

## Information Packet For Student Organizations seeking recognized status at College of Coastal Georgia

### Introduction

This packet will guide you through the process for forming a new student organization at the College of Coastal Georgia. Forming a group can be a challenging, but very rewarding process. To ensure success, the Office of Student Life has designed a process that will help your group form a solid foundation so that your organization can succeed and provide valuable experiences for your fellow students.

There are many positive benefits associated with being a recognized group on campus, including use of the College of Coastal Georgia name, ability to reserve space, the possibility of receiving funding through the Student Activity Fee allocation process and taking advantage of the services offered through the Office of Student Life. There are also several responsibilities associated with being a recognized group, including abiding by policies set forth in the Student Organization Handbook, re-registering annually and completing community service projects each semester.

### Questions to Consider

When starting a new student organization there are several questions to consider:

1. Is there an existing group on campus that shares the same interests you're looking for in a student organization?
2. Would you be able to recruit a minimum of six members for the group?
3. Do you have the time to work on all of the requirements and/or are others helping you?

The staff in the Office of Student Life will be available to help you answer these questions and provide you with assistance in forming your group.

### Requirements

There are necessary requirements to become a recognized student organization at College of Coastal Georgia. They are as follows:

- Complete "Intent to Organize" Form

*Once this form is completed, the group will be issued temporary recognition that will last 60 days from the date the form is returned. During this time, the group must complete the following to seek full recognition status:*

- Recruit a minimum of six (6) members
- Have a minimum of three (3) executive officers
- Secure a College faculty or staff advisor



- Create a constitution
- Select officers and complete an Officer Information Form

Return these materials to the Office of Student Life. The organization leaders will confer with the staff to ensure that their paperwork is in order and that there are no glaring omissions or issues with the constitution.

### **Recognizing a New Organization**

Once all materials are reviewed by the Office of Student Life, the organization is eligible for recognition by the Student Affairs Council and will be notified of the Council's decision.

#### **Recognition:**

When recognized, organization officers and advisor will receive a letter or email of recognition congratulating them and detailing next steps including: holding regular meetings, hosting events, and accessing student activity fees through the established annual process.

Abiding by the criteria below will help ensure that a proposed organization receives recognition:

- The purpose, mission, and/or activities do not violate federal, state, and/or local laws;
- The purpose, mission, and/or activities do not violate the *College of Coastal Georgia Student Code of Conduct* and the provisions of the Student Handbook;
- The appropriate actions to establish a group are completed and sustained;
- The group does not duplicate the purpose of an existing recognized group, except in the case of a religious or political organization.

Please do not hesitate to contact the Office of Student Life at any time either in person by visiting the Campus Center on Main Campus, or by phone 912.279.4511

Allison Lyon  
Assistant Dean of Student Life  
912.279.5812  
alyon@ccga.edu



# New Student Organization Intent to Organize Form

Date: \_\_\_\_\_

Name of Proposed Organization: \_\_\_\_\_

Organization Representative #1: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Representative #2: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*As a representative of the proposed organization, I have read and I understand the CCGA policies and procedures that govern all CCGA Student Organizations.*

\_\_\_\_\_

\_\_\_\_\_

Organization Representative

Organization Advisor

\_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

Telephone Number

When this form is signed by both the organization representative and organization's advisor, the proposed organization will be granted the use of College facilities for organizational meetings. If a proposed constitution is not submitted to the Director of Campus Center and Student Life for forwarding to the Student Affairs Council within one month after this form is signed, the use of College facilities will be terminated.



# College of Coastal Georgia

## Student Organization Officer Information

**Organization Name:** \_\_\_\_\_

**Academic year:** \_\_\_\_\_

All information must be completed for a minimum of three (3) executive officers. The information provided should be reflective of student's contact information during the current academic year. Contact information for all officers of the organization shall be updated at the beginning of the fall and spring semesters of each academic year or if there is a change in officers.

*As a condition of registration, officer contact information will be distributed to students, faculty, and staff requesting information and membership information about the organization. If an officer does not wish for their information to be given out, they must submit a written request to the Director of Campus Center and Student Life.*

*\*By signing below, I grant permission to the Office of Student Life to verify my eligibility for the student organization leadership position through my academic record on file with the College.*

|                                      |   |  |        |
|--------------------------------------|---|--|--------|
| <b>President<br/>(required)</b>      | Name:   |  | Phone: |
| Class Year:                          | Address:  |  | Email: |
| Student ID:                          | Signature acknowledging that GPA will be checked each semester: |  |        |
| <b>Vice President<br/>(required)</b> | Name:   |  | Phone: |
| Class Year:                          | Address:  |  | Email: |
| Student ID:                          | Signature acknowledging that GPA will be checked each semester: |  |        |
| <b>Secretary<br/>(required)</b>      | Name:   |  | Phone: |
| Class Year:                          | Address:  |  | Email: |
| Student ID:                          | Signature acknowledging that GPA will be checked each semester: |  |        |
| <b>Treasurer</b>                     | Name:   |  | Phone: |
| Class Year:                          | Address:  |  | Email: |
| Student ID:                          | Signature acknowledging that GPA will be checked each semester: |  |        |
| <b>Other</b>                         | Name:   |  | Phone: |
| Class Year:                          | Address:  |  | Email: |
| Student ID:                          | Signature acknowledging that GPA will be checked each semester: |  |        |

## PURPOSE STATEMENT

Write a brief description of the goals, purposes, and objectives of your organization.

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## CATEGORY OF ORGANIZATION

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Academic         | <input type="checkbox"/> Honor Society           | <input type="checkbox"/> Religious  |
| <input type="checkbox"/> Publications     | <input type="checkbox"/> Special Interest        | <input type="checkbox"/> Club Sport |
| <input type="checkbox"/> Culture and Arts | <input type="checkbox"/> Diversity and Inclusion |                                     |

## ORGANIZATION MEETINGS

Day of the week: \_\_\_\_\_  
(i.e. – every Tuesday, every other Monday, every Monday and Wednesday, 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month)

Time: \_\_\_\_\_

Location: \_\_\_\_\_





## Advisor Agreement Form

All student organizations must have faculty or staff advisor. To become an advisor to a student organization, the following criteria must be met:

1. The advisor must be a full-time faculty/staff member in good standing at the College of Coastal Georgia.
2. The advisor to each organization is to take an active role in the organization, support student initiatives and maintain the mission of the organization as well as the College.
3. The advisor agrees to meet with College officials in regards to the organization when necessary, including advisor training sessions.

I have read and understand the College Policy on Student Organizations pertaining to registered student organizations and advisors and affirm that the information contained on the attached registration form is true and correct to the best of my knowledge.

**Student organization:** \_\_\_\_\_

**Primary Advisor's name:** \_\_\_\_\_

**Primary Advisor's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Primary Advisor's office location:** \_\_\_\_\_

**Primary Advisor's on-campus phone:** \_\_\_\_\_

**Primary Advisor's email address:** \_\_\_\_\_

**Primary Advisor's department:** \_\_\_\_\_

For each additional advisor, please complete advisor information below:

1. \_\_\_\_\_  
Name Extension Office Location e-mail address

2. \_\_\_\_\_  
Name Extension Office Location e-mail address

# Anti-Hazing Compliance

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, **regardless of the willingness of the participant.**

Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "Treeings" (tying someone up and throwing food or other substances on them);
5. Paddle swats;
6. Line-ups (yelling at people in any formation or harassing them);
7. Forcing or requiring the theft of any property;
8. Road trips (dropping someone off to find his own way back);
9. Scavenger hunts;
10. Permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. Nudity at any time;
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. Requiring the violation of College, Federal, State or local law.

## **HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW.**

I understand all components of the CCGA Hazing Policy, I understand the reasons why this policy was adopted by the College of Coastal Georgia.

I agree to support the policy and its implementations. Participation in hazing activities or the failure to report such activities (had prior knowledge of hazing violations and did not take the necessary steps to stop hazing from occurring) may cause action to be brought against myself and the organization.

Any hazing activities will result in an automatic referral to the Vice President for Student Affairs.

**Organization President:** By my signature below, I acknowledge that I have read, understood, and agree to all of the above statements.

\_\_\_\_\_  
Printed Name of Organization President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organization







## Organization Constitution

The constitution is the heart of your organization. It provides the structure by which your group will function, and it secures a professional operating environment that CCGA prides itself upon. The basic requirements of a constitution are listed below.

A sample constitution including the required articles, and the most common way of organizing them, is attached to this packet in order to aid you in the application process.

### Required Constitutional Elements:

#### Heading

1. All information must be left justified.
2. State the full name of the organization, and its acronym, if applicable.
3. Under the name, state the original date that the organization first met on the confines of the campus of the College of Coastal Georgia

#### Body

Any statements that must be included in the constitution in some fashion will be prefaced by the word “**state**” in boldface or text will be in **boldface**.

#### Article I: Purpose

- Clearly **state** the purpose of the organization. This is the singular most significant part of the document, as it is the mission statement of the organization. No organizations with duplicate or highly similar purposes of those existing organizations will be considered for recognition.
- **State** the purpose in sentences, or by using numbers or bullets.

#### Article II: Membership

- **State** that all active members shall be full- or part-time, officially registered students at College of Coastal Georgia.
- There are only two categories of membership: Active and Associate.
  - Only currently registered students are eligible for active membership.
  - All others interesting in furthering the purpose of the to be recognized organization shall be associate members, Only active members may hold office, vote, reside, officiate, or solicit funds on behalf of the organization
- **State** that only currently registered students are eligible for active membership.
- **State** that there must be at least 6 active students.
- **State** that only active members may vote, preside, officiate, or solicit funding on the organization’s behalf.
- **State** that all members, in order to remain active, must have a minimum grade point average of 2.0, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.

- **Office of Student Life rules requires:** “No organization may restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the College of Coastal Georgia community at large. The College of Coastal Georgia prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the College of Coastal Georgia.”

### **Article III: New Membership and Recruitment**

- Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
    - New Membership Manual
    - A list of responsibilities
    - A definition of personal rights and a copy of the College Anti-Hazing policy, prescribed by Policies and Rules for Student Organizations (These documents will be available upon request by the Office of Student Life).
  - All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
  - Any and all interaction/activity between members and/or new members will be limited to guidelines stated by college policy, as well as local, state, and federal laws.
- **Membership Removal**
    - Please draft a "Membership Removal Policy" subsection within the Membership Section that you feel is appropriate for expelling members from your organization. Please be sure to include reasonable guidelines for what is a condition for expulsion and protocol for addressing failure to meet the GPA requirement by members.
    - Example: The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members---quorum is 75% of active members in this instance.

### **Article IV: Officers**

- **State** that only full-time or part-time, officially registered, active student members shall be eligible to serve as appointed or elected officers in your organization. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers. Such criteria, (e.g. academic standing) must be approved by the Office of Student Life.
- **State** that all officers, in order to remain active, must have a minimum grade point average of 2.5, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.
- **State** all officers, elected or appointed, and their appropriate duties and powers. If officers form the executive committees, an odd number of officers is recommended. Avoid shared offices.

- **State** that three (3) officer positions must be filled at all times. The office of President, Vice President and Secretary must be filled at all times.
- **State** the procedures that will be followed to fill unexpired vacancies and protocol for officers who do not meet the GPA requirement. These include the meeting at which nominations and elections will take place (if applicable), the process by which a candidate will be nominated, etc.

#### **Article V: Meetings**

- **State** the frequency of meetings. At least two meetings per semester are required in order to maintain active status with the College.
- **State** how, and by what body, the frequency of meetings may be decided or changed.
- **State** under what circumstances, and by whom, a special meeting may be called.
- **State** how, when, and by whom members would be notified of regular and special meetings.
- **State** that adequate advanced notice must be given to all members.

#### **Article VI: Voting**

- **State** what will constitute quorum. Different quorums may be used for voting, elections, amendments, and other items. If you wish to require different quorums for different voting events, they must be specified.
- **State** what shall constitute a majority; likewise if different types of majorities will be required for different voting events, they must be specified.

#### **Article VII: Finances**

- **State** that all organizational funds are to be handled exclusively through the Business Office in conjunction with the Office of student Affairs.
- **State** that the organization will not have an off-campus account.
- **State** whether or not the payment of dues is a necessary condition for membership.
  - If it is, **state** how they will be determined. Do not specify a specific amount; it is recommended that the amount be kept reasonable.
  - **State** how often dues are to be collected.
- A dollar amount that officers may spend without approval of the membership may be specified. It is recommended that this amount is kept small. If you wish to allow for this kind of executive function **state** the dollar amount, and the specific officers that it pertains to.

#### **Article VIII: Community Service**

- **State** that in recognition of receiving funds from the Student Activity Fee budget, the organization will participate as an organization in at least one (1) community service event per semester.

#### **Article IX: Elections**

- **State** the meeting at which nominations and elections will take place. **State** how and when these meetings will be publicized.
- **State** that no one involved in conducting the elections may be an official candidate.

- **State** the procedure for nominations and elections, along with how ties will be handled.
- **State** when new officers begin their terms of office. A transition period is recommended so that the new officers may learn their responsibilities, along with the organization's business and College regulations.

#### **Article X: Amendments to the Constitution**

- **State** the procedure for the introduction and passage of amendments.
- **State** that all amendments are subject to approval by the Student Affairs Council.
- **State** when the approved amendments are to take effect.

#### **Article XI: Parliamentary Authority**

- **State** the parliamentary authority used to cover cases not specifically covered by the constitution. *Robert's Rules of Order, Newly Revised* by Sarah Corbin Roberts is highly recommended.

#### **Article XII: Accessibility of this Constitution**

- **State** that a copy of the constitution will be available to anyone upon request.

#### **Article XIII: Advisor**

- **State** that the advisor must be a full-time faculty or staff member at the College of Coastal Georgia, and that he/she should be chosen by the organization. Do not mention a specific name.
- **State** the method by which your organization will select an advisor.

THE COLLEGE OF COASTAL GEORGIA SAMPLE ORGANIZATION

Date of origin: September, 2010

**I Purpose**

- A The purpose of the College of Coastal Georgia Sample Organization is to provide new organizations with a simple step-by-step guide to a model constitution.

**II Membership**

- A At all times, all active members shall be full- or part-time, officially registered students at College of Coastal Georgia.
- B The membership shall be divided into active and associate members.
  - 1 Only currently registered students are eligible for active membership.
  - 2 All others interested in furthering the purpose of the College of Coastal Georgia Sample Organization shall be associate members. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.
- C At all times there shall be at least 10 active student members.
- D The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members - quorum is 75% of active members for removal.
- E All members, in order to remain active, must have a minimum grade point average of 2.0, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.
- F No organization may restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the College of Coastal Georgia community at large. The College of Coastal Georgia prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the College of Coastal Georgia.

**III New Membership and Recruitment**

- A Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
  - 1 New Membership Manual
  - 2 Schedule of New Member Events and Activities
  - 3 A list of responsibilities
  - 4 A definition of personal rights and a copy of the College Anti-Hazing policy, prescribed by



Policies and Rules for Student Organizations (These documents will be available upon request by the Office of Student Life).

- B All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
- C Any and all interaction/activity between members and/or new members will be limited to guidelines stated by college policy, as well as local, state, and federal laws.

#### **IV Officers**

- A Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers. Such limitations are subject to Office of Student Life approval.
- B All officers, in order to remain active, must have a minimum grade point average of 2.5, must meet requirements for satisfactory academic progress (SAP) and must not be on academic probation.
- C Offices
  - 1 The President is the spokesperson for the organization. The President presides at all meetings.
  - 2 The Vice-President shall serve as President when the President is unable to do so.
  - 3 The Treasurer shall be charged with handling all organizational finances.
- D Filling unexpired vacancies:
  - 1 Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.
  - 2 If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.
  - 3 When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.

#### **V Meeting**

- A The CCGA Sample Organization will meet at least two times per semester.
- B Adequate advance notice must be given to all active members.
- C The President with the consent of the Vice President may change meeting frequency.
- D Members shall be notified of all meetings by e-mail.
- E The President may call special meetings should he/she see fit.



## **VI Voting**

- A Only active members may vote.
- B Quorum for all voting shall be seventy-five percent (75%) of the active membership.
- C A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.

## **VII Finances**

- A All organizational funds are to be deposited and handled exclusively through the Business Office in conjunction with the Office of Student Affairs.
- B This organization will not have an off-campus account(s)
- C This organization shall collect dues that will not be excessive.
- D The Treasurer, with the consent of the President will determine dues.
- E Dues shall be collected semi-annually

## **VIII Community Service**

- A This organization will participate in no less than 1 community service event per semester as a function of the organization.

## **IX Elections**

- A Nominations and elections shall take place during the third meeting of the spring semester.
- B This meeting shall be publicized in the meetings preceding it.
- C Elections codes:
  - 1 Any member may nominate an active member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidate of their choice. Each active member shall have one vote per office.
  - 2 If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.
  - 3 In the event of a tie, the ballot will be recast.
  - 4 All officers serve for a term of one year, beginning in the month following elections and ending the month of elections.
- D No one involved in conducting the elections may be an official candidate

**X Amendments to the Constitution**

- A Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Student Affairs Council approval.
- B All amendments are subject to the approval of the Student Affairs Council.

**XI Parliamentary Authority**

- A *Robert's Rules of Order, Newly Revised*, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

**XII Accessibility of this Constitution**

- A Copies of this constitution shall be made available to anyone upon request.

**XIII Advisor**

- A This organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The College of Coastal Georgia and will be chosen by the organization.
- B This organization will choose an advisor through a majority vote.