be raised if the bylaws do not outline mechanics for nominations and an election

• **Request to be excused from duty**, which relieves the member from an obligation he/she holds

While the incidental motions look like subsidiary motions, none of the incidental motions has all four characteristics of the subsidiary motions; it should be noted that each incidental motion is applicable only in the specific period of time in which it is raised; generally, incidental motions deal with procedural questions arising out of:

- Another pending motion
- Another motion or business item that:
 - The motion attempts to introduce
 - Has been made but not yet repeated by the chairperson
 - Was just pending

Requests and inquiries are special types of incidental motions that connect to the business at hand; they include:

- **Parliamentary inquiry**, which directs a question on parliamentary procedure or the organization's rules to the chairperson, which need not be seconded
- **Point of information**, which requests information from the chairperson about the matter at hand, which need not be seconded
- **Request for permission to withdraw or modify a motion**, which asks the chairperson for permission to withdraw or modify a motion already stated by the chairperson
- **Request to read papers**, which asks the chairperson for permission to read excerpts from his/her papers, which is not usually allowed in debate

Motions That Bring a Question Again Before an Assembly

Motions that bring a question again before an assembly are special motions that do not fit anywhere else; they include:

- **Take from the table, or un-table**, which takes up a motion or an order of business that was earlier laid on the table
 - **Rescind**, which takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted
 - **Amend something previously adopted**, which modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted if rescinding is too much
 - **Discharge a committee**, which takes a matter out of a committee's hands before they have made a report on their findings so the assembly may act on it or the matter may be dropped
 - **Reconsider**, which prompts the assembly to reconsider a motion that was adopted earlier that day, but new information or a changed situation makes it clear that the true will of the assembly would not be followed with the previous course
- The reason why these motions are separate is because they relate to the following principles of parliamentary procedure:
- During a session or meeting when the assembly decides a question, it cannot be brought up again except through special circumstances
 - When an assembly disposes of a question without finally acting on it, no similar or conflicting motion that would restrict the assembly in acting on the first motion may be introduced
 - Changing something the assembly already adopted requires more than what was necessary to adopt it in the first place

Enacting Motions

For an assembly to enact or approve the motion, the assembly needs to *vote* on it; usually a majority of votes is needed to enact or approve the motion; however, certain motions require a two-thirds majority of voters to approve the motion; these include motions that:

- Suspend or modify a rule of order
- Prevent the introduction of a question for consideration
- Close, limit, or extend the limits of debate
- Close nominations, polls, or otherwise limit voting
- Take away membership or an office

Special Note on Amendments

Amending a motion (or the bylaws) modifies the wording of the motion; the motion to amend:

- Must always be germane to the motion, meaning the assembly cannot amend a motion that is not pending
- Does not modify the motion if the amendment fails
- Can be applied to any main motion, but it cannot be applied to itself
- Must always be seconded
- Is out of order when another motion has the floor
- Is debatable when the motion that is being amended is debatable; if the motion is not debatable, then the motion to amend is not debatable
- May be amended, but secondary amendments are not allowed
- Requires a majority vote
- Can be reconsidered
- When applied to a main motion, takes precedence over the main motion and the motion to postpone indefinitely but gives way to all other motions
- When applied to a non-main motion, takes precedence over the motion that it seeks to amend but gives way to any other motion that would take precedence over the motion

Improper amendments include amendments that:

- Are not germane to the motion
 - Have the effect of rejecting the main question
 - Have the effect of repeating a question the assembly has already decided
 - Change one parliamentary procedure into another
 - Change the form of another amendment
 - Strike out enacting words, such as "resolved"
 - Are frivolous, or do not otherwise follow the rules of decorum
 - Make the motion or question incomprehensible or incoherent
 - Would convert the motion to an improper form
 - Change the preamble of a resolution without finally amending the subsequent paragraphs or clauses
- An amendment can take one of five forms:
- Inserts or adds words or paragraphs according to the following rules:
 - The motion for amendment must specify exactly where the words or paragraphs are to go by naming the words or paragraphs before and after the insertion
 - After words have been inserted or added, they cannot be removed unless there is a reconsideration or a new motion:
 - › to strike out the entire paragraph where the words were inserted or added
 - › to strike out a portion of the paragraph where the words were inserted or added
 - › to substitute an entire paragraph for the one in which the words were inserted
 - › to strike out a portion of the paragraph and enter in new words or a new paragraph that presents a different question

- If a motion to insert words is voted down, it may still be revived through a motion:

- › to insert part of the words
- › to insert part of the words in a different place
- › to insert the same words in place of others
- › to insert the same words in a different place where the effect will be different

• Strikes out words or paragraphs according to the following rules:

- The motion must specify the location of the words

- Only consecutive words may be struck out

- If a motion to strike words fails, it may still be revived through a motion:

- › to strike out only part of the words
- › to strike out the words with some others
- › to strike out all or a part of the same words and substitute them for others
- › to strike out all or some of the same words together with some others and substitute them for others

- A motion to strike a paragraph may be open to a secondary amendment in any form that is available to striking words

- A struck-out paragraph cannot be inserted again unless the wording is changed to present a different question

• Strikes out and inserts according to the rules above

• Substitutes, also according to the rules above

• Fills in blanks, using one of three ways:

- To fill a blank with a name, the chairperson takes nominations for the name and the assembly votes on them until one receives a majority
- To fill a blank with an amount of money, the chairperson takes nominations for the amount and arranges the amounts so that the least acceptable amount is voted upon first
- To fill a blank with a place, date, or number, use one of the above methods depending on the circumstances

When an amendment needs to be amended, or an amendment is applied to itself, a **secondary amendment**, or an amendment to the amendment, results

Voting

Putting the question is when a chairperson calls for a vote on a motion after clarifying to the assembly upon what they are voting; an assembly votes using the following methods:

- **Voice**, which is the usual method
 - **Rising**, which is used to determine the winner of an inconclusive voice vote
 - **Show of hands**, which is used instead of rising, usually in smaller groups
- The chairperson then counts and announces the vote:

• Usually a motion needs a simple majority to pass, but some need a two-thirds (66%) majority to pass, as explained previously



- The assembly can decide if there are restrictions on who may vote, such as limiting votes to only those present at the meeting, or using another ratio of winning votes to pass a motion
- All members have a right to **abstain**, or decline from voting, if they have a personal interest in the outcome of the vote
- If the motion passes, it passes immediately
- A chairperson may vote when his/her vote will affect the result, such as to break a tie, but a chairperson may not vote twice

Nominations & Elections

A **nomination** is a motion to elect a person to a position; the methods of nomination are:

- **The chair**, where the chairperson nominates the candidate
- **From the floor**, where a member nominates the candidate
- **Ballot**, where members may nominate other members for an office on a ballot (note that this is not the same as a petition election, as described below)
- **Mail**, where members are too far away to meet together in one place; this acts much like a ballot nomination, but nominations are simply collected through the mail instead of in person
- **Petition**, where a group of members may nominate someone by a petition

Assemblies and organizations may have their own rules outlining how to run elections; some methods are:

- **Ballot election**, in which the assembly votes for the candidate on a ballot
- **Viva-voce election**, in which the assembly votes for the candidate by a voice vote
- **Roll-call election**, in which each member stands and states for which candidate he/she is voting. Elected officers win their seats when they win the most votes; an elected officer takes his/her office immediately upon winning an election, unless the assembly's rules state otherwise

Disciplinary Procedures

Disciplinary procedures should be outlined in the bylaws so that every member has notice as to the procedures; a fair disciplinary procedure includes:

- A confidential investigation by a committee to determine if further disciplinary action is warranted (**NOTE:** This committee does not have power, if not delineated in the bylaws, to compel a member to appear in front of it)
- The committee prepares and presents a report on the investigation, either exonerating the member or recommending the charges for the guilty member
- The accused is formally notified, and his/her rights are suspended for the duration of the trial
- A trial, or formal hearing, on the charges at which the accused may appear to defend him/herself
- The assembly reviews the committee's findings if the trial was not held in front of the assembly

The procedure for running the trial should include:

1. The chair directs the secretary to read the charges aloud to the committee or the assembly
2. The chair asks the accused how he/she would plead (guilty or not guilty)
3. If the accused pleads guilty, the trial ends
4. If the accused pleads not guilty, the trial proceeds in this order:
 - Opening statements by both sides
 - Witness testimony
 - Testimony of defense witnesses
 - Rebuttal witnesses for the organization or society
 - Closing arguments by both sides
5. The accused leaves the room when both sides finish their closing arguments
6. The committee or the assembly deliberate as to the guilt or innocence of the accused member
7. When deliberations are complete, the chair states, "The question before the assembly is: Is the member guilty of the specifications against him/her?"
8. The assembly or the committee members vote
9. Any punishment must be decided by a ballot vote, by a two-thirds margin
10. When voting is done, the accused is called back into the hall and the result is delivered

Ending a Meeting

A chairperson ends a meeting by **adjourning**, or closing the meeting, after all debate and business are finished; if there is unfinished business, the assembly may take it up at the next meeting; before a meeting ends, the assembly should decide the date and time of the next meeting if it is not already decided in the bylaws

Before adjourning, the chairperson must:

- Inform the assembly of any unfinished business to give the assembly the opportunity to finish it before adjourning
- Make any important announcements
- Make any motions to reconsider a previous vote if needed
- Make a motion to reconsider and enter on the minutes
- Give notice of a motion that will be presented at the next meeting if the motion is one that requires notice
- Move to set a time for an adjourned meeting if there isn't one already scheduled
- Formally state that the meeting "is adjourned"

The motion to adjourn must, like all motions, be seconded and voted upon so that the chairperson cannot end a meeting without the assembly's consent. If all business is finished and the preselected hour to adjourn has arrived, the assembly need not move to adjourn; the chairperson may ask, "Is there any further business?"; if there is none, the chairperson may then say, "Then I hereby adjourn this meeting"; the meeting is then adjourned.

Form of Popular Motions

When you want to make a motion to...	You say...
Postpone indefinitely	I move to postpone the motion indefinitely
Amend	I move to amend the motion by...
Commit or refer	I move to commit/refer the matter to...
Postpone definitely	I move to postpone the motion to...
Limit or extend debate	I move to limit/extend the time for debate
Previous question	I move for previous question
Table	I move to table...
Un-table	I move to un-table...
Orders of the day	I move for the orders of the day
Question of privilege	I rise for a question of privilege
Recess	I move for a recess
Adjourn	I move to adjourn
Fix the time to adjourn	I move to fix the time to adjourn
Point of order	Point of order, Chairperson, (question)
Point of information	Point of information, Chairperson, (question)
Rescind	I move to rescind my motion
Reconsider	I move for a reconsideration of...
Vote	I move to vote on...
Nominate	I move to nominate...
Suspend the rules	I move to suspend the rules and...
Divide the question	I move to divide the question
Divide the assembly	I move for a rising vote

How to Use the Book

- Go to the table of contents and search for the action for which you need help (the table of contents does not list page numbers; it lists section numbers)
- Go to the section to which the table of contents directs you; *Robert's Rules of Order* is written in prose, so you will have to read the whole section to get a comprehensive idea of what it contains
- Each individual section is part of a larger section, so it is beneficial to read other sections in the subheading if you need more direction; this is especially helpful if you do not know when the topic you are researching arises during a meeting
- If you find yourself in a part of the rules that provides little guidance, do not worry—the rules assume that your assembly will write its own bylaws to fit its own purposes
- **NOTE:** *Robert's Rules of Order* can be superseded by your assembly's bylaws; so, if *Robert's Rules of Order* does not fit your assembly's processes, there is no need to change your assembly's rules to fit those outlined in *Robert's Rules of Order*

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EVENT PLANNING CHECKLIST

Based on the Event Planning Checklist from Pittsburg State University by Mary Mercer with Alex Andrews

PRE-EVENT

Brainstorm

- ☐ What is the nature of the event?
- ☐ Who is the audience?
- ☐ Who do we serve?
- ☐ Who is this for?

CONSIDER:

- Does this align with the organization's mission & goals?
- Does this involve collaborating with others outside of this office?
- What are the risks to this event?
- Do we have access to the resources (time, money, people) to make this happen?

Purpose

- ☐ How does this event fit into your overall curriculum and assessment plan?
 - Purpose
 - Relevance
 - Goals
 - Outcomes
- ☐ Review previous event assessments
- ☐ Create assessment plan for the event

Location, Date, & Time

- ☐ Location confirmed & reserved
- ☐ Backup (weather) location reserved
- ☐ Time & date confirmed with venue

Budget

- ☐ What is the sum of organization funds and how much of it will you allocate for this event?
- ☐ Project all costs – create categories and line items
- ☐ Do you need additional funding?

Propose

- ☐ Communicate plans internally & externally
- ☐ Create partnership terms
- ☐ Final budget

Contracts

- ☐ Outreach to vendors/agencies
- ☐ Negotiate and obtain contracts (if needed)
- ☐ Obtain permits (if needed)
- ☐ All agreements signed by internal and external parties

CONSIDER:

- Is all documentation correct?
- Have all signatures been obtained?

MARKETING

Marketing Plan

- ☐ Identify strategies
- ☐ Identify resources
- ☐ Identify materials
- ☐ Create a marketing timeline
- ☐ Plan B weather site communication strategies

Marketing Logistics

- ☐ Who is involved?
- ☐ Who needs to know?
- ☐ What needs to be communicated? (location work orders, etc. to implement strategies)
- ☐ What needs purchased?

Announce Event

Consider all marketing options, including, but not limited to:

- ☐ University Marketing
- ☐ Press release
- ☐ Digital signage
- ☐ Social media
- ☐ Email

LOGISTICS

Confirm Event Logistics

- ☐ Submit catering
- ☐ Submit work orders
- ☐ Print Signage
- ☐ Finalize plans with
 - Venue
 - Catering
 - Physical plant
 - Stakeholders
 - Vendors
 - Performers
 - Tech companies
 - Media
 - Security

Risk Reduction

- ☐ Identify areas & types of risk
- ☐ Review policies & procedures
- ☐ Create a plan to remove & reduce risk
- ☐ Review health & safety measures

Create “Day Of” Schedule

- ☐ List hour by hour schedule of responsibilities & activities
- ☐ List responsibility descriptions

Event Staffing

- ☐ Sign-ups and/or selection
- ☐ Placement
- ☐ Diagrams
- ☐ Attendance tracking/Ticketing

Order Supplies

- ☐ Identify supplies needed & order by/have in hand timeline
- ☐ Follow campus purchasing protocol
- ☐ Record expenses in budget

CONSIDER:

- Does the schedule need to be tweaked?
- Do any last-minute changes need to be communicated?

EVENT IMPLEMENTATION

Final Check-In Communications

- ☐ Event staff, performer, and/or vendor arrival
- ☐ Work order review
- ☐ Security arrival & presence
- ☐ Catering review
- ☐ Venue
- ☐ Media presence

Event Staff Walk-Through

- ☐ Day of schedule & logistics
- ☐ Placement & responsibilities
- ☐ Expectations
- ☐ Review safety, risk reduction plans & response protocol
- ☐ Talk through “what if” scenarios

Final Reminders

- ☐ Time
- ☐ Location
- ☐ Expectations
- ☐ Attire

Assessment

- ☐ Implement any assessments designed for the event

POST-EVENT

Event Feedback

- ☐ Assess event
 - What went well?
 - What didn't go well?
 - What can we do to improve?
- ☐ Staffing experience
- ☐ Stakeholder experience
- ☐ Budget & planning experience

- ☐ Was the purpose fulfilled?
- ☐ Were all contractual obligations met?
- ☐ Use the feedback in the next planning process

CONSIDER:

- What changes should be implemented next time?
- Where will this information be noted and stored for next time?



RSO VIOLATION FLOWCHART

